



How to Submit the Renewal Budget & Progress Report – New Attestation Process Guide

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Overview

The Renewal Budget & Progress Report is a critical deliverable that allows you to request continued funding for your CF Foundation award. This guide walks you through the complete process, from initial preparation to final submission, with emphasis on the new attestation requirements.

Important Note: Only users who have been added as contacts to an award record by the Principal Investigator will be able to view and work on deliverables associated with that award.

Process Overview

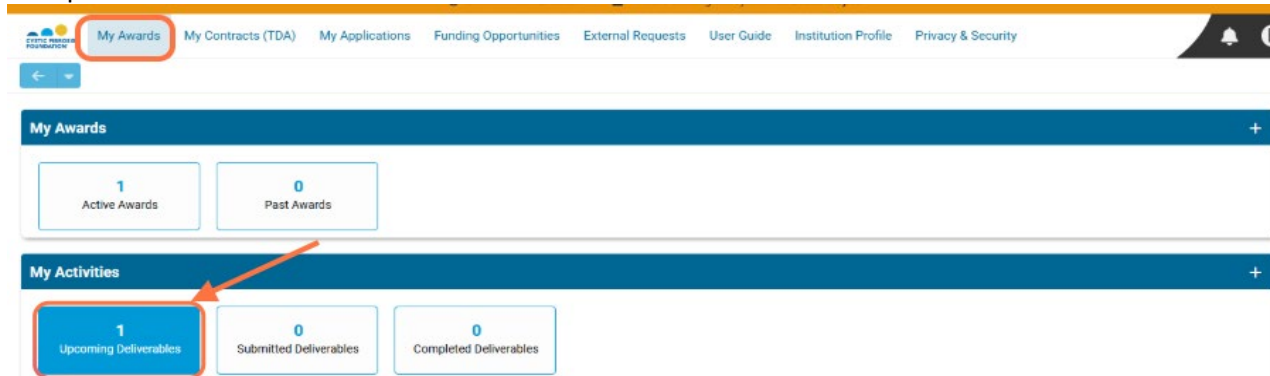
The Renewal Budget & Progress Report follows a structured workflow with multiple attestation points:

1. **In Progress** - Initial preparation and completion
2. **Pending PI Acceptance** - Principal Investigator review and attestation
3. **Pending AIO Acceptance** - Authorized Institution Official (AIO) review and attestation
4. **Submitted** - Under CF Foundation review
5. **Revisions Requested** – If the CF Foundation requests revisions to the submitted Renewal Budget & Progress Report
6. **Approved** - Final approval status based on CF Foundation review

Accessing and Beginning Your Renewal

Step 1: Locate Your Deliverable

1. Log into the Grants Management System at <https://awards.cff.org/>
2. Navigate to **My Awards** → **My Activities**
3. Click on **Upcoming Deliverables**
4. Find your **Renewal Budget & Progress Report** with "Pending" status
5. Click on the deliverable to open it





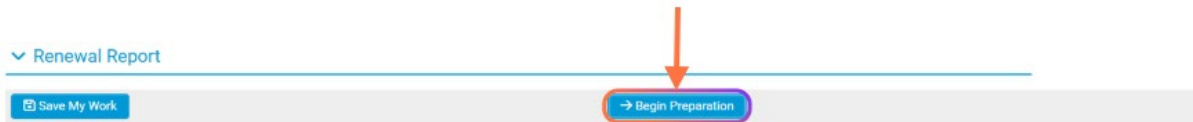
My Awards My Contracts (TDA) My Applications Funding Opportunities External Requests User Guide Institution Profile Privacy & Security

Upcoming Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Pending	01/01/2025 - 12/31/2025	

Step 2: Begin Preparation

1. On the Renewal Budget & Progress Report page, click **Begin Preparation**
2. The status will change from "Pending" to "In Progress"
3. You can now begin working on all components of your renewal



Completing the Renewal Components

Who Can Work on the Renewal?

When the status is "In Progress," the following roles can edit and complete the renewal:

- Principal Investigator
- Grants Officer
- Financial Officer
- Authorized Institution Official
- Any contact granted specific **Budget Access** by the Principal Investigator

00957025 - Renewal Budget & Progress Report

RFA Name:
Activity Type: Renewal Budget & Progress Report
Status: In Progress * Scheduled Date: 06/03/2025
* Activity Owner: Bruce Wayne [x]
Award Period Start: 01/01/2025
Award Period End: 12/31/2025
Budget Period: From 01/01/2026 To 12/31/2026

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select
Searching...

JUMP TO
Renewal Report
Renewal Budget
Budget Justification
Organizational Assurances

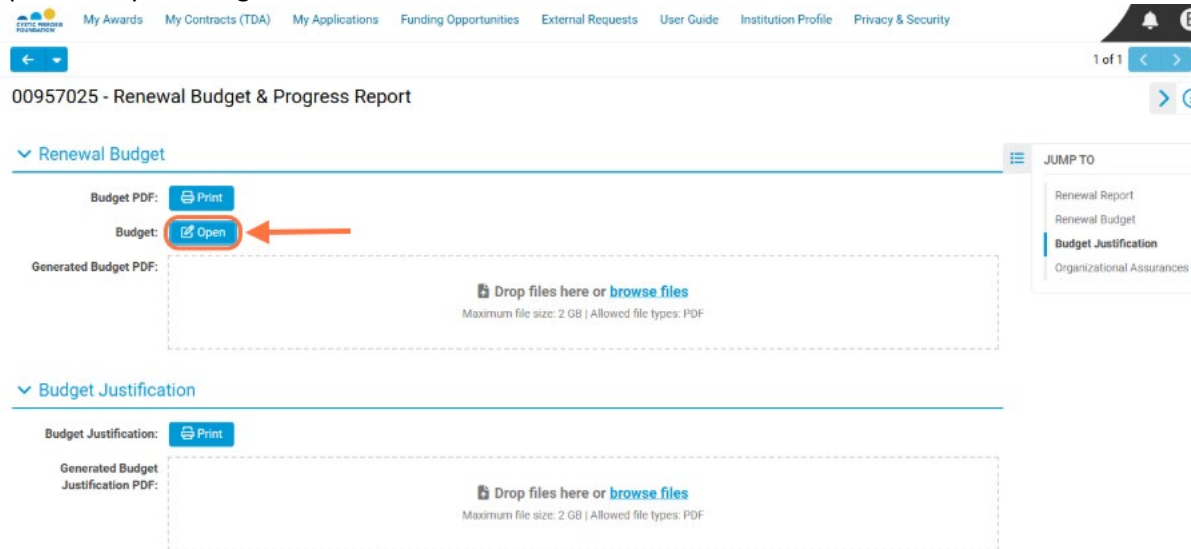


Important Note: For information on assigning institutional contacts to award records, please refer to the [How to Add Contacts](#) guide.

Component 1: Renewal Budget and Budget Justification

Accessing the Budget

1. Under the **Renewal Budget** tab, click the **Open** button next to "Budget"
2. A pop-up window will appear with your budget form



Working with Budget Categories

- The budget automatically populates based on your original application
- Click the + **Sign** next to each budget category to expand line items

+ Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$225,700.00 in 2025.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	\$0
Budget Justification								

[+ Add Salaries & Benefits Expense](#)

- Edit any budget cells as needed for the renewal period
- **To Add an Expense:** Click the + **Add [Budget Category]** under the budget category



+ Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$225,700.00 in 2025.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	\$0
Budget Justification								
+ Add Salaries & Benefits Expense								

- **To Save an Expense:** After all expenses have been added to the budget category, select **Save [Budget Category]** to save all the line items
 - **Important Note:** If you do not select **Save [Budget Category]** after you have entered in your line item expenses, the system will not allow you to move to another budget category until the previous has been saved.

+ Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)					
Category	Description	Number	Unit Cost	Amount	
CS	CS Supplies	1	\$1,00	\$1,00	
				Subtotal:	\$1,00
Budget Justification					
+ Save New Consumable Supplies Expense					
Cancel					

- **To Delete an Expense:** Click the X button next to the line item

+ Add Travel Expense

+ Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)					
Category	Description	Number	Unit Cost	Amount	
CS	Budget	1	\$10,0	\$10,0	X
				Subtotal:	\$10,0
Budget Justification					ENTER IN BUDGET JUSTIFICATI

+ Add Consumable Supplies Expense



Budget Justification Requirements

- Each budget category with expenses **must** include a justification
- Enter justifications in the text box under each budget category

+ Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)					
Category	Description	Number	Unit Cost	Amount	
CS	Budget	1	\$10,0	\$10,0	
				Subtotal:	\$10,0
Budget Justification					<input type="text" value="BUDGET JUSTIFICATION HERE"/>

[Save New Consumable Supplies Expense](#)
[Cancel](#)

- **Critical:** The system will not allow submission if any budget justification text box is left blank

Saving Your Budget

1. Complete all expenses and justifications
2. Fill in the Indirect Costs field if allowable per your RFA guidelines

Total Direct Costs: \$0.00

Modified Total Direct Costs: \$0.00

Indirect Costs:

(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$0.00.)

Total Estimated Budget: \$1,200

[Save Year 1](#)
[Close Budget](#)

3. Click **Save** at the bottom of the budget window to save all your estimated Renewal expenses

Total Direct Costs: \$10,0

Modified Total Direct Costs: \$10,0

Indirect Costs:

(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$1,200.00.)

Total Estimated Budget: \$11,200

[Save Year 1](#)
[Close Budget](#)



4. Click **Close Budget** to return to the main page

Total Direct Costs: \$10,0

Modified Total Direct Costs: \$10,0

Indirect Costs: \$1,20
(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$1,200.00.)

Total Estimated Budget: \$11,20

[Save Year 1](#) [Close Budget](#)

A screenshot of a budget summary page. It lists 'Total Direct Costs: \$10,0', 'Modified Total Direct Costs: \$10,0', 'Indirect Costs: \$1,20' with a note '(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$1,200.00.)', and 'Total Estimated Budget: \$11,20'. At the bottom, there are two buttons: 'Save Year 1' and 'Close Budget'. The 'Close Budget' button is highlighted with a red box and an orange arrow points to it from the right.

Important Note: If your renewal includes subcontractor budgets that require updates, please refer to the [How to Edit Subcontractors for the Renewal Budget & Progress Report](#) guide for detailed instructions."

Viewing Your Budget

- **Budget PDF:** Click **Print** next to "Budget PDF" under the Renewal Budget tab

▼ Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF:

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: PDF

A screenshot of the 'Renewal Budget' tab. It shows a 'Budget PDF:' label with a 'Print' button next to it, which is highlighted with a red box and an orange arrow points to it from the right. Below it is a 'Budget:' label with an 'Open' button. Underneath is a 'Generated Budget PDF:' label followed by a dashed box containing a file upload prompt: 'Drop files here or browse files' and 'Maximum file size: 2 GB | Allowed file types: PDF'.

- **Budget Justification PDF:** Click **Print** next to "Budget Justification" under the Budget Justification tab

▼ Budget Justification

Budget Justification: [Print](#)

Generated Budget Justification PDF:

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: PDF

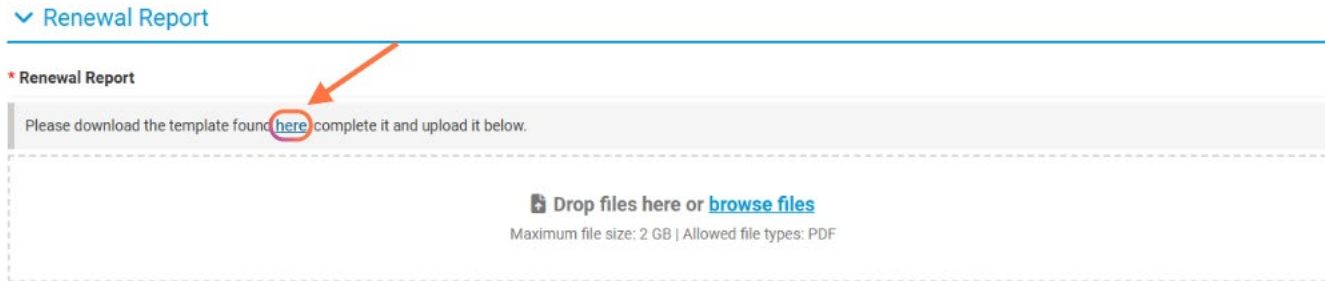
A screenshot of the 'Budget Justification' tab. It shows a 'Budget Justification:' label with a 'Print' button next to it, which is highlighted with a red box and an orange arrow points to it from the right. Below it is a 'Generated Budget Justification PDF:' label followed by a dashed box containing a file upload prompt: 'Drop files here or browse files' and 'Maximum file size: 2 GB | Allowed file types: PDF'.



Component 2: Renewal Progress Report

Downloading the Template

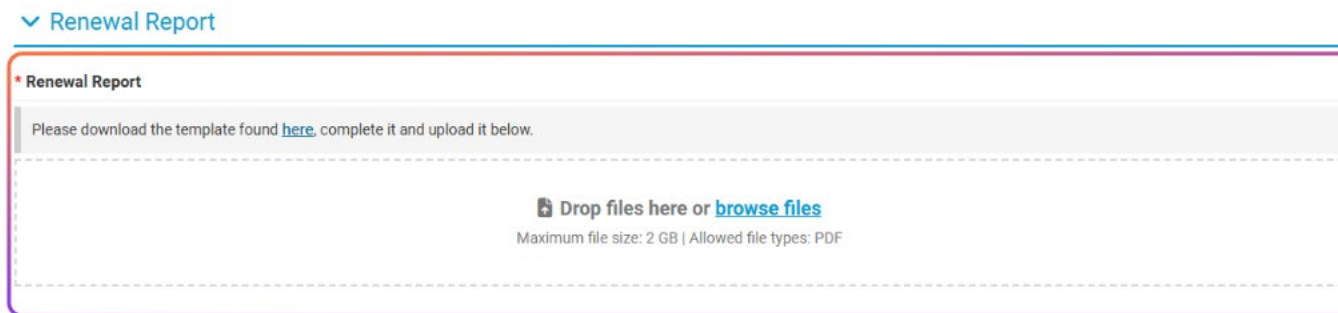
1. Navigate to the **Renewal Report** tab
2. Click the download link for the template



3. A Word document labeled "Renewal-Progress-Report-CFF-GMS" will download

Completing and Uploading Your Report

1. Use the downloaded template to complete your progress report
2. Follow all instructions provided within the template
3. Save your completed report
4. Return to the Renewal Report tab and click **Upload**
5. Select and upload your completed progress report



Component 3: Required Administrative Information

Authorized Institution Official Assignment

1. Use the **Authorized Institution Official search box** to select the appropriate official
2. This person will provide final institutional attestation
3. Click **Save My Work** after making your selection



*** Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project.

Select One

Clark Kent

Flash TEST Gordon TEST

Slim Jan

JACK-TEST SHOW-TEST

*** Renewal Report**

Please download the template found [here](#), complete it and upload it below.

Save My Work

→ Pending PI Acceptance

Invention Disclosures/Patents

- Answer the invention disclosure/patent question
- If "Yes," include all relevant information in your renewal report submission

Invention Disclosures/Patents

If Yes is selected, please include all relevant invention disclosure and/or patent information in the Renewal application scientific portion.

No

Yes

Organizational Assurances

- Complete all required organizational assurance information for the renewal period
- Upload any documentation as required if your Organizational Assurance has been Approved or Exempt
- Select **Save My Work** after completion

Organizational Assurances

*** Organization Assurance**

- Human Subject
- Vertebrate Animals
- Recombinant DNA
- Biohazard

Human Subjects

[\(21 CFR Part 50\)](#)

*** Does the project involve Human subjects?**

Yes

No

Provide us with your FWA number and status of IRB submission

*** Federal Wide Assurance Number**

Save My Work

→ Pending PI Acceptance



Principal Investigator Attestation

Transitioning to PI Review

1. After completing all components, click **Save My Work**
2. Click **Pending PI Acceptance** to advance the renewal

Provide us with your FWA number and status of IRB submission

* Federal Wide Assurance Number

3. Status changes from "In Progress" to "**Pending PI Acceptance**"

Principal Investigator Actions Required

1. **Access the Renewal:** Navigate to My Awards → My Activities → Upcoming Deliverables

The screenshot shows the user interface with the following elements:

- Navigation menu: My Awards (highlighted), My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, Institution Profile, Privacy & Security.
- My Awards section: 1 Active Awards, 0 Past Awards.
- My Activities section: 1 Upcoming Deliverables (highlighted), 0 Submitted Deliverables, 0 Completed Deliverables.

2. **Select the renewal with "Pending PI Acceptance" status**

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Pending PI Acceptance	01/01/2025 - 12/31/2025	



3. **Review all components:** Renewal report, budget, and budget justification
4. **Make edits if necessary:** All components can still be modified at this stage
5. **Provide Attestation:**
 - Check the box next to the **Principal Investigator's Acceptance Statement**
 - This serves as your electronic signature

*** Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project.

Clark Kent

*** Principal Investigator's Acceptance Statement:** I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide any additional required information that may result from the submission of this Renewal Progress Report.

Revisions Requested by the Authorized Institution Official

▼ **Renewal Report**

*** Renewal Report**

6. **Submit for Final Review:** Click "Submit to Authorized Institution Official for Acceptance"

*** Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project.

Clark Kent

*** Principal Investigator's Acceptance Statement:** I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide any additional required information that may result from the submission of this Renewal Progress Report.

Revisions Requested by the Authorized Institution Official

▼ **Renewal Report**

*** Renewal Report**

7. Status changes to "**Pending AIO Acceptance**"



Authorized Institution Official Attestation

AIO Access and Review

1. The assigned AIO will receive a notification
2. AIO logs in and navigates to My Awards → Activities → Upcoming Deliverables

The screenshot shows the user interface with the following elements:

- Navigation bar: Institution Profile, Institution Contacts, **My Awards** (highlighted with a red box), My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, More.
- My Awards section: 0 Active Awards, 0 Past Awards.
- My Activities section: **1 Upcoming Deliverables** (highlighted with a blue box and an orange arrow), 0 Submitted Deliverables, 0 Completed Deliverables.

3. AIO selects the renewal with "Pending AIO Acceptance" status

The screenshot shows the "Upcoming Deliverables" table with the following data:

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Pending AIO Acceptance	01/01/2025 - 12/31/2025	

The table has a search bar at the top right and a pagination indicator "1-1 of 1". The first row is highlighted with a red box, and an orange arrow points to the "Status" column.

4. AIO can review all components:
 - o View the renewal report PDF
 - o Print the budget and budget justification for review

▼ Renewal Report

* Renewal Report

Please download the template found [here](#), complete it and upload it below.



File Name ^

Size Date

TEST.pdf

16 KB 06/13/2025 10:53 AM

Total Files: 1

JUMP TO

- Renewal Report
- Renewal Budget**
- Budget Justification
- Organizational Assurances
- Human Subjects

▼ Renewal Budget

Budget PDF:



▼ Budget Justification

Budget Justification:



* External Revisions

Save My Work

→ Submit to CFF

← Request Revisions

↻ Revise AIO

Revising the Assigned Authorized Institution Official Contact:

If the incorrect Authorized Institution Official was assigned to the Renewal Budget & Progress Report:

1. The Principal Investigator, Grants Officer, Financial Officer, Authorized Institution Official or contact with Budget Access may select the Renewal Budget & Progress Report in **“Pending AIO Acceptance”** status
2. The following contact may select the **Revise AIO** button on the Renewal Budget & Progress Report

If the Wrong AIO Was Assigned:

Click the "Revise AIO" button to return the application to "In Progress" status, allowing the correct Authorized Institution Official to be assigned.

If Revisions are Required by the AIO:

1. Enter your requested revisions in the "Revisions Requested by the Authorized Institution Official" text box
2. Click the "Request Revisions" button to return the application to "In Progress" status

↻ Revise AIO

3. This moves the status of the activity back to **“Pending”** to allow for the associated contact to resubmit the Renewal Budget & Progress Report with the correct Authorized Institution Official assignment.

i The Renewal Budget & Progress Report requires approval from your Authorized Institution Official (AIO) before CF Foundation review.

For the Assigned AIO:

1. Log into the Grants Management System
2. Navigate to the "My Awards" -> "Upcoming Deliverables" module
3. Review the Renewal Budget & Progress Report thoroughly
4. Mark the checkbox next to the AIO Assurance Statement to provide your attestation
5. Click "Submit to CFF" to forward the application to the CF Foundation for review

If the Wrong AIO Was Assigned:

Click the "Revise AIO" button to return the application to "In Progress" status, allowing the correct Authorized Institution Official to be assigned.

If Revisions are Required by the AIO:

1. Enter your requested revisions in the "Revisions Requested by the Authorized Institution Official" text box
2. Click the "Request Revisions" button to return the application to "In Progress" status
3. The Principal Investigator and assigned Institution contacts will address your revisions and resubmit for your review

Note: You must mark the AIO Assurance Statement checkbox before submitting to the CF Foundation. If requesting revisions, you must provide specific revision comments in the designated text box.

Option 1: Request Revisions

If revisions are needed:

1. Enter revision requests in the **"Revisions Requested by the Authorized Institution Official"** text box
2. Click **"Request Revisions"** button

* Authorized Institution Official's Acceptance Statement: I certify that the statements herein are true and complete to the best of my knowledge and accept the regulations, policies, and objectives of the Cystic Fibrosis Foundation concerning this type of project.

Human Subjects

Revisions Requested by the Authorized Institution Official

↓

✓ Renewal Report

* Renewal Report

Please download the template found [here](#), complete it and upload it below.

↓

File Name ▲ Size Date

Save My Work Submit to CFF Request Revisions Revise AIO



3. Status returns to **"In Progress"**
4. Assigned contacts will address revisions entered in by the Authorized Institution Official and resubmit for review

Option 2: Submit to CF Foundation

If the renewal is approved:

1. **Provide Attestation:** Check the box next to the **Authorized Institution Official's Acceptance Statement**
2. Click **Save My Work**
3. Click **"Submit to CFF"** to submit to the CF Foundation

*** Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project.

Clark Kent

*** Principal Investigator's Acceptance Statement:** I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide any additional required information that may result from the submission of this Renewal Progress Report.

*** Authorized Institution Official's Acceptance Statement:** I certify that the statements herein are true and complete to the best of my knowledge and accept the regulations, policies, and objectives of the Cystic Fibrosis Foundation concerning this type of project.

Revisions Requested by the Authorized Institution Official

✓ **Renewal Report**

*** Renewal Report**

Please download the template found [here](#), complete it and upload it below.

Save My Work **→ Submit to CFF** ← Request Revisions ↻ Revise AIO

Renewal Budget
Budget Justification
Organizational Assurances
Human Subjects

4. Status changes to **"Submitted"**
5. All parties receive notification with the fully executed renewal document PDF attached
6. You may also find a fully executed copy under the My Award -> Activities -> Submitted Deliverables module by selecting the Renewal Budget & Progress Report activity in **"Submitted"** status



My Awards +

0

Active Awards

0

Past Awards

My Activities +

0

Upcoming Deliverables

1

Submitted Deliverables

0

Completed Deliverables



Submitted Deliverables

x 🔍
1-1 of 1
⏪ ⏩

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Submitted	01/01/2025 - 12/31/2025	

7. The fully executed copy will be available under the **Signed Face Page** section of the Renewal Budget & Progress Report

Face Page: [View / Save](#)

Signed Face Page: 

File Name	Size	Date
 MOHAGH252_Wayne_Bruce_RenewalBudget_ProgressReport_FullySigned_2025_V_001.pdf	232 KB	06/13/2025 11:01 AM



CF Foundation Review

During Review Period

- **No action required** from your team during CF Foundation review
- Both the CFF Program Officer and CFF Program Administrator will review your submission

Possible Outcomes

Approval

- Status changes from "Submitted" to **"Approved"**
- Find your approved renewal in **Completed Deliverables** under My Activities
- Award letter for the renewal period will be issued shortly
- View the award letter in **Upcoming Deliverables** once issued

Revisions Requested by CF Foundation

- Status changes from "Submitted" to **"Revisions Requested"**
- Find the renewal in **Upcoming Deliverables** under My Activities

The screenshot shows the CF Foundation portal interface. The top navigation bar includes 'My Awards', 'My Contracts (TDA)', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', 'Institution Profile', and 'Privacy & Security'. The 'My Awards' section displays '1 Active Awards' and 'Past Awards'. The 'My Activities' section displays '1 Upcoming Deliverables', 'Submitted Deliverables', and 'Completed Deliverables'. The 'Upcoming Deliverables' card is highlighted with a red box and an arrow. Below this, a table lists the details of the upcoming deliverable.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Revisions Requested	01/01/2025 - 12/31/2025	



Handling CF Foundation Revision Requests

Viewing Requested Revisions

1. Access the renewal with "**Revisions Requested**" status
2. Review **External Revisions** at the top of the renewal page
3. The **External Revisions** detail exactly what changes the CF Foundation requires

00957025 - Renewal Budget & Progress Report



External Revisions Requested

This is where the external revisions will be located when the CF Foundation requests revisions to the Renewal Budget & Progress Report.

RFA Name:

Activity Type: Renewal Budget & Progress Report

Status: Revisions Requested *** Scheduled Date:** 06/03/2025

*** Activity Owner:** Bruce Wayne [🔗](#)

Award Period Start: 01/01/2025

Award Period End: 12/31/2025

Budget Period: From 01/01/2026 To 12/31/2026

JUMP TO

- Renewal Report
- Renewal Budget
- Budget Justification
- Organizational Assurances
- Human Subjects

Making Revisions

Who can make revisions:

- Principal Investigator
- Grants Officer
- Financial Officer
- Authorized Institution Official
- Any contact with Budget Access

Resubmission Process

1. Complete all requested revisions
2. Click **Save My Work**
3. Click **Pending PI Acceptance** to start the re-attestation process
4. **Principal Investigator must re-attest:**
 - Access the renewal in "Pending PI Acceptance" status
 - Check the Principal Investigator Assurance Statement box
 - Click "**Submit to Authorized Institution Official for Acceptance**"
5. **Authorized Institution Official must re-attest:**



- Access the renewal in "Pending AIO Acceptance" status
- Review all revisions
- Check the Authorized Institution Official's Acceptance Statement box
- Click "**Submit to CFF**" to resubmit

Important Notes and Tips

Access Requirements

- You must be added as a contact to the award by the Principal Investigator to view deliverables
- You may refer to the separate guide: "[How to Add Contacts](#)" for step-by-step guidance on how the Principal Investigator can add internal Institution contacts to their award record.
- For budget access, the PI must specifically add you to the **Budget Access** section

Subcontractor Budgets

- If your renewal includes subcontractor budgets, refer to the separate guide: "[How to Update Subcontractors for the Renewal Budget & Progress Report](#)"

Changing the Authorized Institution Official

- If the wrong AIO is assigned, authorized personnel can click the "**Revise AIO**" button
- This returns the status to "Pending" so the correct AIO can be assigned

Finding Completed Documents

- Fully executed renewal documents are available in the **Signed Face Page** section
- Access through My Awards → Activities → Submitted Deliverables

System Validation

- The system will prevent submission if required fields are incomplete
- Pay special attention to the renewal budget requirements
- Ensure all organizational assurances are completed (if applicable)
- Include any Invention Disclosures/Patents as part of the Renewal Report upload (if applicable)

Support and Additional Resources

For technical assistance with the Grants Management System or questions about the renewal process, please contact the GCMA Post-Award Administrators. Contact information for the GCMA Post-Award Administrators that oversee the award are located on the bottom of the Renewal Budget & Progress Report activity.

i Here you will find the CFF Post-Award Administrators that manage this award. The listed CFF Post-Award Administrators are the primary contacts for all of your business/administrative needs (non-scientific/programmatic related questions).

Post-Award Administrators

Name	Title	Email
The Joker	Joker	test@test.org
Bruce Wayne	Director	bwayne@fake.fake

Remember: The attestation process ensures institutional compliance and accountability. Both the Principal Investigator and Authorized Institution Official attestations serve as electronic signature stamps, confirming the accuracy and completeness of your renewal submission.