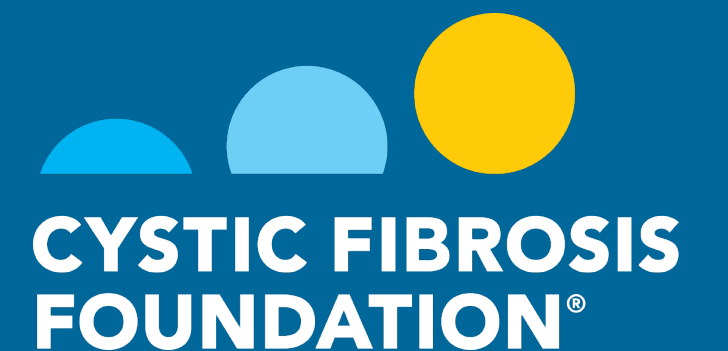


# CFF Grants Management System

"How To" User Guide for Active Awards - June 2025



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(Specific Guide for Activated Awards marked \*)

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## How to Log In:

Go to the URL <https://awards.cff.org/> to access the Grants Management System

The screenshot shows the login interface for the Grants Management System. At the top left is the Cystic Fibrosis Foundation logo. The main heading is "Login". Below it are two input fields: "Email" with an envelope icon and "Password" with a key icon. A blue "Login" button is positioned below the password field. To the right of the password field is a link for "Forgot Password?". Below the login fields is a section titled "New to the System?" with a "Register Here" button. On the right side of the page, there is a "Welcome to the Cystic Fibrosis Foundation" section with a paragraph of text, followed by an "About the Cystic Fibrosis Foundation" section with another paragraph and a "click here" link.

Log-in notifications will be sent from the Grants Management System. Please use the email address that you received the Log-in Notification from to log into the system.

If this is your first time logging in or if you have forgotten your password, please use the **Forgot Password** link.

If you never received a log-in notification email and you have never accessed the system, please use the **Register Here** link.

Welcome to the Cystic Fibrosis Foundation

The CF Foundation is the world's leader in the search for a cure for cystic fibrosis, and nearly every CF-specific drug available today was made possible with our financial support. We are a donor-funded, 501(c)(3) nonprofit that is fully accredited by the Better Business Bureau's (BBB) Wise Giving Alliance program.

About the Cystic Fibrosis Foundation

The CF Foundation is the world's leader in the search for a cure for cystic fibrosis, and nearly every CF-specific drug available today was made possible with our financial support. The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment and ensuring access to high-quality, specialized care. To learn more about us [click here](#).

## How to Navigate the Main Page:



**My Awards:** Here you will find all your associated CFF Active Awards (Current) and CFF Past Awards (Completed). You will find all your specific award details in these modules.

1 Active Awards	0 Past Awards
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**My Activities:** Here you will find all your **Upcoming Deliverables** (Deliverables Due), **Submitted Deliverables** (Deliverables Submitted to CFF) and **Completed Deliverables** (Deliverables Submitted and Approved by CFF)

3 Upcoming Deliverables	0 Submitted Deliverables	3 Completed Deliverables
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**My Payments:** Here you will find all your Scheduled Payments (Contingent OR Scheduled) and Paid Payments (Payments Paid)

1 Scheduled Payments	1 Paid Payments
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## Contact Definitions:

**Principal Investigator (PI)/ Director:** Individuals with full access to their application, award, deliverables, and payments. Only the Principal Investigator can add individuals (contacts) to the application/award and is the only one with the ability to grant Budget Access to other members of the team (contacts). The Principal Investigator must approve the Estimated Budget and the Report of Expenditures deliverables prior to submission. The Principal Investigator is responsible for their application and funded award, through the management of contracts, deliverables, and payment information.

**Authorized Institutional Official (AIO):** Individual with read-only access to the full application and award, and is required to electronically approval all applications, award letters and annual progress reports through the Adobe Sign process. The Adobe Sign process is completed through their associated email address, not in the Grants Management System. Individual responsible for the oversight of all awards issued to their institution. Only the AIO has the authority to legally obligate the institution to the terms and conditions of award and person to whom the application and award letter will be submitted for signature.

**Financial Officer:** Individual with access to review and edit all financial documents associated with the application and award; and is required to sign all Post-award financial documents (Estimated Budget and Report of Expenditures) in the system prior to submission to CFF. The Financial Officer is not required to sign off the application budget.

**Pre-award Contact:** Individual with full access to the application and supporting documents, with the exception of the budget. The PI must provide permission online by granting Budget Access for the Pre-Award Contact to access and work on the budget.

**Post-award Contact:** Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Post-Award Contact to access and work on the Estimated Budget and Report of Expenditures.

**Grants Officer:** Individual with full access to the application and supporting documents, award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.

**Administrative Contact:** Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.



**Coordinator:** Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Coordinator to access and work on the Estimated Budget and Report of Expenditures.

**Mentor:** Individual with access to review the full application of a Fellow but cannot submit the application on their behalf. The Mentor does not have access to the funded award.

**Co-Investigator/ Co-Director:** Individuals who do not have access to the application but is considered in review for conflicts of interest. The Co-Investigator/ Co-Director has full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Co-Investigator to access and work on the Estimated Budget and the Report of Expenditures.

**Collaborator:** Individual who collaborates with the PI and has effort on the project but is not associated with the project institution. The Collaborator does not have access to the funded award.

**Subcontractor:** Individual who approves the subcontractor budget for the application. The Subcontractor does not have access to the application or award. The Subcontractor approves of the application budget through the External Requests tab.

**Community Representative:** Individual who is part of the CF Community and may serve on review committees.

**Reviewer:** Individual who serves on a review committee and provides scores of applications.



## How to Add Contacts

**Please Note:** Only the Principal Investigator and Authorized Institutional Official (AIO) can add individuals (contacts) to the application/award .If you need access to view an award and all payments/deliverables associate with that award, **please contact the Principal Investigator of the award to request access.** The Principal Investigator is the only one with the ability to grant Budget Access to other members of the team (contacts).

1. To add contacts to an award, the **Principal Investigator or AIO** of the award must go to their **My Awards** homepage and click on the **Active Awards** tile under the **My Awards** module.

The screenshot shows a user interface for the Cystic Fibrosis Foundation system. At the top, a navigation bar includes the user name "Bruce Wayne" and various menu items like "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy & Security". The main content area is divided into several sections:

- My Awards:** This section contains two tiles: "Active Awards" with a count of 1 (highlighted with a red box and an arrow) and "Past Awards" with a count of 0.
- My Activities:** This section contains three tiles: "Upcoming Deliverables" (9), "Submitted Deliverables" (0), and "Completed Deliverables" (3).
- My Payments and CFF Required Refunds:** This section contains four tiles: "Contingent Payments" (5), "Scheduled Payments" (0), "Paid Payments" (1), and "CFF Required Refunds" (0).
- My No Cost Extension (NCE):** This section contains four tiles: "Request NCE" (1), "Pending NCE" (0), "Under Review NCE" (0), and "Completed NCE" (1).
- Active Mentor Awards:** This section contains one tile: "Active Mentor Awards" (0).



2. The **Principal Investigator or AIO** must next click on the **Active Award** that the contact requires access too.

**PLEASE NOTE:** Contacts must be added each time for every different Project Period and Award Type (Award Profile).

The screenshot shows the 'Active Awards' section of the system. At the top right, there is a navigation menu with links for 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation is a search bar with a magnifying glass icon and the text '1-1 of 1'. The main content is a table with the following columns: 'Award', 'Institution', 'Award Type', 'Principal Investigator', 'Project Period', and 'Award Amount'. A single row is visible, representing an active award.

Award	Institution	Award Type	Principal Investigator	Project Period	Award Amount
00192CC319 CFF Children's Hospital	CFF Hospital Foundation	Care Centers	Bruce Wayne	-	\$43,000.00

3. On the Award Profile Page, the **Principal Investigator or AIO** must click on the **CONTACTS** tab to add contacts to the award.

The screenshot shows the 'Award Profile Page' for 'Wayne' (Award ID: 00286219). The page header indicates 'You are viewing the system as Bruce Wayne'. The navigation menu is the same as in the previous screenshot. The main content area shows details for the award, including 'Status: Active', 'Institution: CFF Hospital Foundation', 'Submitted Date:', 'Funding Decision:', 'LOI Application Full Print:', 'Full Application:', and 'Signed Application Upload:'. On the right side, it shows 'Principal Investigator: Bruce Wayne', 'RFA Name: TEST CF Care Center 2019', and 'Application Full Print:'. Below the details is a horizontal tab menu with the following tabs: 'GENERAL', 'CONTACT PROFILE', 'INSTITUTION', 'CONTACTS', 'ABSTRACTS/RELEVANCE', 'BUDGET', and 'FULL APPLICATION UPLOADS'. The 'CONTACTS' tab is highlighted with a black box, and a large black arrow points down to it. At the bottom of the page, it shows 'Project Period Start: 07/01/2019' and 'Project Period End: 06/30/2020'. There is also a 'JUMP TO' field.



- Under the **CONTACTS** tab, the **Principal Investigator or AIO** will be able to add a contact by clicking into the look-up field below each contact role. By clicking on the look-up field, all contact associated with the **Principal Investigator's Institution AND that are associated with the contact role**, will display. To add the contact, the **Principal Investigator** should click on the contact that displays in the look up field.

A screenshot of a web application interface showing the "CONTACTS" tab. The navigation bar includes "GENERAL", "CONTACT PROFILE", "INSTITUTION", "CONTACTS" (highlighted with a black box), "ABSTRACTS/RELEVANCE", "BUDGET", and "FULL APPLICATION UPLOADS". The main content area is divided into sections for different roles: "Authorized Institution Official", "Additional Authorized Institution Official(s)", "Grant Officer", "Financial Officer", "Pre-award Contact", and "Post-award Contact". Each section has a description and a search field. The "Authorized Institution Official" section has a dropdown menu labeled "Select One" which is highlighted with a black box and a white arrow pointing to it. At the bottom right, there is a blue "Save My Work" button.

**PLEASE NOTE:** If the contact does not appear in the look-up field, the contact does not exist in the system. Please request that the contact register themselves to the system by going to the <https://awards.cff.org/> log-in page and clicking on the **Register Here** button.



- When that contact is added, the **Principal Investigator or AIO** will need to click on the **Save My Work** button at the bottom of the Award Profile Page. Once saved, the contact will have access to the Award on the system.

**Please refer to the Contact Definitions guide (Page 5) to view all the permissions each contact role has in the system.**

A screenshot of the 'CONTACTS' page in the CFF system. The page has a navigation bar with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS (highlighted with a black box), ABSTRACTS/RELEVANCE, BUDGET, and FULL APPLICATION UPLOADS. Below the navigation bar, there are sections for 'Financial Officer', 'Pre-award Contact', 'Budget Access', and 'Subcontractor(s)'. The 'Financial Officer' section has a dropdown menu with 'Cat Woman' selected (highlighted with a black box). The 'Subcontractor(s)' section has a blue bar with the text 'Subcontractors' (highlighted with a black box). At the bottom of the page, there is a 'Save My Work' button (highlighted with a black box) and a large black arrow pointing down to it. The text 'Add Collaborators and Consultants' is visible above the 'Save My Work' button.



## How to Accept an Award Letter (Principal Investigator):

1. Log into <https://awards.cff.org/>
2. On the **My Awards** Dashboard, Click on **Upcoming Payments** under **My Activities**

The screenshot shows the 'My Awards' dashboard. At the top, there are navigation links: My Awards, My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below this, there are three main sections: 'My Awards' with 1 Active Awards and 0 Past Awards; 'My Activities' with 6 Upcoming Deliverables, 0 Submitted Deliverables, and 2 Completed Deliverables; and 'My Payments' with 1 Scheduled Payments and 1 Paid Payments. A blue arrow points to the 'Upcoming Deliverables' tab in the 'My Activities' section.

3. On the **Upcoming Deliverables** tab, you can find the **Award Letter** deliverable in “**Pending**” status. Click on the **Award Letter** deliverable.

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The row for the 'Award Letter' is highlighted with a blue box and a blue arrow pointing to it.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
3	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
4	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	

4. Enter your Authorized Institutional Official and Additional Administrative Contact information on the Award Letter page. **PLEASE NOTE:** You must first associate the contact with your award before adding them to your Award Letter (for instructions, see "How to Add Contacts").



5. By clicking the **View/Save** button, you can view your Award Letter. To authorize the Award Letter, review the Acceptance Statement of the Principal Investigator, check off the box next to the statement and click Submit. The Award Letter will move to **"Pending Signature"** status. This means that Adobe Sign will automatically route the Award Letter to the Authorized Institutional Official's email address. The Adobe Sign email will request the Authorized Institutional Official's e-signature. When the Authorized Institutional Official provides their e-signature, the Award Letter will automatically route back to the Grants Management System and the status will move to **"Submitted"**. The status will move to **"Completed"** once approved by the CFF Grants Team.

The screenshot shows the 'Pending' status of an award letter. The interface includes a navigation bar with links for 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. The main content area displays the following information:

- Status: Pending
- \* Scheduled Date: 09/04/2021
- \* Activity Owner: Bruce Wayne
- Revised Award Letter: Award Letter: **View / Save**
- Award Period Start: 07/01/2019
- Award Period End: 06/30/2020
- Date Issued: 08/05/2021
- \* Authorized Institution Official: Clark Kent (selected)
- \* Additional Administrative Contact: Lois Lane (selected)
- Signed Award Letter: (empty)
- \* Principal Investigator's Acceptance Statement:  I accept responsibility for the scientific conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the Terms and Conditions Governing CF Center Accreditation and CF Center Awards From the Cystic Fibrosis Foundation, dated July 1, 2018, for this award and further certify that I have no conflicts or duplicative funding.

At the bottom of the form, there are two buttons: 'Save My Work' and 'Submit'. A blue arrow points to the 'Submit' button.

The screenshot shows the 'Pending Signature' status of an award letter. The interface includes the same navigation bar as the previous screenshot. The main content area displays the following information:

- Activity Type: Award Letter
- Status: Pending Signature
- \* Scheduled Date: 09/04/2021
- \* Activity Owner: Bruce Wayne
- Revised Award Letter: Award Letter: **View / Save**
- Award Period Start: 07/01/2019
- Award Period End: 06/30/2020
- Date Issued: 08/05/2021
- \* Authorized Institution Official: Clark Kent
- \* Additional Administrative Contact: Lois Lane
- Signed Award Letter: **Upload**
- \* Principal Investigator's Acceptance Statement:  I accept responsibility for the scientific conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the Terms and Conditions Governing CF Center Accreditation and CF Center Awards From the Cystic Fibrosis Foundation, dated July 1, 2018, for this award and further certify that I have no conflicts or duplicative funding.



## How to Upload Deliverables – Regulatory Approvals:

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on **Upcoming Deliverables** under **My Activities**

My Awards

1 Active Awards 0 Past Awards

My Activities

6 Upcoming Deliverables 0 Submitted Deliverables 2 Completed Deliverables

My Payments

1 Scheduled Payments 1 Paid Payments

3. On the **Upcoming Deliverables** tab, you can find the **Regulatory Approval** (IRB Approval Letter, IACUC Approval Letter, rDNA Approval Letter or IBC Approval Letter) deliverable in **“Pending”** status. Click on the **Regulatory Approval** deliverable.


#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

## CC500 - Regulatory Approvals

Activity Type: Regulatory Approvals

Status: Pending

\* Scheduled Date: 08/01/2021

\* Activity Owner: Bruce Wayne 

Award Period Start: 08/01/2021

Award Period End: 07/31/2021

Type of Approval: IRB Approval Letter

\* Is this project exempt from this approval?:  Yes  No

\* Valid From: 08/01/2021 

\* Valid Until: 07/31/2022 

Type of Approval:  
Institutional Approval  
Letter Requested for  
Upload

If approval is exempt for this project,  
select **Yes** and **Upload** the Institutional  
Exempt Letter

If approval is not exempt for this project,  
select **No**, Enter the **Valid From** and **Valid  
Until** Dates and **Upload** the Institutional  
Approval Letter

\* Approval

Please upload a copy of the approval document.



Click to upload (drag & drop) copy of Institutional Approval Letter or Notification of Exemption. All files must be in PDF Format

 Save My Work

 Submit

Click **Submit** to submit the deliverable for CFF review and approval



## How to Upload Deliverables – Other Deliverable (Final Scientific Report and Final Report of Expenditures) - Activated Awards

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on **Upcoming Deliverables** under **My Activities**

My Awards

1 Active Awards 0 Past Awards

My Activities

6 Upcoming Deliverables 0 Submitted Deliverables 2 Completed Deliverables

My Payments

1 Scheduled Payments 1 Paid Payments

3. On the **Upcoming Deliverables** tab, you can find the **Other Deliverable** listed in “**Pending**” status. The requested deliverable will have the **Description** listed on the far right. Click on **Other Deliverable**. **\*Please note:** All Activated Awards will have the Final Scientific Report and Final Report of Expenditures requested under **Other Deliverable**.

Upcoming Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

Activity Type: Other Deliverable

Status: Pending

\* Scheduled Date: 08/01/2021

\* Activity Owner: Bruce Wayne

Award Period Start: 08/01/2021

Award Period End: 07/31/2022

\* Description of Deliverable

This information will be visible to the applicant.

Final Scientific Report

The Description of the Deliverable requested will be listed here

Required Documentation



Click to upload (drag & drop) copy of the requested deliverable

Comments

Save My Work

Submit

Click **Submit** to submit requested deliverable for CFF review and approval

**\*Please note:** You may find all of our Reporting Forms for CF Foundation Awards at [Reporting Forms for CF Foundation Awards](#)



## How to Grant Budget Access (Principal Investigator):

The **Estimated Budget** and the **Report of Expenditures** details and entry are accessible only to the **Principal Investigator** and the **Financial Officer** Contact. By completing the following steps, the **Principal Investigator** may grant Budget Access to contacts associated to their award for both financial reports.

1. Log into <https://awards.cff.org/>
2. Click on **Upcoming Deliverables** under **My Activities**


The screenshot shows the user interface of the awards.cff.org portal. The top navigation bar includes 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. The 'My Awards' section displays '1 Active Awards' and '0 Past Awards'. The 'My Activities' section is highlighted, showing '6 Upcoming Deliverables', '0 Submitted Deliverables', and '2 Completed Deliverables'. The 'Upcoming Deliverables' button is circled in blue, and a blue arrow points from it to the 'Submitted Deliverables' button. The 'My Payments' section shows '1 Scheduled Payments' and '1 Paid Payments'.

3. To grant Budget Access to an associated contact, select the financial deliverable (**Estimated Budget (Care Centers)** or **Report of Expenditures**).

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for '#', 'Award ID', 'Award Number', 'Deliverable', 'Deadline', 'Status', 'Award Period', and 'Description'. The first row is highlighted with a blue border and a blue arrow pointing to it from the right. The table also includes a search bar and pagination controls showing '1-7 of 7'.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
5	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	

- Begin typing the Contact name in the search box located on the bottom left side of the page. Make the Contact selection from the drop-down list and then click on **Save My Work**. The Contact that was selected will now be able to view/edit the budget. **PLEASE NOTE:** You will not be able to search for a Contact under **Budget Access** if the Contact has not been added to your Award Contacts. The Contact must be added to the Award with the same Project Period as the financial deliverable. Please see “How to Add Contacts” guide for further information.


My Award

←

### 000192CC319 - Report of Expenditures

**Activity Type:** Report of Expenditures

**Status:** In Progress

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

<b>CFF Award Number:</b>	CC500	<b>Report Date:</b>
<b>Center Number:</b>	500	<b>Principal Investigator:</b>
<b>Program Number:</b>	500	<b>Institution Name:</b>
<b>Award Amount:</b>	\$44,685.00	<b>Budget Period:</b>

**Award Period Start:** 07/01/2019

**Award Period End:** 06/30/2020

**Budget Actuals:** 🔗 Enter Budget Actuals

**Budget PDF:** 🖨 Print

**Budget Actuals PDF:** 🖨 Print

**Balance:** \$10,000.00

**Prepared By:** Bruce Wayne

**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/Grant Officer. If they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent x
x

Save My Work



## How to Enter in Financial Reports:

1. You may find all pending deliverables including your financial reports by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (For more information, see refer to “How to Add Contacts”)

The screenshot shows the 'My Awards' dashboard. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. In the 'My Awards' section, there are two buttons: '1 Active Awards' and '0 Past Awards'. In the 'My Activities' section, there are three buttons: '6 Upcoming Deliverables' (highlighted with a red box), '0 Submitted Deliverables', and '2 Completed Deliverables'. A red arrow points from the 'Upcoming Deliverables' button to the 'Submitted Deliverables' button. In the 'My Payments' section, there are two buttons: '1 Scheduled Payments' and '1 Paid Payments'.

2. The Upcoming Deliverables page lists all outstanding deliverables for a given award. To begin, click on either the **Estimated Budget (Care Centers Awards Only)** or the **Report of Expenditures**. **PLEASE NOTE:** For Care Center Awards, the system will not allow you to enter in the **Report of Expenditures** if the **Estimated Budget** has not been submitted and approved or if our Program Administrator has requested changes to the **Estimated Budget**.

The screenshot shows the 'Upcoming Deliverables' table. The table has the following columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The table contains 6 rows of data. The first row is highlighted with a red box. The second row is also highlighted with a red box. The third row is not highlighted. The fourth row is highlighted with a red box. The fifth row is highlighted with a red box. The sixth row is not highlighted. The table also has a search bar and a pagination control showing '1-8 of 8'.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
5	CC500	000192CC319	Estimated Budget	09/04/2021	Pending	07/01/2019 - 06/30/2020	
6	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	



3. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, click on **Begin Preparation** to “claim” the Financial Report. This will change the status of the Financial Report to “**In Progress**”.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures

Status: Pending \* Scheduled Date: 09/24/2020

\* Activity Owner: Bruce Wayne

CFF Award Number:	CC500	Report Date:	08/05/2021			
Center Number:	500	Principal Investigator:	Bruce Wayne			
Program Number:	500	Institution Name:	CFF Hospital Foundation			
Award Amount:	\$44,685.00	Budget Period:	From:	07/01/2019	To:	06/30/2020

Award Period Start: 07/01/2019

Award Period End: 06/30/2020

**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.

Clark Kent

[Save My Work](#) [Begin Preparation](#) ←



4. When the **Estimated Budget (Care Centers)** or **Report of Expenditures** is **“In Progress”** status, you will be able to enter in the Budget Actuals (expenditures) by clicking on the **Enter Budget Actuals** button. You will also be able to view the budget by clicking on the **Print** button. Click **Continue** once the budget has been entered. **PLEASE NOTE:** Only the Principal Investigator and Financial Officers can enter in the Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the Principal Investigator (Refer to “How to Grant Budget Access”).

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures

Status: In Progress \* Scheduled Date: 09/24/2020

\* Activity Owner: Bruce Wayne

CFF Award Number:	CC500	Report Date:	04/22/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019

Award Period End: 06/30/2020

Budget Actuals:  Enter Budget Actuals

Budget PDF: Print

Budget Actuals PDF: Print

Balance: \$38,052.50

Prepared By: Bruce Wayne

**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

Save My Work Continue



5. **Report of Expenditures Only:** If there is a balance remaining, you must select an option for the remaining balance (Carry-Over, Refund Check, Payment/Award Reduction). Once all information has been entered click on the **Submit** button. **PLEASE NOTE:** If the Carry-Over option is selected, the system will request a justification for the Carry-Over amount.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures  
Status: "In Progress" \* Scheduled Date: 09/24/2020  
Activity Owner: Bruce Wayne

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019  
Award Period End: 06/30/2020  
Budget PDF: [Print](#)  
Budget Actuals PDF: [Print](#)  
Balance: \$10,000.00  
Prepared By: Bruce Wayne

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.

Clark Kent

If balance remaining, select one  
 Carry-Over  Refund Check  Payment/Award Reduction

000192CC319 - Report of Expenditures

CF Center Request for Carry-Over

Period Carried From: 07/01/2019 to 06/30/2020  
Period Carried To: 07/01/2020 to 06/30/2021  
Carry Over Balance: \$10,000.00

Carry Over Amount Requested: \$10,000.00

\* Reason for un-expended funds  
Enter Reason for Carry Over Here

\* Proposed future use for un-expended funds  
Enter Proposed future use for Carry Over Here

\* If the total Balance exceeds the Balance allowed for carry-over, select one  
 Refund Check  Payment/Award Reduction

Financial Officer  
Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system.

Clark Kent

Add Financial Officer

Save My Work Update Budget Actuals Submit



6. Once the Budget has been entered and submitted, the status of the **Estimated Budget (Care Centers)** or **Report of Expenditures** will go to **“Pending PI Acceptance”**. The Principal Investigator must log in, click on **Upcoming Deliverables**, and select either the **Estimated Budget (Care Centers)** or **Report of Expenditures** that has the status **“Pending PI Acceptance”**. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, the Principal Investigator can review the budget and make any edits. If the Principal Investigator wants to request any revisions from their administration team, the Principal Investigator can select **Push Back** and the status of the Financial Report will revert back to **“Pending”**. Once the Financial Report is complete, the Principal Investigator will submit the budget to the Financial Officer by clicking on **Submit to Financial Officer**.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending PI Acceptance	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

Activity Type: Report of Expenditures  
Status: Pending PI Acceptance  
Activity Owner: Bruce Wayne  
Scheduled Date: 09/24/2020

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019  
Award Period End: 06/30/2020  
Balance: \$10,000.00  
Prepared By: Bruce Wayne

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.

Clark Kent

If balance remaining, select one  
 Carry-Over  Refund Check  Payment/Award Reduction

CF Center Request for Carry-Over

Save My Work Push Back Submit to Financial Officer



7. The **Estimated Budget (Care Centers)** or **Report of Expenditures** will now be in “**Pending Financial Officer Acceptance**” status. The **Financial Officer** will need to log in, click on **Upcoming Deliverables**, and select the **Estimated Budget (Care Centers)** or **Report of Expenditures** that has the status “**Pending Financial Officer Acceptance**”. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, the Financial Officer may request revisions with comments by selecting **Push Back** – this will revert the status of the report to **Revisions Requested**. If no revisions are requested, the Financial Officer may submit the report by clicking on the **Submit to CFF** button. **PLEASE NOTE:** Only the Financial Officer can submit the Financial Reports to CFF. The status of the report will move to “**Submitted**”. The status of the report will move to “**Reviewed and Approved**” when the CFF Program Administrator approves the report.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending Financial Officer Acceptance	07/01/2019 - 06/30/2020	
2	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
3	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures  
Status: Pending Financial Officer Acceptance  
Activity Owner: Bruce Wayne  
Scheduled Date: 09/24/2020

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019  
Award Period End: 06/30/2020

Budget PDF: [Print](#)  
Budget Actuals PDF: [Print](#)  
Report of Expenditures Form: [View / Save](#)

Balance: \$10,000.00  
Prepared By: Bruce Wayne

Revisions Requested from Finance  
Request Revisions Here

[Save My Work](#) [Push Back](#) [Submit to CFF](#)



## How to Enter in the Estimated Budget - Care Center Awards

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**

The screenshot shows a 'My Activities' dashboard with a blue header and a white background. A green box highlights the 'My Activities' header. Below it, three buttons are visible: '3 Upcoming Deliverables' (highlighted with a green box), '1 Submitted Deliverables', and '10 Completed Deliverables'.

2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Estimated Budget deliverable.

The screenshot shows a table titled 'Upcoming Deliverables' with a search bar and pagination. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row has 'Estimated Budget' highlighted in a green box.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Estimated Budget				
2							
3							

3. You can then enter the Estimated Budget by clicking the Enter Budget button.

Original Budget File:

The screenshot shows a section titled 'Original Budget File:' with a 'Budget:' label and an 'Enter Budget' button highlighted with a green box.

Budget PDF: [Print](#)

Budgets cannot be modified after they have been submitted, without contacting the CFF Grant and Contracts Office at [grants@cff.org](mailto:grants@cff.org) or 301-841-2614.



4. If you would like to designate a team member to access the budget, please enter their name in the **Budget Access** option.

**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.

←

**\*Please remember only PIs, CF Center Directors, and Financial Officers can have access to a budget.**

5. Upon clicking the **Enter Budget** button, please be sure to enter line items for each section as your budget allows. Nothing in the Estimated Budget is prepopulated from the previous year.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	

[Add Salaries & Benefits Expense](#)

Travel (Travel cannot exceed \$2,000.00 per person/per period.)						
Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	

[Add Travel Expense](#)

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)			
Category	Description	Amount	
		Subtotal:	

[Add Consumable Supplies Expense](#)



6. Only the **Total Award Amount** is prepopulated.

Total Expenses:	\$0.00
Total Estimated Budget:	\$0.00
Total Award Amount:	
Estimated Budget and Award Amount Variance:	

7. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

**Salaries & Benefits** (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.)

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	

**Travel** (Travel cannot exceed \$2,000.00 per person/per period.)

Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	

**Consumable Supplies** (Itemize by category, e.g., general clinical, office, etc.)

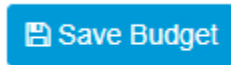
Category	Description	Amount	
		Subtotal:	

**Major Equipment** (Must list items greater than \$5,000 each)

Description	Quantity	Amount	
		Subtotal:	



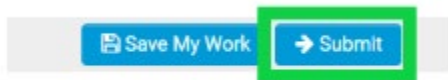
8. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.



9. If at any point you want to save your work and come back to the Estimated Budget, click **Save My Work**.



10. When you are done entering the Estimated Budget, click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.



**\*Please see "How to Enter in Financial Reports" for further guidance on the submission of the Estimated Budget**



## How to Enter in the Report of Expenditures (ROE):

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**



2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Report of Expenditures deliverable.

A screenshot of the "Upcoming Deliverables" table. The "Upcoming Deliverables" header is highlighted with a green box. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The "Report of Expenditures" deliverable in the first row is highlighted with a green box. A search bar and pagination controls (1-4 of 4) are visible at the top right of the table.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Report of Expenditures				
2							
3							
4							

3. You can then preparing the ROE by clicking **Begin Preparation**





- By clicking **Enter Budget Actuals** you can show what amount of the Estimated Budget funds were used

Budget Actuals: [Enter Budget Actuals](#)

Budget PDF: [Print](#)

Budget Actuals PDF: [Print](#)

- In entering the Budget actuals, please be sure to add actual expenses in the corresponding budget section under “Estimated”. The ROE sections will be pre-populated with the corresponding Estimated Budget projections. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

Salaries & Benefits

Estimated

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount
Subtotal:							

Actuals salaries are restricted to the Federal salary cap (\$197,300.00 in 2020.))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount
Subtotal:							

Add Salaries & Benefits Expense



- 6. At the bottom of the Budget Actuals, you will see a breakdown of the **total expenses actually used**, the **estimated expenses**, the **total to be reported**, and the **variance between the amount to be reported and the total actual expenses**.

A screenshot of a budget breakdown table. The table has four rows, each with a label on the left and a corresponding input field on the right. The rows are: "Total Actual Expenses:" (highlighted with a red box), "Total of Estimated Expenses:" (highlighted with a blue box), "Total Amount to be Reported:" (highlighted with a yellow box), and "Actual Expenses and Total Amount to be Reported Variance:" (highlighted with a green box). Below the table are two buttons: "Save Budget" and "Close Budget".

- 7. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.



- 8. Click **Save My Work** along the way to ensure you keep the data previously entered.





9. When you are finished filling out the ROE, click **Continue**



10. Here you may choose how your institution wishes to receive the remaining balance of the award (if applicable): Carry-Over, Refund Check, or Payment/Award Reduction

\* If balance remaining, select one

Carry-Over  Refund Check  Payment/Award Reduction

11. If you choose the Carry-Over option, you will need to explain the reason for un-expended funds. If the total Balance exceeds the carry over limit, you will need to choose how to address the discrepancy. You can receive a refund check or a payment/award reduction.

Period Carried From:

Period Carried To:

Carry Over Balance:

Carry Over Amount Requested:

\* Reason for un-expended funds

Enter Reason for Carry Over Here

\* Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

\* If the total Balance exceeds the Balance allowed for carry-over, select one

Refund Check  Payment/Award Reduction



12. Next, add the Financial Officer who needs to review and approve the ROE for your institution. If the Financial Officer needs to be added, click **Add Financial Officer** to give them access to the ROE.

A screenshot of a web interface for selecting a financial officer. At the top, the text "Financial Officer" is highlighted with a green box. Below it is a grey instruction box: "Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system." Underneath is a white dropdown menu with a small 'x' icon to its right. At the bottom, the "Add Financial Officer" button is highlighted with a green box.

13. If at any time, you need to navigate away from the ROE but are not ready to submit the report, click **Save My Work**

A screenshot of a navigation bar with three buttons: "Save My Work" (with a floppy disk icon), "Update Budget Actuals" (with a left arrow icon), and "Submit" (with a right arrow icon). The "Save My Work" button is highlighted with a green box.

14. When you are ready to submit the Report of Expenditures for the CF Foundation Grants & Contracts office to review and approve click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

A screenshot of a navigation bar with three buttons: "Save My Work" (with a floppy disk icon), "Update Budget Actuals" (with a left arrow icon), and "Submit" (with a right arrow icon). The "Submit" button is highlighted with a green box.

**\*Please see “How to Enter in Financial Reports” for further guidance on the submission of the Report of Expenditures (ROE)**



## How to View Approved Report of Expenditures/Carryovers:

1. You may find all your approved deliverables and financial reports by clicking on **Completed Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (Refer to “How to Add Contacts”)

The screenshot shows the 'My Awards' dashboard. The 'My Activities' section is highlighted, and the 'Completed Deliverables' button is circled in blue with a blue arrow pointing to it. The dashboard also shows 'My Awards' (1 Active, 0 Past), 'My Payments' (1 Scheduled, 1 Paid), and 'Upcoming Deliverables' (6).

2. On the **Completed Deliverables** page, you will find all completed deliverables for a given award. Click on **Report of Expenditures** of choice to view the carryover amount reviewed and approved. You can also view the Approved Carryover Amount under the **Approved Carryover Amount** column.

The screenshot shows the 'Completed Deliverables' table. The table has columns for #, Award Number, Deliverable, Completed Date, Status, Prepared By, Description, and Approved Carryover Amount. The third row is highlighted in blue, showing a 'Report of Expenditures' with an approved carryover amount of \$10,000.00.

#	Award Number	Deliverable	Completed Date	Status	Prepared By	Description	Approved Carryover Amount
1	CC500	Estimated Budget	04/22/2021	Reviewed and Approved	Bruce Wayne		
2	CC500	Award Letter	04/27/2021	Completed			
3	CC500	Report of Expenditures	04/22/2021	Reviewed and Approved	Bruce Wayne		\$10,000.00



3. To download the approved Report of Expenditure, click the **Print** button next to **Budget Actuals PDF**.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures  
Status: Reviewed and Approved  
Scheduled Date: 09/24/2020

Activity Owner: Bruce Wayne  
Submitted Date: 08/05/2021  
Completed Date: 08/05/2021

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CF Hospital Foundation
Award Amount:	\$44,685.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019  
Award Period End: 06/30/2020

Budget PDF: [Print](#)  
Budget Actuals PDF: [Print](#)  
Report of Expenditures Form: [View / Save](#)

Signed Report of Expenditures:  
Balance: \$10,000.00  
Prepared By: Bruce Wayne

4. To view your approved **Carry Over Amount**, scroll down to the bottom of the **Report of Expenditures** page. The **Carry Over Amount Requested** is the amount that has been approved.

### CF Center Request for Carry-Over

Period Carried From: 07/01/2019 to 06/30/2020

Period Carried To: 07/01/2020 to 06/30/2021

Carry Over Balance: \$10,000.00

Carry Over Amount Requested: \$10,000.00

#### Reason for un-expended funds

Enter Reason for Carry Over Here

#### Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

If the total Balance exceeds the Balance allowed for carry-over, select one

Payment/Award Reduction



## How to View Payments in the System and Associated Contingent Deliverables:

1. Log into <https://awards.cff.org/>
2. On the **My Awards** Dashboard, Click on **Scheduled Payments** under **My Payments**

The screenshot shows the 'My Awards' dashboard. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. In the 'My Awards' section, there are two buttons: '1 Active Awards' and '0 Past Awards'. In the 'My Activities' section, there are three buttons: '6 Upcoming Deliverables', '0 Submitted Deliverables', and '2 Completed Deliverables'. In the 'My Payments' section, there are two buttons: '1 Scheduled Payments' (which is highlighted with a blue border and a blue arrow pointing to it from the left) and '1 Paid Payments'.

3. On the Scheduled Payments page, you can view all scheduled payments for the Award for which you are affiliated. You must first be added as a contact to an award to see the payments. (For more information, see "How to Add Contacts").

The screenshot shows the 'Scheduled Payments' page. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there is a search bar and a table of scheduled payments. The table has the following columns: '#', 'Award Number', 'Date', and 'Payment Amount'. There is one row of data:

#	Award Number	Date	Payment Amount
\$ 2	CC500	02/28/2020	\$22,342.50



- Once you click on a **Scheduled Payment**, the system will display the deliverable(s) associated with that payment that remain to be completed by the awardee before the payment can be scheduled. Associated payment(s) will remain contingent upon receipt and approval of the deliverable(s). All deliverable(s) received after the deadline will be queued for review and approval. Payment(s) will be released in the payment cycle following approval of deliverable(s).

←

### 000153CC320 - Payment

Activity Type: Payment

Status: Contingent

**i** This payment is contingent upon the following:

- Previous year's Report of Expenditures due on 10/01/2020
- Award Letter due on 07/18/2020
- Estimated Budget due on 07/18/2020
- Regulatory Approvals due on 07/18/2020
- Payment due on 11/01/2020

Payment Number: 2

- You may also view all previously paid/issued payments by clicking on **Paid Payments** under **My Payments**.

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

←

#### My Awards

1 Active Awards 0 Past Awards

#### My Activities

6 Upcoming Deliverables 0 Submitted Deliverables 2 Completed Deliverables

#### My Payments

1 Scheduled Payments 1 Paid Payments ←



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

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  3. [Accessing and Beginning Your Renewal](#)
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    - [Step 2: Begin Preparation](#)
  4. [Completing the Renewal Components](#)
    - [Who Can Work on the Renewal?](#)
    - [Component 1: Renewal Budget and Budget Justification](#)
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  5. [Principal Investigator Attestation](#)
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    - [AIO Access and Review](#)
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    - [Making Revisions](#)
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  9. [Important Notes and Tips](#)
  10. [Support and Additional Resources](#)
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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:

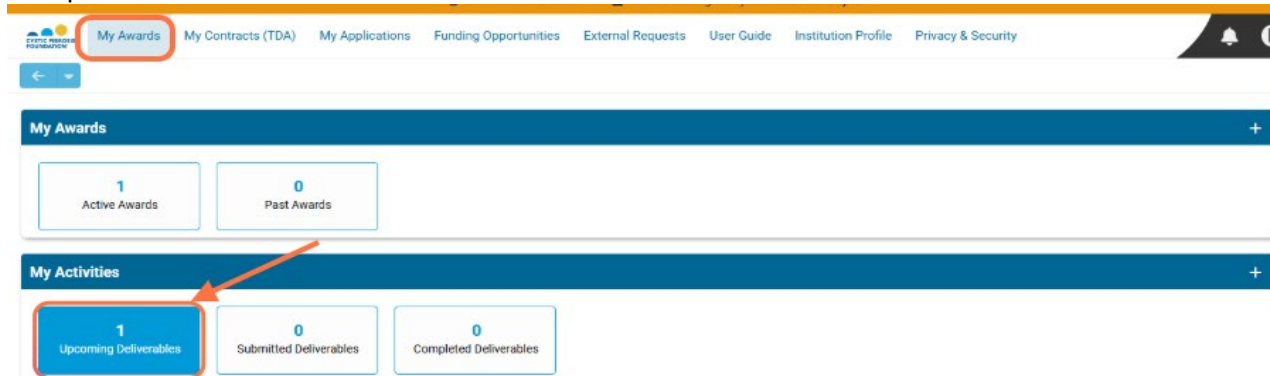
1. **In Progress** - Initial preparation and completion
2. **Pending PI Acceptance** - Principal Investigator review and attestation
3. **Pending AIO Acceptance** - Authorized Institution Official (AIO) review and attestation
4. **Submitted** - Under CF Foundation review
5. **Revisions Requested** – 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

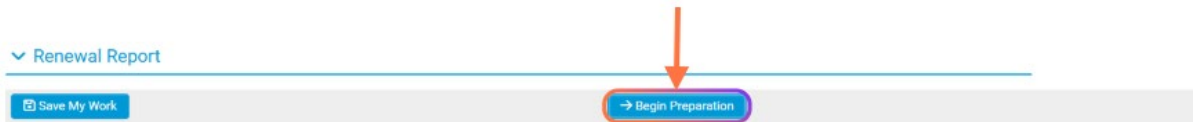




#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	MOHAGH252	00957025	Renewal Budget & Progress Report	06/03/2025	Pending	01/01/2025 - 12/31/2025	

### 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

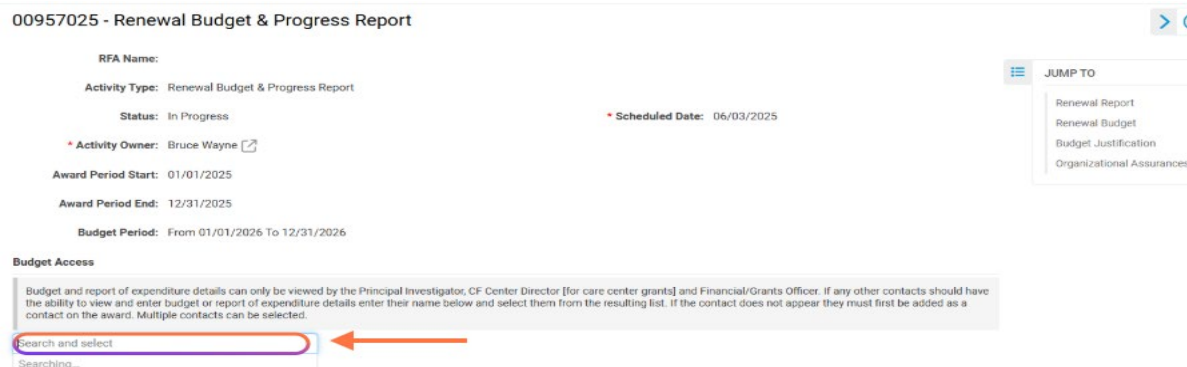


## Completing the Renewal Components

### 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



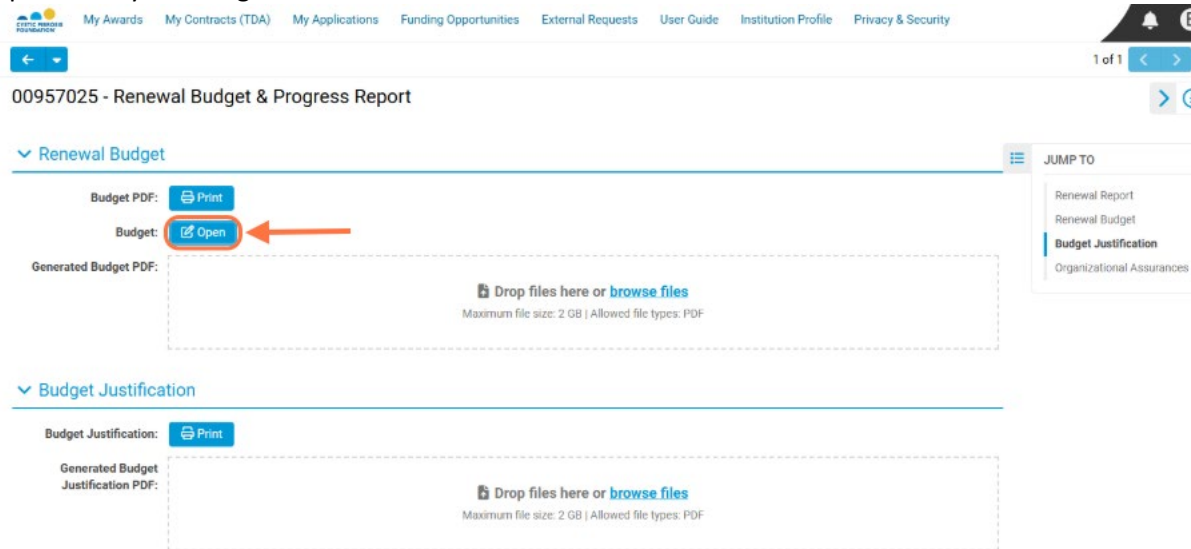


**Important Note:** For information on assigning institutional contacts to award records, please refer to the [How to Add Contacts](#) guide.

*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](#)

**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

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

▼ Budget Justification

---

Budget Justification: [Print](#)

Generated Budget Justification PDF: 

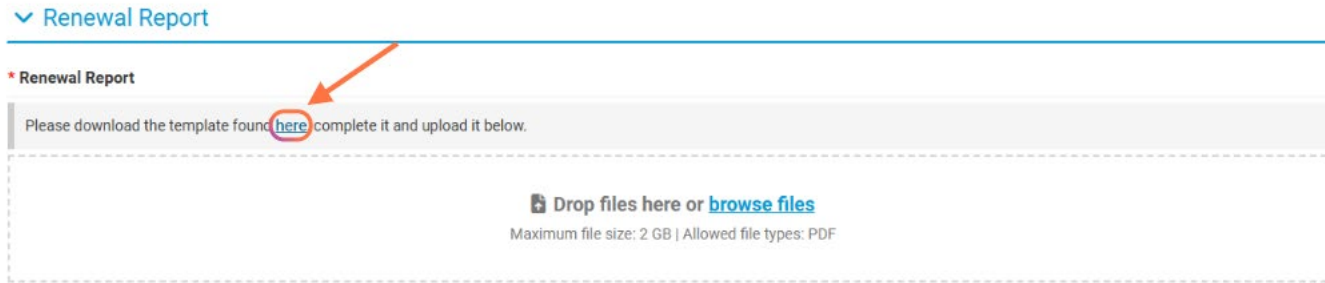
Drop files here or [browse files](#)  
Maximum file size: 2 GB | Allowed file types: PDF



### Component 2: Renewal Progress Report

#### Downloading the Template

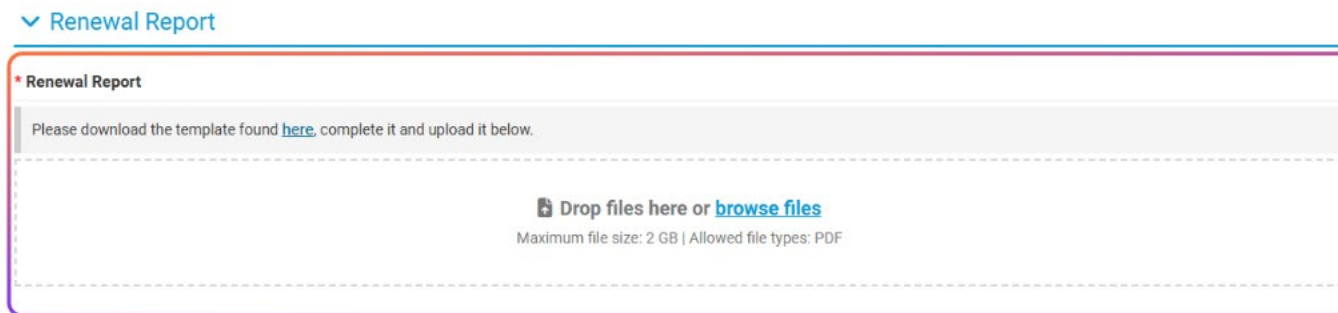
1. Navigate to the **Renewal Report** tab
2. Click the download link for the template



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 menu: 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 row for the renewal is highlighted with a red box, and an orange arrow points to the 'Pending AIO Acceptance' status.

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' (highlighted with a red box), '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' (highlighted with a red box and an arrow), 'Submitted Deliverables', and 'Completed Deliverables'. Below this, the 'Upcoming Deliverables' section shows a table with one entry:

#	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	



## CF Foundation Review

### During Review Period

- **No action required** from your team during CF Foundation review
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### 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.



### No-Cost Extension Requests (NCE)

In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted in the Grants Management System **no sooner** than 90 days before the end of the project period. A no-cost extension may be requested only for the final funding year, and the requested end date may not exceed one (1) year from the current end date of the project. Multiple no-cost extensions may be considered based on the research involved. Approvals of no-cost extensions **are not guaranteed**, and failure to request a no-cost extension may result in the forfeiture of funds.

### No-Cost Extension Status Quick Reference Guide

Status	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
<b>Definition</b>	NCE request is now created	NCE is pending submission	NCE is filled out but has not yet been submitted for the Principal Investigator's Approval	NCE is pending the Principal Investigator's Approval	NCE is pending the Authorized Institution Official's Approval	NCE has been reviewed by CFF and was sent back for revisions requested	NCE is submitted and pending CFF review	NCE is pending the Program Administrators (CFF) Approval	NCE has been reviewed and approved by CFF
<b>Location of NCE Request</b>	Request NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Under Review NCE	Under Review NCE	Completed NCE



### No-Cost Extension Contact Permissions Quick Reference Guide

Status/Contact	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
<b>Principal Investigator</b>	View Edit	View Edit	View Edit	View Edit	View Only	View Edit	View Only	View Only	View Only
<b>Co-Investigator</b>	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
<b>Coordinator</b>	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
<b>Post-Award Contact</b>	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
<b>Financial Officer</b>	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
<b>Grants Officer</b>	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
<b>Authorized Institution Official</b>	View Edit	View Edit	View Edit	View Only	View Edit	View Edit	View Only	View Only	View Only



## How to Request a No-Cost Extension:

1. To request a No-Cost Extension, go to the **My No Cost Extension (NCE)** module under the **My Awards** homepage and click on the **Request NCE** tile

A screenshot of the "My Awards" dashboard. The dashboard is divided into several sections: "My Awards" (3 Active Awards, 0 Past Awards), "My Activities" (9 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds), and "Active Mentor Awards" (0 Active Mentor Awards). A blue arrow points to the "Request NCE" tile in the "My No Cost Extension (NCE)" section, which also shows 0 Pending NCE, 0 Under Review NCE, and 0 Completed NCE. The "My Awards" section is highlighted with a blue box in the top navigation bar.

2. On the **Request NCE** page, you will find a list of all awards that you are associated with as a contact. Click the **Create NCE** button to create a No-Cost Extension request for that award.

**PLEASE NOTE:** You will only be able to view the award under the **Request NCE** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide "[How to Add Contacts](#)")

Request NCE

Award	Institution	Award Type	Principal Investigator	Award Period	Award Amount	
00395422 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	04/01/2022 - 03/31/2023		<a href="#">Create NCE</a>
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2019 - 06/30/2020	\$44,685.00	<a href="#">Create NCE</a>
002150319 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2018 - 06/30/2019	\$44,685.00	<a href="#">Create NCE</a>

- When you click on the **Create NCE** button, the system will create a No-Cost Extension request in **Draft** status. To start the No-Cost Extension request click on the **Initiate NCE** button.

New Activity

Activity Type: No Cost Extension

Award Information

CFF Award ID:	CC500	CFF Award Number:	002150319
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:	This is a Test Project Title		
Original Project End Date:			

[Initiate NCE](#)



**PLEASE NOTE:** A No-Cost Extension Request (NCE) must be submitted **no sooner** than 90 days before the end of the project period. The system will validate the Project Period end date of the award when the No-Cost Extension Request is initiated. In the case that the No-Cost Extension request is initiated 90 days before the end of the Project Period, the system **WILL NOT** allow for the External User to begin the No-Cost Extension. The system will create an error message and will not allow the External User to initiate the No-Cost Extension request.

The screenshot shows a user interface with a navigation bar at the top containing 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation bar is a 'New Activity' section. A red-bordered box highlights an error message: 'Submission failed due to the following: The project end date is not within the next 90 days, hence you cannot create an NCE'. Below the error message, the 'Activity Type' is listed as 'No Cost Extension'. Underneath is an 'Award Information' table with the following data:

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:			
Original Project End Date:			

At the bottom of the award information section is a blue button labeled 'Initiate NCE'.

- By clicking on the **Initiate NCE** button, the status of the No-Cost Extension request will move to **Pending** status. When the No-Cost Extension request is in **Pending** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module. To continue working on the No-Cost Extension request, click on the **Begin Preparation** button.

The screenshot shows a dashboard with several modules. The 'My Awards' module shows 3 Active Awards and 0 Past Awards. The 'My Activities' module shows 9 Upcoming Deliverables, 0 Submitted Deliverables, and 3 Completed Deliverables. The 'My Payments and CFF Required Refunds' module shows 5 Scheduled Payments, 1 Paid Payments, and 0 CFF Required Refunds. The 'My No Cost Extension (NCE)' module is highlighted with a blue background and contains four tiles: '3 Request NCE', '1 Pending NCE' (highlighted with a blue box and a blue arrow pointing to it), '0 In Progress NCE', and '0 Completed NCE'.

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Activity Type: No Cost Extension  
 Status: Pending  
 \* Activity Owner: Bruce Wayne  
 NCE Number: 1

**GENERAL**

In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted no sooner than 90 days before the end of the project period. A no-cost extension may be requested only for the final funding year, and the requested end date may not exceed one (1) year from the current end date of the project. Multiple no-cost extensions may be considered based on the research involved. Approvals of no-cost extensions are not guaranteed, and failure to request a no-cost extension may result in the forfeiture of funds.

\*Please note: Upon review of the No-Cost Extension, additional information may be requested of the awardee and the Program Officer may request an Interim Progress Report.

**Award Information**

CFF Award ID:	CC500	CFF Award Number:	002150319
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:	This is a Test Project Title		
Original Project End Date:	06/30/2019		

[Begin Preparation](#)

- The status of the No-Cost Extension request will move from **Pending** to **In Progress** status once you click on the **Begin Preparation** button. When the No-Cost Extension request is in **In Progress** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

**My Awards**

3 Active Awards 0 Past Awards

**My Activities**

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

**My Payments and CFF Required Refunds**

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

**My No Cost Extension (NCE)**

3 Request NCE 1 Pending NCE 0 In Progress NCE 0 Completed NCE



- 6. When the No-Cost Extension request is in **In Progress** status, you must fill out the details of the No-Cost Extension request under the **NCE Details** tab. Under this tab, you will enter in the Requested Project End Date, Projected amount of funds (\$) available for use during the no-cost extension, Explanation for what was completed for the research project during the project period, Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized. You must also enter in your **Authorized Institution Official** contact that will be reviewing and approving the No-Cost Extension request in the search bar under the **Authorized Institution Official** section. Once all details have been entered under the **NCE Details** tab, click on the **Submit** button to move the No-Cost Extension request forward.

The screenshot shows the 'NCE DETAILS' tab in a web application. At the top, there is a navigation bar with 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation bar, the form displays the following information:

- Activity Type: No Cost Extension
- Status: In Progress
- Activity Owner: Bruce Wayne
- NCE Number: 1
- Prepared By: Bruce Wayne

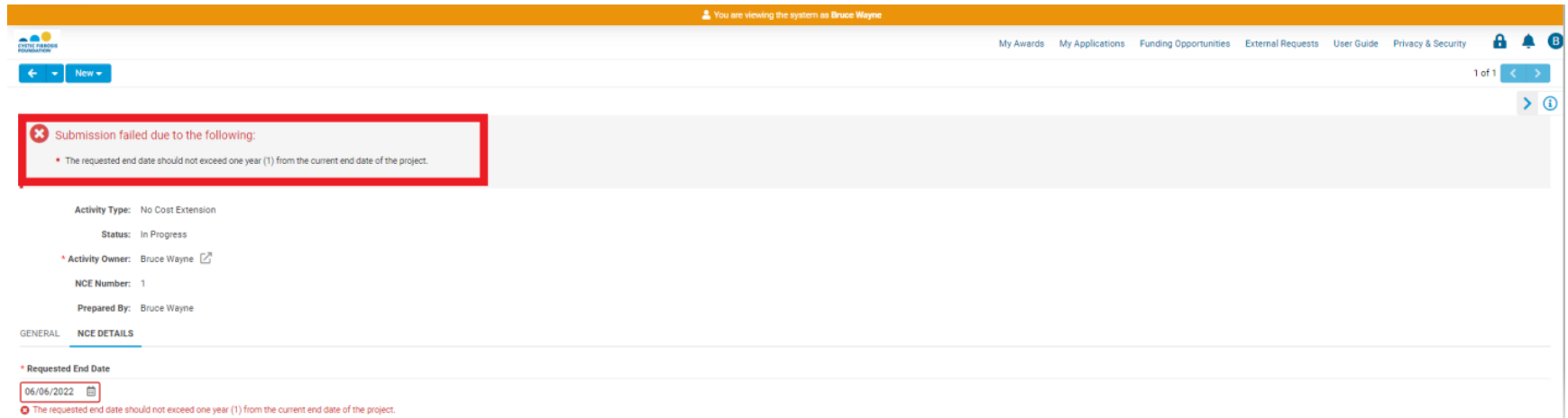
The 'GENERAL' tab is selected, and the 'NCE DETAILS' sub-tab is active. The form contains the following sections:

- Requested End Date:** A date picker field showing 'mm/dd/yyyy'.
- Projected amount of funds available for use during no-cost extension:** A text input field.
- Explanation for what was completed for the research project during the project period:** A large text area.
- Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized:** A large text area.
- Authorized Institution Official:** A dropdown menu with 'Select One'.

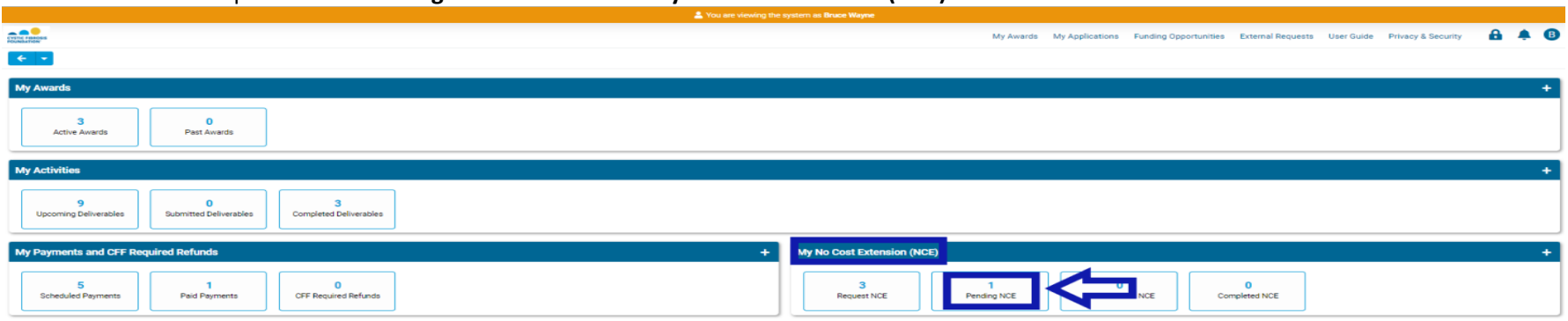
At the bottom of the form, there are two buttons: 'Save My Work' and 'Submit'. A blue arrow points to the 'Submit' button.



**PLEASE NOTE:** The **requested end date** may not exceed one (1) year from the current end date of the project. If the **requested end date** exceeds one year after the current project end date, the system **WILL NOT** allow you to move the No-Cost Extension request forward.



- The status of the No-Cost Extension request will move from **In Progress** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review the details of the request and approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.





- 8. When the status of the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the No-Cost Extension request forward by clicking on the **PI Approved** button.

The screenshot displays the user interface for a No-Cost Extension request. At the top, the user is identified as Bruce Wayne. The main content area shows the following details:

- Activity Type: No Cost Extension
- Status: Pending PI Acceptance
- Activity Owner: Bruce Wayne
- NCE Number: 1
- Prepared By: Bruce Wayne

The 'GENERAL' tab is active, with 'NCE DETAILS' selected. The details include:

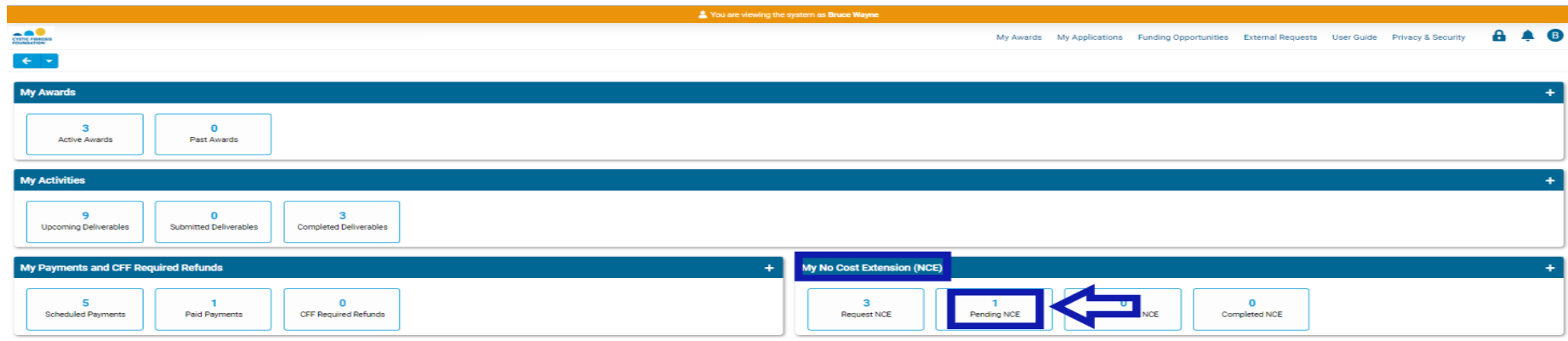
- Requested End Date: 06/30/2019
- Projected amount of funds available for use during no-cost extension: \$10,000.00
- Explanation for what was completed for the research project during the project period: This is the explanation for what was completed during the research project period.
- Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized: This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.
- Authorized Institution Official: Clark Kent

The 'PI Acceptance' section is visible, with a checked checkbox indicating that the user accepts responsibility for the conduct of this project. At the bottom, the 'PI Approved' button is highlighted, indicating the next step in the process.



- The status of the No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

**PLEASE NOTE:** The **Authorized Institution Official** will not receive an email notification from the system once the status moves to **Pending AIO Acceptance**. The **Authorized Institution Official** must log into the system to be able to view the No-Cost Extension in **Pending AIO Acceptance** status.



- When the status of the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **SUBMIT** the No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the No-Cost Extension request for review by CFF.**



11. Once the **Authorized Institution Official** submits the No-Cost Extension request, the status of the No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.

You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

My Awards

3 Active Awards 0 Past Awards

My Activities


9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

My No Cost Extension (NCE)

3 Request NCE 0 Pending NCE 1 Under Review NCE



You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

Under Review NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Pending PA Acceptance	Bruce Wayne

## Revisions Requested:

1. If the No-Cost Extension request has been reviewed by CFF but not approved, you will find that the submitted No-Cost Extension request has been sent back by CFF in **Revisions Requested** status. You will find the No-Cost Extension in **Revisions Requested** status under the **Pending NCE** tile under the **My No Cost Extensions (NCE)** module.



You are viewing the system as Bruce Wayne

My Awards   My Applications   Funding Opportunities   External Requests   User Guide   Privacy & Security

### My Awards

3 Active Awards   0 Past Awards

### My Activities

9 Upcoming Deliverables   0 Submitted Deliverables   3 Completed Deliverables

### My Payments and CFF Required Refunds

5 Scheduled Payments   1 Paid Payments   0 CFF Required Refunds

### My No Cost Extension (NCE)

3 Request NCE   1 Pending NCE   0 Pending NCE   0 Completed NCE

You are viewing the system as Bruce Wayne


My Awards   My Applications   Funding Opportunities   External Requests   User Guide   Privacy & Security

### Pending NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Revisions Requested	Bruce Wayne


- On the No-Cost Extension page, you will find the **Revisions Requested** by CFF in a text box. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to enter in all revisions requested for the No-Cost Extension request under the **NCE Details** tab. Once all revisions have been made, click on the **Submit Revision** button to re-submit the No-Cost Extension request for the Principal Investigator's review.

**Status:** Revisions Requested

\* **Activity Owner:** Bruce Wayne 

**NCE Number:** 1

**Prepared By:** Bruce Wayne

 **Revisions Requested**  
You will find all the revisions requested by CFF in this text box.

GENERAL

**NCE DETAILS** ←

\* **Requested End Date**

06/30/2019 

\* **Projected amount of funds available for use during no-cost extension**

\$10,000.00

\* **Explanation for what was completed for the research project during the project period**

This is the explanation for what was completed during the research project period.

\* **Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized**

This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.

\* **Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.

Clark Kent 

← BACK

 Save My Work

 Submit Revision ←




- The status of the revised No-Cost Extension request will move from **Requested Revisions** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review and approve the revised No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

A screenshot of a web application dashboard. At the top, a navigation bar includes "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy &amp; Security". Below this, there are three main sections: "My Awards" (3 Active Awards, 0 Past Awards), "My Activities" (9 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables), and "My Payments and CFF Required Refunds" (5 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds). The "My No Cost Extension (NCE)" section is highlighted with a blue background and contains four tiles: "3 Request NCE", "1 Pending NCE" (which is highlighted with a blue border and a blue arrow pointing left), "0 In Progress NCE", and "0 Completed NCE".

- When the status of the revised No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the revised No-Cost Extension request forward by clicking on the **PI Approved** button.

Activity Type: No Cost Extension

Status: Pending PI Acceptance

\* Activity Owner: Bruce Wayne 

NCE Number: 1

Prepared By: Bruce Wayne

GENERAL

NCE DETAILS



\* Requested End Date

06/30/2019

JUMP TO

PI Acceptance

\* Projected amount of funds available for use during no-cost extension

\$10,000.00

\* Explanation for what was completed for the research project during the project period

This is the explanation for what was completed during the research project period.

\* Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized

This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.

\* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.

Clark Kent

PI Acceptance

I accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative funding.

↑ BACK

Save My Work

PI Approved





- The status of the revised No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the revised No-Cost Extension request. When the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module

A screenshot of the Cystic Fibrosis Foundation user interface. The top navigation bar is orange and contains the text "You are viewing the system as Bruce Wayne" and several menu items: "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy &amp; Security". Below the navigation bar, there are three main sections: "My Awards" with 3 Active Awards and 0 Past Awards; "My Activities" with 9 Upcoming Deliverables, 0 Submitted Deliverables, and 3 Completed Deliverables; and "My Payments and CFF Required Refunds" with 5 Scheduled Payments, 1 Paid Payments, and 0 CFF Required Refunds. The "My No Cost Extension (NCE)" module is highlighted in blue and contains four tiles: "3 Request NCE", "1 Pending NCE" (which is highlighted with a blue box and a blue arrow pointing to it from the right), "1 NCE", and "0 Completed NCE".

- When the status of the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **RE-SUBMIT** the revised No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the revised No-Cost Extension request for review by CFF.**



7. Once the **Authorized Institution Official** resubmits the revised No-Cost Extension request, the status of the revised No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the revised No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the revised No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.



You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

### My Awards

3 Active Awards 0 Past Awards

### My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

### My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

### My No Cost Extension (NCE)

3 Request NCE 0 Pending NCE 1 Under Review NCE

You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

### Under Review NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Pending PA Acceptance	Bruce Wayne

## No-Cost Extension Approval:

1. When the No-Cost Extension request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved No-Cost Extension request in the **Completed NCE** tile under the **My No Cost Extension (NCE)** module. The status of the No-Cost Extension request will move from **Submitted/Pending PA Acceptance** status to **Completed** status. This means that the No-Cost Extension request has been approved by CFF and the award has been granted the new requested project end date listed on the No-Cost Extension request.



You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

### My Awards

3 Active Awards 0 Past Awards

### My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

### My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

### My No Cost Extension (NCE)

3 Request NCE 0 Pending NCE 0 Under Review NCE 1 Completed NCE

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

### Completed NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Completed	Bruce Wayne

**IMPORTANT NOTES:**

- When a No-Cost Extension request is approved, the Final Deliverables (which are typically the Final Scientific Report and Final Report of Expenditures) will have a new schedule date of three months after the new No-Cost Extension requested project end date.
  - For example, if the approved No-Cost Extension requested end date is 1/31/2022, the scheduled date (due date) for the final deliverables will be updated to 4/1/2022.
- You may request a subsequent No-Cost Extension request after the first No-Cost Extension request no sooner than 90 days before the end of the first No-Cost Extension project end date.



## How to Submit a Supplemental Request

*Please Note: All Supplemental submissions should be preceded by discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding. All supplemental requests will be initiated by the Grants and Contracts Management & Administration (GCMA) Department once the CFF Program Officer confirms the request to initiate the supplement. Please reach out directly through email to your respective GCMA Post-Award Administrator and CFF Program Officer to request a Supplement for your award.*

1. To initiate a previously approved Supplement Request for an Award, go to the **My Awards** module under the **My Awards** homepage and click on the **Active Awards** tile.

The screenshot shows the 'My Awards' dashboard. The 'My Awards' section is expanded, showing two tiles: '2 Active Awards' and '1 Pending Awards'. A red box highlights the '2 Active Awards' tile, and a red arrow points to it from the '1 Pending Awards' tile. Below this, the 'My Activities' section shows 9 Upcoming Deliverables, 0 Submitted Deliverables, and 3 Completed Deliverables. The 'My Payments and CFF Required Refunds' section shows 5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, and 0 CFF Required Refunds. The 'My No Cost Extension (NCE)' section shows 2 Request NCE, 0 Pending NCE, 0 Under Review NCE, and 0 Approved NCE. The 'Active Mentor Awards' section shows 0 Active Mentor Awards. The 'Change of PI' section shows 2 Active Awards (Eligible for Change of PI), 0 Pending Requests, 0 Under CFF Review, and 1 CFF Determinations.



2. On the **Active Awards** page, you will find a list of all awards that you are associated with as a contact. Only the [Grants Officer, Authorized Institutional Official or Principal Investigator](#) that is associated with the Award Profile can review the initiated Supplemental Request. Click the **View Supplement Request** button to review and submit the Supplemental request for that specific award.

**PLEASE NOTE:** You will only be able to view the award under the **Active Awards** tile only if the **Principal Investigator** of the award has added you as a contact to their award. (For more information, see refer to the guide “[How to Add Contacts](#)”)

3. When you click on the **View Supplement Request** button, the system will create a Supplement request in **In Progress** status. You will first need to provide confirmation that you have had preceding discussions with the CF Foundation’s Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding. To move the request forward, click the **Begin Preparation** button.

My Awards My Applications External Requests User Guide Privacy & Security

New Activity

Activity Type: Supplement Request

\* Activity Owner:

Award Period Start:

Award Period End:

\* I have had preceding discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding.

I confirm

Award Information				
CF Award ID:	WAYNE22Y0	CFF Award Number:	00395422	
Date:	08/19/2022	Principal Investigator:	Bruce Wayne	
Project Title:				

Begin Preparation

**PLEASE NOTE:** Supplement Requests can only be requested **one Award Period** at a time. The Award Period that the Supplement Budget is requested for is based on the calendar day the Supplement Request is made.



- On the Supplement Request page, you will first need to add the **Authorized Institution Official** who will sign off on the Supplement Request by clicking on the drop-down field and selecting your **Authorized Institution Official**. To enter in the Budget Details for your Supplement Budget click on the **Add Supplement Budget** button.

The screenshot shows the '00395422 - Supplement Request' page. Key elements include:

- Activity Type: Supplement Request
- Status: Pending (highlighted with a blue box)
- Activity Owner: Bruce Wayne
- Award Period Start: 04/01/2022
- Award Period End: 03/31/2023
- A confirmation checkbox:  I confirm
- Award Information table:

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			
- 'Authorized Institution Official' dropdown menu (highlighted with a blue box)
- 'Add Supplement Budget' button (highlighted with a blue box and an arrow pointing to it)
- 'View/Print Full Supplement Budget' button
- 'Application Budget Before Supplement' section with a PDF file: '- CFF\_application\_budget.pdf' (58.8 KB - 03/31/2022 1:49PM)
- 'Save My Work' button (highlighted with a blue box)
- 'Submit to PI' button (highlighted with a blue box)

- When you click on the **Add Supplement Budget** button, a pop-up window will appear which will allow you to enter in the estimated expenses for the Supplement Request. You will also be able to edit or remove any estimated expenses that were initially entered at the application stage. Once you have entered in all your estimated expenses for the Supplement Award Period, click on the **Save Period** button



and close the window. To move the request forward, click on the **Submit to PI** button to submit the request to the Principal Investigator for review.

Principal Investigator:	Bruce Wayne	Application Number:	00395422
Institution Name:	CFF Hospital Foundation		
Budget Period From:	06/08/2022	To:	03/31/2023

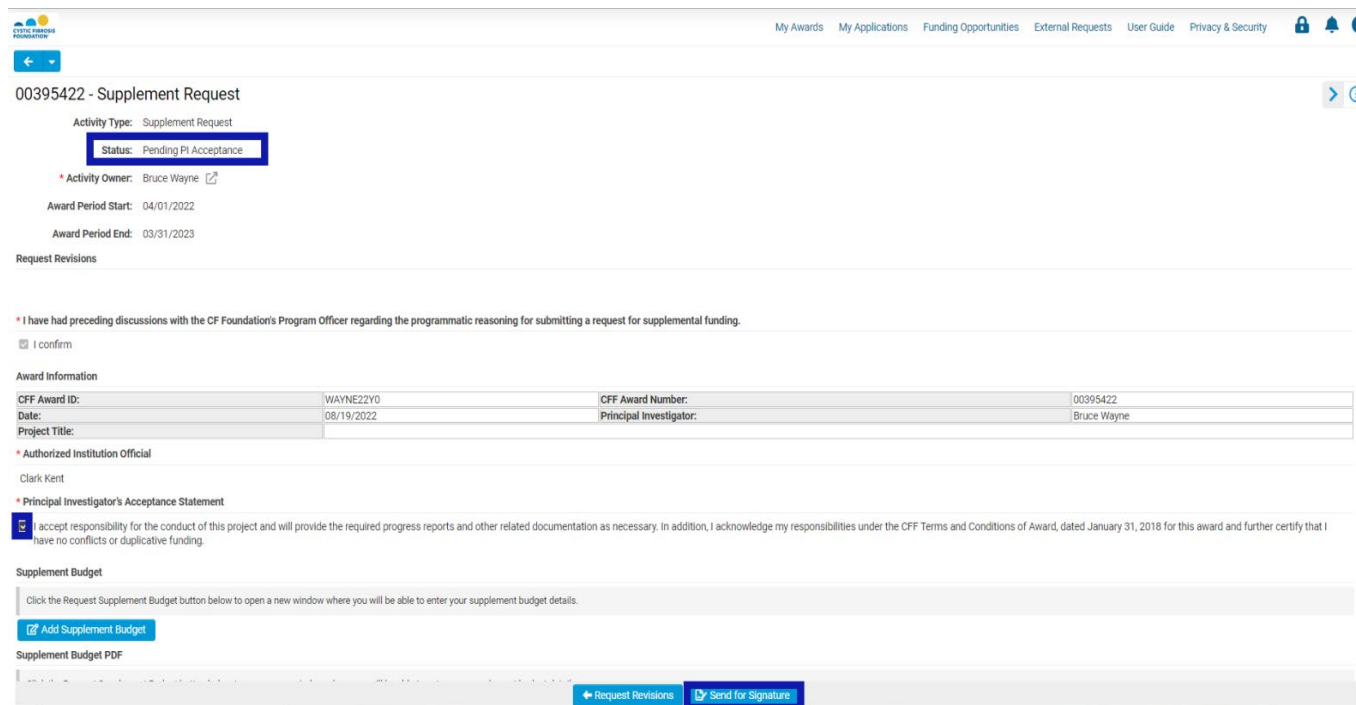
  

Total Direct Costs:	\$150,000.00
Modified Total Direct Costs:	\$150,000.00
Indirect Costs:	\$10,000.00
Total Estimated Budget:	\$168,000.00

- The status of the Supplement Request will move from **Pending** status to **Pending PI Acceptance** status. This means that the Principal Investigator of the award will need to review the details of the request and submit the Supplement Request to the Authorized Institution Official for signature. When the Supplement Request is in **Pending PI Acceptance** status, the Principal Investigator of the award will find the **Pending PI Acceptance** Supplement request in the **Active Awards** tile under the **My Awards** module.



7. Under **Pending PI Acceptance** status, the **Principal Investigator** can either Request Revisions or Submit the request to the **Authorized Institution Official** for signature. To approve the request, click on the **Send for Signature** button.





- 8. The status of the Supplemental Request will move from **Pending PI Acceptance** status to **Pending Signature** status. **Pending Signature** status means that Adobe Sign will automatically route the Supplement Request to the **Authorized Institution Official's** email address (outside of the system). The Adobe Sign email will request the **Authorized Institution Official's** e-signature on the Supplement Request. When the **Authorized Institution Official** provides their e-signature, the Supplement Request will automatically route back to the Grants Management System for review and the status will move to **Under CFF Program Officer Review** status. **This is the final step for submitting the Supplement Request for review by CFF.**

00395422 - Supplement Request

Activity Type: Supplement Request

Status: Pending Signature

\* Activity Owner: Bruce Wayne

Award Period Start: 04/01/2022

Award Period End: 03/31/2023

Request Revisions

\* I have had preceding discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding.

I confirm

Award Information

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			

\* Authorized Institution Official

Clark Kent

\* Principal Investigator's Acceptance Statement

I accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative funding.

Supplement Request DDE



## Supplement Request Approval:

When the Supplement Request has been **reviewed and approved** by CFF, a notification will go out of the system to the **Principal Investigator, Grants Officer, and Authorized Institution Official** stating that the **Supplement Request** has been approved and that the Supplement Award Letter has been issued. The **Principal Investigator** will find the Supplement Award Letter that is pending the **Principal Investigator and Authorized Institution Official's** signature under the **My Activities** module under the **Upcoming Deliverables** tile.

The screenshot shows the 'My Awards' and 'My Activities' sections of the CFF portal. In the 'My Awards' section, there is a tile for '1 Active Awards' and a tile for '0 Past Awards'. In the 'My Activities' section, there are three tiles: '10 Upcoming Deliverables' (highlighted with a blue box), '0 Pending Deliverables', and '3 Completed Deliverables'. A blue arrow points from the 'Upcoming Deliverables' tile to the 'Pending Deliverables' tile.

The screenshot shows the 'Upcoming Deliverables' table with 10 rows. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. Row 8 is highlighted with a blue box, and a blue arrow points to the 'Award Period' cell for that row.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	00286219	Award Letter		Pending	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	00286219	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
4	CC500	00286219	Other Deliverable	06/24/2021	Pending	-	Updated Support
5	CC500	00286219	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
6	CC500	00286219	Final Scientific Report	08/01/2021	Revisions Requested	08/01/2021 - 07/31/2022	Final Scientific Report
7	CC500	00286219	Other Deliverable	09/22/2021	Pending	-	Award Letter
8	WAYNE22Y0	00395422	Award Letter	01/01/2022	Pending	04/01/2022 - 03/31/2023	
9	WAYNE22Y0	00395422	Renewal Budget & Progress Report	01/07/2023	Pending	04/01/2023 - 03/31/2024	
10	WAYNE22Y0	00395422	Report of Expenditures	06/30/2023	Residual Balance Pending	04/01/2022 - 03/31/2023	



## How to Request a Change of Principal Investigator

All Change of PI requests must be completed at least one month prior to the proposed date of change within the Grants Management System. A bio sketch (NIH form is acceptable) of the proposed PI and Other Support Document for the Proposed PI must be uploaded as part of the request. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved.

### Change of PI Status Quick Reference Guide

Status	Pending	Pending PI Acceptance	Pending AIO Acceptance	Under CFF Program Officer Review	Under CFF Program Administrator Review	Revisions Requested	Approved	Cancelled (Declined)
<b>Definition</b>	Change of PI request is now created	Change of PI is pending former the Principal Investigator Review and Approval	Change of PI is pending Authorized Institution Official's Review and Approval	Change of PI has been submitted to CFF and is pending CFF Program Officer Review	Change of PI has been submitted to CFF and is pending CFF Program Administrator Review	Change of PI has been sent back for Revisions Requested and must be re-submitted to CFF	Change of PI Request has been reviewed and approved by CFF	Change of PI Request has been reviewed and declined by CFF
<b>Location of Change of PI Request</b>	Pending Requests Module	Pending Requests Module	Pending Requests Module	Under CFF Review Module	Under CFF Review Module	Pending Requests Module	CFF Determinations Module	CFF Determinations Module



### Change of PI Contact Permissions Quick Reference Guide

Status/Contact	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Under CFF Program Administrator Review	Under CFF Program Officer Review	Approved	Cancelled (Declined)
<b>Principal Investigator</b>	<b>View Edit</b>	<b>View Edit</b>	<b>View Edit</b>	View Only	<b>View Edit</b>	View Only	View Only	View Only	View Only
<b>Co-Investigator</b>	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
<b>Post-Award Contact</b>	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
<b>Financial Officer</b>	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
<b>Grants Officer</b>	<b>View Edit</b>	<b>View Edit</b>	View Only	View Only	<b>View Edit</b>	View Only	View Only	View Only	View Only
<b>Authorized Institution Official</b>	<b>View Edit</b>	<b>View Edit</b>	View Only	<b>View Edit</b>	<b>View Edit</b>	View Only	View Only	View Only	View Only



## How to Request a Change of Principal Investigator

1. To request a Change of PI, go to the **Change of PI** module under the **My Awards** homepage and click on the **Active Awards Eligible for a Change of PI** tile

The screenshot shows the 'My Awards' dashboard. At the top right, a blue arrow points to the 'My Awards' tab in the navigation bar. The dashboard is divided into several sections:

- My Awards:** 1 Active Awards, 0 Past Awards.
- My Activities:** 10 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables.
- My Payments and CFF Required Refunds:** 5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds.
- My No Cost Extension (NCE):** 1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE.
- Active Mentor Awards:** 0 Active Mentor Awards.
- Change of PI:** 1 Active Awards (Eligible for Change of PI), 0 Pending Requests, 0 Under CFF Review, 0 CFF Determinations.

A red arrow points to the '1 Active Awards (Eligible for Change of PI)' tile in the Change of PI section.

2. On the **Active Awards Eligible for a Change of PI** page, you will find a list of all awards that you are associated with as a contact. Only the **Grants Officer, Authorized Institutional Official or Principal Investigator** that is associated with the Award Profile can request a Change of PI. Click the **Request a Change of PI** button to create a Change of PI request for that award.



Award	Institution	Award Type	Principal Investigator	Award Period	Award Amount	
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2019 - 06/30/2020	\$44,685.00	<a href="#">Request Change of PI</a>

**PLEASE NOTE:** You will only be able to view the award under the **Active Awards Eligible for Change of PI** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide [“How to Add Contacts”](#))

- When you click on the **Request Change of PI** button, the system will create a Change of PI request in **Pending** status. You will first need to fill out the Last Date of the Current PI and the First Date of the Proposed PI.

00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending  
Activity Owner: Bruce Wayne

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Project Title  
CFF Award Number: 00286219  
Project Period: 07/01/2019 to 06/30/2020  
\* Last Date Of Current PI:   
\* First Date Of Proposed PI:

**Current Principal Investigator**

Name: Bruce Wayne  
Address: 4550 Montgomery Ave.  
Email: bwayne@fake.fake  
Phone: 301-555-1215



- The next step is to fill out the remaining information on the Change of PI request page. You must enter in the contact information of the Proposed Principal Investigator, the Reason for the Change of Principal Investigator, the **Authorized Institution Official** who will sign off on the Change of PI Request and the Supporting Documents for the Proposed PI. To move the request forward, click the **Submit to PI** button to submit the request to the **current Principal Investigator** for review.

The screenshot shows a web form titled "00286219 - Change Of PI Request" with a sub-header "301-555-1215". The form is divided into several sections, each with a blue header and a light blue border:

- Proposed Principal Investigator:** Contains fields for Name, Address, Email, and Phone.
- Reason For Change:** A large text area for providing the reason for the change.
- Authorized Institution Official:** A dropdown menu for selecting the official.
- Disclaimer:** A checkbox labeled "confirm" with the text: "We have reviewed the above information and acknowledge our responsibilities under the CFF Terms and Conditions of Award to request a change in key personnel and/or changes in percentage effort of key personnel."
- Supporting Documents:** Two upload buttons: "Biosketch For Proposed PI" and "Other Support Document For Proposed PI".

At the bottom of the form, there is a "Save My Work" button on the left, a large blue arrow pointing right in the center, and a "Submit to PI" button on the right.



- The status of the Change of PI request will move from **Pending** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review the details of the request and submit the Change of PI Request to the **Authorized Institution Official** for review. When the Change of PI request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.

A screenshot of the Cystic Fibrosis Foundation user interface. The top navigation bar includes links for Institution Profile, My Awards, My Applications, External Requests, User Guide, and Privacy &amp; Security. The main content area is divided into several sections: "My Awards" (1 Active Awards, 0 Past Awards), "My Activities" (10 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds), "Active Mentor Awards" (0 Active Mentor Awards), "My No Cost Extension (NCE)" (1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE), and "Change of PI" (1 Active Awards (Eligible for Change of PI), 1 Pending Requests, 0 CFF Review, 0 CFF Determinations). The "Pending Requests" tile in the "Change of PI" section is highlighted with a blue box and a blue arrow pointing to it from the "CFF Review" tile.

- Under **Pending PI Acceptance** status, the **Principal Investigator** can either Request Revisions or Submit the request to the **Authorized Institution Official**. To approve the request, click on the **Submit to AIO** button.



00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending PI Acceptance  
Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Project Title  
CFF Award Number: 00286219  
Project Period: 07/01/2019 to 06/30/2020  
Last Date Of Current PI: 08/31/2019  
First Date Of Proposed PI: 09/01/2019

**Current Principal Investigator**

Name: Bruce Wayne  
Address: 4550 Montgomery Ave.  
Email: bwayne@fake.fake  
Phone: 301-555-1213

**Proposed Principal Investigator**

Request Revisions | Submit to AIO

JUMP TO: Award Information, Current Principal Investigator, Proposed Principal Investigator, Reason For Change, Authorized Institution Official, Disclaimer, Supporting Documents

- The status of the Change of PI request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** of the award will need to review the details of the request and submit the Change of PI Request to the CFF for review and approval. When the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** of the award will find the **Pending AIO Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.



Institution Profile My Awards My Applications External Requests User Guide Privacy & Security

**My Awards**

1 Active Awards	0 Past Awards
-----------------	---------------

**My Activities**

10 Upcoming Deliverables	0 Submitted Deliverables	3 Completed Deliverables
--------------------------	--------------------------	--------------------------

**My Payments and CFF Required Refunds**

5 Contingent Payments	0 Scheduled Payments	1 Paid Payments	0 CFF Required Refunds
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**My No Cost Extension (NCE)**

1 Request NCE	0 Pending NCE	0 Under Review NCE	1 Approved NCE
---------------	---------------	--------------------	----------------

**Active Mentor Awards**

If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.

0 Active Mentor Awards
------------------------

**Change of PI**

1 Active Awards (Eligible for Change of PI)	1 Pending Requests	0 CFF Review	0 CFF Determinations
---	--------------------	--------------	----------------------

- When the status of the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the Change of PI Request. To approve the Change of PI request and submit to CFF for review, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can move the Change of PI request to CFF for review by clicking on the **Submit to PO** button. **This is the final step for submitting the Change of PI request for review by CFF.**



00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending AIO Acceptance  
\* Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

▼ Award Information

Project Title

CFF Award Number  
00286219

Project Period  
07/01/2019 to 06/30/2020

\* Last Date Of Current PI  
06/31/2019

\* First Date Of Proposed PI  
09/01/2019

▼ Current Principal Investigator

Name  
Bruce Wayne

Address  
4350 Montgomery Ave.

Email  
bwayne@fake.fake

Phone  
301-555-1215

▼ Proposed Principal Investigator

Request Revisions Submit to PI

9. Once the **Authorized Institution Official** submits the Change of PI request, the status of the Change of PI request will move from **Pending AIO Acceptance** to **Under CFF Program Officer Review** status. This means that the Change of PI is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the Change of PI request in **Under CFF Program Officer Review** status under the **Under CFF Review** tile of their **Change of PI** module.



## Change of PI Approval:

1. When the Change of PI request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved Change of PI request in the **CFF Determinations** tile under the **Change of PI** module. The status of the Change of PI request will be in **Approved** status. This means that the Change of PI request has been approved by CFF and the award the Change of PI has been completed in the system. The **new Principal Investigator** will receive a notification from the system that signifies that the Change of PI has been approved and that the Change of PI Award Letter is pending signature.

The screenshot shows the CFF Determinations tile in the Change of PI module. The tile displays the following counts:

Category	Count
Active Awards (Eligible for Change of PI)	1
Pending Requests	0
Under CFF Review	0
CFF Determinations	1

The 'CFF Determinations' tile is highlighted with a blue border. Below the tile, the details for a specific Change of PI Request are shown:

00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: **Approved** (highlighted with a blue box and arrow)  
Activity Owner: Bruce Wayne

**Information:** Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Field	Value
Project Title	
CFF Award Number	00286219
Project Period	07/01/2019 to 06/30/2020
Last Date Of Current PI	08/31/2019
First Date Of Proposed PI	09/01/2019

**Current Principal Investigator**



## How to Submit a Relinquishment of Award / Transfer of Institution Request

*Relinquishment of Award: In the event the Awardee Institution terminates an award before the end of the Project period, CFF will review the final report of expenditures to determine if the costs are allowable, applicable, and reasonable for the work completed toward meeting the aims of the Project. CFF will provide the PI and Awardee Institution with the opportunity to address any expenses identified as unallowable. If the Awardee Institution was paid in excess of the amount for which it is eligible under the terms of the award (i.e., due to error, misspent funds or unallowable costs), CFF may require the Awardee Institution to pay back funds and will specify the timeline for repayment. Additionally, CFF has the right to offset such amounts against any payment obligations of CFF to the Awardee Institution, including payments due from CFF under other awards.*

*Transfer of Institution: Awards may not be transferred from one institution to another without prior written authorization from the CFF Grants & Contracts Management and Administration Office and the Awardee Institution. A transfer of institution must be requested as soon as the PI has determined the date of transfer, but no later than thirty (30) days before the transfer. If CFF and the Awardee Institution approve a transfer, the Awardee Institution must report on all expenditures and return any unexpended funds to CFF before the award letter is released to the new Awardee Institution. To request a Transfer of Institution, you must submit a Relinquishment of Award request through the Grants Management System ([awards.cff.org](http://awards.cff.org)) and signify on the Relinquishment of Award Request that the relinquishment is for a Transfer of Institution.*



1. To request a Relinquishment Request for an Award, go to the **My Awards** module under the **My Awards** homepage and click on the **Active Awards** tile.

The screenshot shows the "My Awards" dashboard. At the top, there is a navigation bar with links for "My Awards", "My Applications", "External Requests", "User Guide", and "Privacy & Security". Below this, the "My Awards" section is highlighted with a blue header and contains two tiles: "Active Awards" (with a count of 2) and "All Awards" (with a count of 10). A blue box highlights the "Active Awards" tile, and a blue arrow points from it to the left. Below this is the "My Activities" section with three tiles: "Upcoming Deliverables" (9), "Submitted Deliverables" (0), and "Completed Deliverables" (3). The "My Payments and CFF Required Refunds" section has four tiles: "Contingent Payments" (5), "Scheduled Payments" (0), "Paid Payments" (1), and "CFF Required Refunds" (0). The "My No Cost Extension (NCE)" section has four tiles: "Request NCE" (2), "Pending NCE" (0), "Under Review NCE" (0), and "Approved NCE" (0). The "Active Mentor Awards" section has one tile: "Active Mentor Awards" (0). The "Change of PI" section has four tiles: "Active Awards (Eligible for Change of PI)" (2), "Pending Requests" (0), "Under CFF Review" (0), and "CFF Determinations" (1).

2. On the **Active Awards** page, you will find a list of all awards that you are associated with as a contact. Only the [Grants Officer, Authorized Institutional Official or Principal Investigator](#) that is associated with the Award Profile can request a Relinquishment Request. Click the **Relinquish Award** button to create a Relinquishment request for that specific award.

A screenshot of the "Active Awards" section in the CFF system. The table lists an award with ID 00286219 from Wayne at CFF Hospital Foundation. The award type is "Therapeutic Development Center Award", the principal investigator is Bruce Wayne, and the project period is 07/01/2019 - 06/30/2020. The award amount is \$43,000.00. Two buttons are visible: "Request for Supplement" and "Relinquish Award". A blue arrow points from the "Request for Supplement" button to the "Relinquish Award" button.

Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount	
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award		Bruce Wayne	07/01/2019 - 06/30/2020	\$43,000.00	<a href="#">Request for Supplement</a> <a href="#">Relinquish Award</a>

**PLEASE NOTE:** You will only be able to view the award under the **Active Awards** tile only if the **Principal Investigator** of the award has added you as a contact to their award. (For more information, see refer to the guide “[How to Add Contacts](#)”)

- When you click on the **Relinquish Award** button, the system will create a Relinquishment request in **Pending** status. To move the request forward, click the **Continue** button.

A screenshot of the "New Activity" page in the CFF system. The activity type is "Relinquishment of Award". The activity owner field is empty. A blue arrow points to the "Continue" button at the bottom of the page.

New Activity

Activity Type: Relinquishment of Award

\* Activity Owner:

[Continue](#)

- On the Relinquishment of Award page, you will first need to add the **Current Authorized Institution Official** who will sign off on the Relinquishment Request by clicking on the drop-down field and selecting your **Current Authorized Institution Official**. You will next need to enter in the **Date of Relinquishment** by selecting the **Date of Relinquishment** field. After entering in the Date of Relinquishment, you will need to provide an explanation for why this award is being relinquished by entering in the explanation in the **Reason for Relinquishment** field.




## 00286219 - Relinquishment of Award



**Activity Type:** Relinquishment of Award

**Status:** Pending

\* **Activity Owner:** Bruce Wayne 



In the event the Awardee Institution terminates an award before the end of the Project period, CFF will review the final report of expenditures to determine if the costs are allowable, applicable, and reasonable for the work completed toward meeting the aims of the Project. CFF will provide the PI and Awardee Institution with the opportunity to address any expenses identified as unallowable. If the Awardee Institution was paid in excess of the amount for which it is eligible under the terms of the award (i.e., due to error, misspent funds or unallowable costs), CFF may require the Awardee Institution to pay back funds, and will specify the timeline for repayment. Additionally, CFF has the right to offset such amounts against any payment obligations of CFF to the Awardee Institution, including payments due from CFF under other awards.

**PI Name**

Bruce Wayne

**PI Email**

bwayne@fake.fake

**PI Current Institution**


CFF Hospital Foundation

\* **Current Authorised Institution Official**

Select One 



\* **Date Of Relinquishment**

mm/dd/yyyy 



\* **Reason For Relinquishment**

Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section



## TRANSFER OF INSTITUTION REQUESTS

5. On the Relinquishment of Award page, there will be a **Transfer of Institution** section in which you will need to signify in the drop-down list if this relinquishment request is for a **Transfer of Institution**. If the request is not for a Transfer of Institution, select **No** in the drop-down selection and select **Move to Step 2** to continue the relinquishment request.
6. If this the request is for a **Transfer of Institution**, select **Yes** in in the drop-down selection. When selecting **Yes**, a fillable form appears on the Relinquishment of Award page in which you will need to fill out all the components for the **Transfer of Institution** request. Once you have completed the **Transfer of Institution** section, select **Move to Step 2** to continue the Relinquishment/Transfer of Institution request.

▼ Transfer Of Institution

In the event that a Principal Investigator needs to transfer an award to a new Awardee Institution, the PI and appropriate Institutional Officials must complete a transfer application one month prior to the proposed date of transfer. The Cystic Fibrosis Foundation (CFF) must approve award transfers in advance. Please note that awards are not automatically approved for transfer.

**IMPORTANT:** CFF Terms and Conditions of Award require a final Report of Expenditures from the Awardee Institution. After approval of the Report of Expenditures and if the transfer of institution request is approved, CFF will issue an award letter to the new Awardee Institution indicating the amount of funds approved for transfer through the Grants Management System.

\* Is this request for a Transfer of Institution?  
Yes

\* New Awardee Institution Name  
[Text Input Field]

\* New Awardee Institution Type  
--Select One--

\* New Awardee Institution EIN  
[Text Input Field]

\* Principal Investigator Email  
If the Principal Investigator does not have an email address with the new Institution, please enter in Principal Investigator's personal email address  
[Text Input Field]

\* Date of Transfer  
mm/dd/yyyy

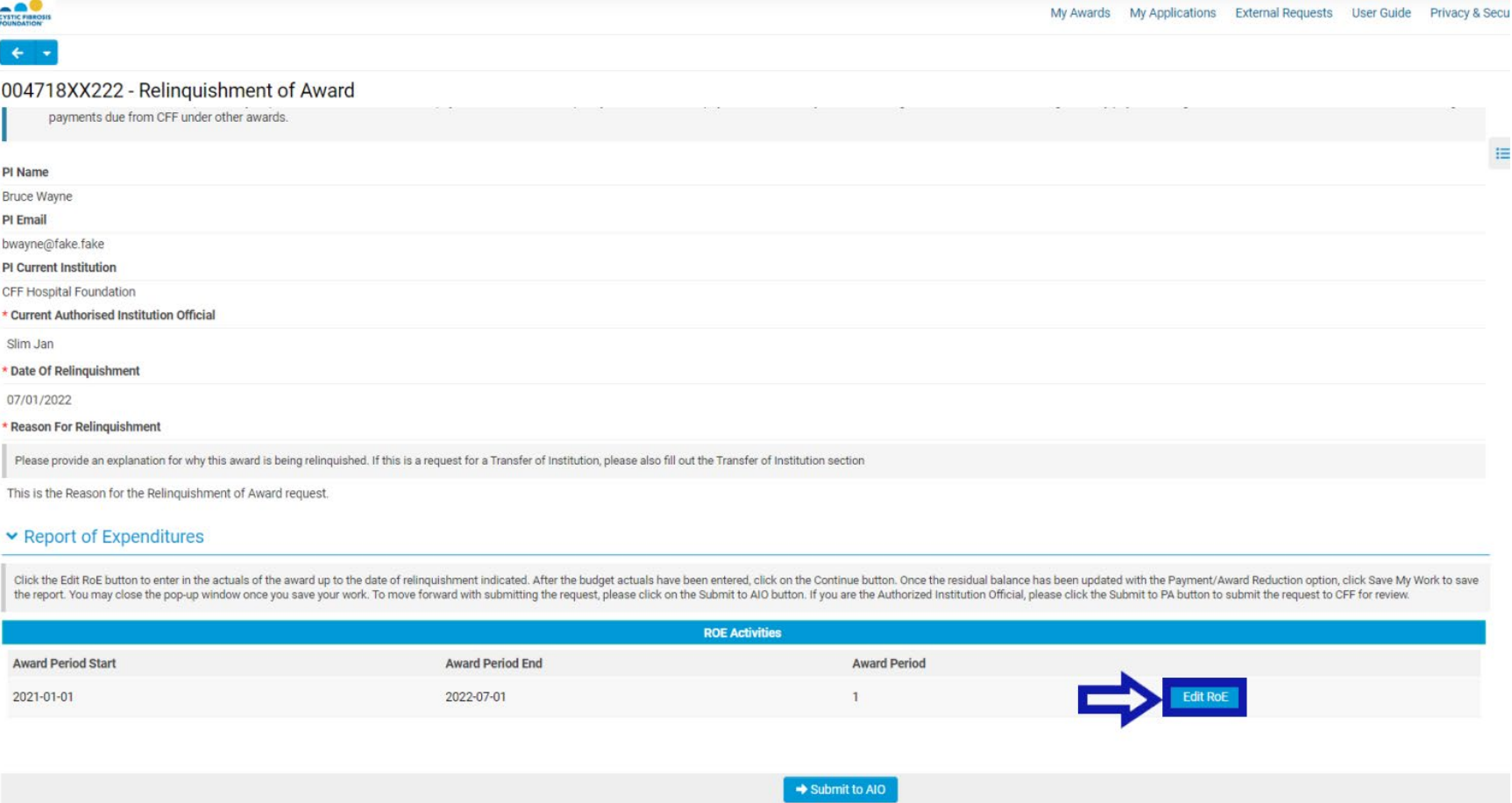
\* Other Support Page  
[Upload Icon]

\* Facilities Resource Page  
[Upload Icon]

Save My Work

➔ Move to Step 2

7. On the next page of the Relinquishment Request, you will find that the system has generated the **Report of Expenditures** for the current performance period up until the **Date of Relinquishment** previously entered. You will need to enter in all the expenditures that occurred for the performance period up until the **Date of Relinquishment** by clicking on the **Edit RoE** button.



004718XX222 - Relinquishment of Award

payments due from CFF under other awards.

PI Name  
Bruce Wayne

PI Email  
bwayne@fake.fake

PI Current Institution  
CFF Hospital Foundation

\* Current Authorised Institution Official  
Slim Jan

\* Date Of Relinquishment  
07/01/2022

\* Reason For Relinquishment  
Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section  
This is the Reason for the Relinquishment of Award request.

▼ Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

ROE Activities		
Award Period Start	Award Period End	Award Period
2021-01-01	2022-07-01	1

[Submit to AIO](#)



- When you click on the **Edit RoE** button, a pop-up window will appear, and you will need to enter in the actuals of the award up to the **Date of Relinquishment** indicated by clicking on the **Enter ROE** button. After the budget actuals have been entered, click on the **Continue** button in the pop-up window. Once the residual balance has been updated with the Payment/Award Reduction option in the pop-up window, click **Save My Work** to save the report. You may **close the pop-up window** once you save your work. To move forward with submitting the request, click on the **Submit to AIO** button.

004718XX222 - Report of Expenditures ✕

←

Activity Type: Report of Expenditures >

Status: In Progress \* Scheduled Date: 03/31/2022

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022		
Center Number:		Principal Investigator:	Bruce Wayne		
Program Number:		Institution Name:	CFF Hospital Foundation		
Award Amount:	\$23,500.00	Budget Period:	From: 01/01/2021	To: 07/01/2022	

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Report of Expenditures (RFA): Enter ROE



# 004718XX222 - Report of Expenditures

Activity Type: Report of Expenditures

Status: In Progress

\* Activity Owner: Bruce Wayne

CFF Award Number:

Center Number:

Program Number:

Award Amount:

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Report of Expenditures (RFA): [Enter ROE](#)

Co-Investigator Institution

Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

Budget PDF: [Print](#)

[Save My Work](#)

[Continue](#)

Report of Expenditures (RFA) - Work - Microsoft Edge

https://cff.smartsimplebk.com/s\_viewpagefield.jsp?fieldid=1681479&codedid=V0VTSQFGMQY@EnNQKqjNhiEYix1Gxp2H2JbU0N...

[Add Other Expense \(Indirects Allowed\)](#)

**Other Expenses (Indirects Not Allowed)** (Itemize by category, e.g., education materials, minor equipment.)

Estimated Budget

Category	Description	Number	Unit Cost	Amount	
					Subtotal:

Actual

Category	Description	Number	Unit Cost	Amount	
					Subtotal:

[Add Other Expense \(Indirects Not Allowed\)](#)

Total Direct Costs: **\$11,000.00**  
Maximum Amount for Period \$100,000.00

Total Expenses: **\$11,000.00**

Total Amount to be Reported: **\$23,500.00**

Actual Expenses and Total Amount to be Reported Variance: **\$12,500.00**

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




Activity Type: Report of Expenditures



Status: In Progress

\* Scheduled Date: 03/31/2022

\* Activity Owner: Bruce Wayne 

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022	
Center Number:		Principal Investigator:	Bruce Wayne	
Program Number:		Institution Name:	CFF Hospital Foundation	
Award Amount:	\$23,500.00	Budget Period:	From: 01/01/2021	To: 07/01/2022

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Report of Expenditures (RFA): [Enter ROE](#)

Subcontractor Budgets

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
-----------------	-------------	--------	--

Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

Budget PDF: [Print](#)

[Save My Work](#)




004718XX222 - Report of Expenditures



Activity Type: Report of Expenditures

Status: "In Progress"

\* Scheduled Date: 03/31/2022

\* Activity Owner: Bruce Wayne 

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022			
Center Number:		Principal Investigator:	Bruce Wayne			
Program Number:		Institution Name:	CFF Hospital Foundation			
Award Amount:	\$23,500.00	Budget Period:	From:	01/01/2021	To:	07/01/2022

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

\* If balance remaining, select one

Payment/Award Reduction

Carry Over Balance: \$12,500.00

Financial Officer

Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system.

Select One 

[Add Financial Officer](#)

Budget PDF: [Print](#)

[Save My Work](#)



[Update Budget Actuals](#)



## 004718XX222 - Relinquishment of Award

payments due from CFF under other awards.

### PI Name

Bruce Wayne

### PI Email

bwayne@fake.fake

### PI Current Institution

CFF Hospital Foundation

### \* Current Authorised Institution Official

Slim Jan

### \* Date Of Relinquishment

07/01/2022

### \* Reason For Relinquishment

Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section

This is the Reason for the Relinquishment of Award request.

### Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

#### ROE Activities

Award Period Start	Award Period End	Award Period	
2021-01-01	2022-07-01	1	<a href="#">Edit RoE</a>

[Submit to AIO](#)



- The status of the Relinquishment Request will move from **In Progress** status to **Pending AIO Acceptance** status. This means that the **Current Authorized Institution Official** of the award that was added in the initial request will need to review the details of the request and submit the Relinquishment Request to the **CFF Program Administrator** for review. When the Relinquishment Request is in **Pending AIO Acceptance** status, the **Current Authorized Institution Official** of the award will find the **Pending AIO Acceptance** Relinquishment Request in the **Active Awards** tile under the **My Awards** module.



My Awards

2 Active Awards

← Pending Awards

Active Awards

Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount		
004718XX222 - Wayne	CFF Hospital Foundation	Basic Research	Request for Relinquishment of Award	Bruce Wayne	01/01/2021 - 12/31/2021	\$23,500.00	<a href="#">Request for Supplement</a>	Status of Relinquishment Request -> Pending AIO Acceptance <a href="#">View Relinquishment Request</a>

10. Under **Pending AIO Acceptance** status, the Current Authorized Institution Official can either Request Revisions or Submit the request to the **CFF Program Administrator for review**. To approve the request and submit for CFF review, the Current Authorized Institution Official will need to provide their attestation at the bottom of the page and click on the **Submit to PA** button.

Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

Award Period Start	Award Period End	Award Period	
2021-01-01	2022-07-01	1	<a href="#">Edit RoE</a>

\* I have reviewed the above information and acknowledge our responsibilities under the CFF Terms and Conditions of Award for an Early Termination of Award.

I confirm

[Request Revisions](#) [Submit to PA](#)



11. The status of the Relinquishment Request will move from **Pending AIO Acceptance** status to **Under CFF Program Administrator Review** status. This means that the Relinquishment Request is currently pending review by the **CFF Program Administrator**.

Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount	
004718XX222-Wayne	CFF Hospital Foundation	Basic Research	Request for Relinquishment of Award	Bruce Wayne	01/01/2021 - 12/31/2021	\$23,500.00	<a href="#">Request for Supplement</a> <b>Status of Relinquishment Request -&gt; Under CFF Program Administrator Review</b> <a href="#">View Relinquishment Request</a>

### Relinquishment Request / Transfer of Institution Approval:

When the Relinquishment Request has been **reviewed and approved** by CFF, a notification will go out of the system to the **Principal Investigator, Grants Officer, and Authorized Institution Official** stating that the **Relinquishment Request** has been approved and that the award is now **Closed**. You can find historical record of the Award by going to the **My Awards** module and selecting the **Past Awards** tile.

**My Awards**

1 Active Awards | 1 Past Awards



← New

004718XX222 - Wayne

Status: Closed

Institution: CFF Hospital Foundation

Submitted Date: 09/19/2022 03:50 PM

Funding Decision:

LOI Application Full Print:

Full Application:

File Name

Principal Investigator: Bruce Wayne

RFA Name: Relinquishment of Award

Application Full Print:

**PLEASE NOTE:** If the expenditures entered in for the **Relinquishment of Award** performance period is less than the amount paid to your Institution by the CF Foundation, a refund check will be due. You may find the refund check request under your **My Payments and CFF Required Refunds** module under the **CFF Required Refunds** tile.

**My Payments and CFF Required Refunds** +

5 Contingent Payments	0 Scheduled Payments	1 Paid Payments	1 CFF Required Refunds
--------------------------	-------------------------	--------------------	---------------------------

**Transfer of Institution:** When a Transfer of Institution is approved alongside the relinquishment request, the Principal Investigator will receive a notification that the Change of Institution Award Letter has been issued. The Principal Investigator will log in with their new email address (email address signified on the Transfer of Institution Request) and will be able to view the Active Award as well as all deliverables / payments associated with the Transfer of Institution award.



## How to Edit Subcontractor Budgets for the Report of Expenditures and Renewal Budget & Progress Reports

Subcontractor budget(s) associated to an award record are initially entered in at the application phase of the award. When the application is approved to fund, the subcontractor budget(s) will be available to view/edit once the award has been issued. The subcontractor budget(s) will be available to view/edit when completing the Renewal Budget & Progress Report and the Report of Expenditures. For applications/awards that include a subcontract with a third party, the applicant/awardee may request indirect costs on the first \$25,000 of each subcontract per project period. Negotiations of subcontracts are between the applicant institution and the subcontractor.

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## Renewal Budget & Progress Reports - Subcontractor Budgets

**(Please refer to the guide “How to Complete the Renewal Budget & Progress Report” for further guidance on the submission of the Renewal Budget & Progress Report)**

1. You may find all pending deliverables including your Renewal Budget & Progress Report by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)

A screenshot of the Cystic Fibrosis Foundation user dashboard. The top navigation bar includes the logo, a search bar, and links for "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy &amp; Security". The main content area is divided into three sections: "My Awards" with 1 Active Award and 0 Past Awards; "My Activities" with 3 Upcoming Deliverables (highlighted with a red box), 0 Submitted Deliverables, and 2 Completed Deliverables; and "My Payments" with 2 Scheduled Payments and 0 Paid Payments.



- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Renewal Budget & Progress Report** in **Pending** status.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	Pending	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	

- On the Renewal Budget & Progress Report page, select **Begin Preparation**. This will update the status of the Renewal Budget & Progress Report to **In Progress**.

005477G223 - Renewal Budget & Progress Report

RFA Name:  
Activity Type: Renewal Budget & Progress Report  
Status: Pending  
Activity Owner: Bruce Wayne  
Award Period Start: 03/01/2023  
Award Period End: 02/29/2024  
Original Budget File:  
Budget Period: From 03/01/2024 To 02/28/2025  
Balance:

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 if contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

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

Principal Investigator's Acceptance Statement:  
Face Page: [View / Save](#)  
Signed Face Page:

Renewal Report

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

[Save My Work](#) [Begin Preparation](#)



- When the **Renewal Budget & Progress Report** is in *In Progress* status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select **Enter Budget** next to the Subcontractor Budget line-item. **PLEASE NOTE:** Only the **Principal Investigator, Financial Officer, or Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request **Budget Access** from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Renewal Budget & Progress Report

▼ Renewal Budget

Budget PDF: Print

Budget: Open

Generated Budget PDF:

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets				
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	

- In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Renewal Budget & Progress Report** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Renewal Budget & Progress Report** page to save the budgetary information entered in the Subcontractor Budget details. **PLEASE NOTE:** The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Renewal Budget & Progress Report budget period.



005477G223 - Renewal Budget & Progress Report

RFA Name:

Activity Type: Renewal Budget & Progress Report

Status: In Progress

\* Activity Owner: Bruce Wayne

Award Period Start: 03/01/2023

Award Period End: 02/29/2024

Original Budget File:

**Budget Period: From 03/01/2024 To 02/28/2025**

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select

\* Authorized Institution Official

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

Select One

\* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

➤ Renewal Report

▼ Renewal Budget

[Save My Work](#)

Subcontractor Budget - Work - Microsoft Edge

https://cff.smartsimplebk.com/s\_viewpagefield.jsp?fieldid=1682680&codedid=SU1NMgFADIEMGWc4R0Evc...

Period 1 **Period 2** Summary

Principal Investigator:	Bruce Wayne	Application Number:	005477G223
Institution Name:	Gotham Institute		
Budget Period From:	03/01/2024	To:	02/28/2025

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$212,100.00 in 2023).)

Consultant Expenses (Refer to CFF Policies and Guidelines for requirements and allowable costs.)

Travel (Travel cannot exceed \$15,000.00 per person/per year.)

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)

Major Equipment (Must list items greater than \$5,000 each)

Other Expenses (Indirects Allowed) (Itemize by category, e.g., education materials, minor equipment.)

Other Expenses (Indirects Not Allowed) (Itemize by category, e.g., education materials, minor equipment.)

Total Direct Costs:	\$45,000.00
Modified Total Direct Costs:	\$45,000.00
Indirect Costs:	<b>\$5,000.00</b>
<small>(If allowable. Refer to CFF Policies and Guidelines. Not to exceed 12% or \$5,400.00.)</small>	
Total Projected Budget:	\$50,000.00

➡ [Save Year 2](#) [Close Budget](#) ⬅

➔ Pending PI Acceptance



- Once the Subcontractor Budget(s) have been entered in, select the check box next to “I confirm that subcontractor actuals for this reporting period have been entered.” to acknowledge that the Subcontractor Budget(s) related to the **Renewal Budget & Progress Report** budget period have been reviewed.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

[Enter Budget](#)

- To view the Total Summary of the Subcontract Budget(s), select **Open** next to the **Budget** field to open the **Renewal Budget & Progress Report** renewal budget detail. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Renewal Budget & Progress Report** are now ready to submit as part of the renewal budget.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	Modified Total Direct Cost
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	\$0.00
Subtotal:			\$150,000.00	\$0.00

**Subcontractor Summary** (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

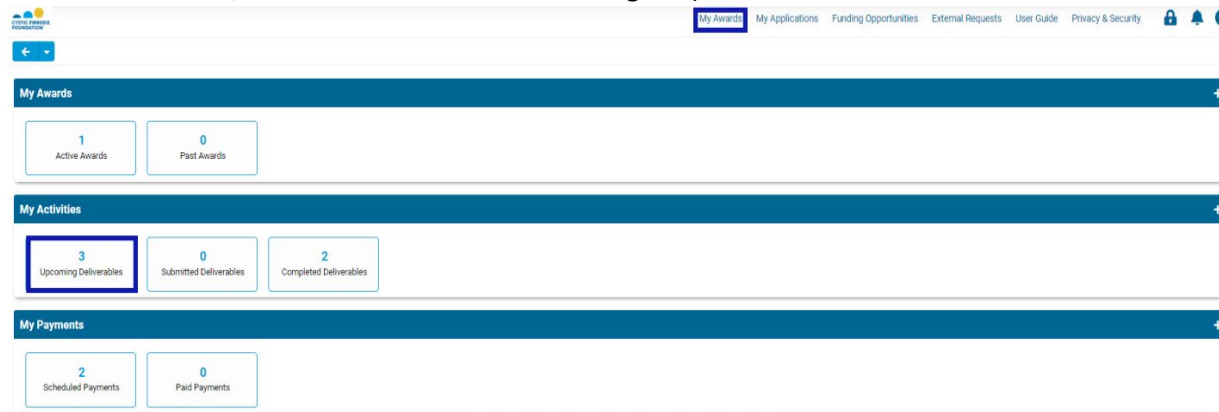
<b>Total Direct Costs:</b>	\$150,000.00
Maximum Amount for Period \$200,000.00	
<b>Modified Total Direct Costs:</b>	\$0.00
<b>Indirect Costs:</b>	\$0.00
(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$0.00.)	
<b>Total Estimated Budget:</b>	\$150,000.00

[Save Year 2](#) [Close Budget](#)

## Report of Expenditures - Subcontractor Budgets

(Please refer to the guide “How to Enter in Financial Reports” and “How to Enter in the Report of Expenditures” for further guidance on the submission of the Report of Expenditures)

- You may find all pending deliverables including your **Report of Expenditures** by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)



My Awards

- 1 Active Awards
- 0 Past Awards

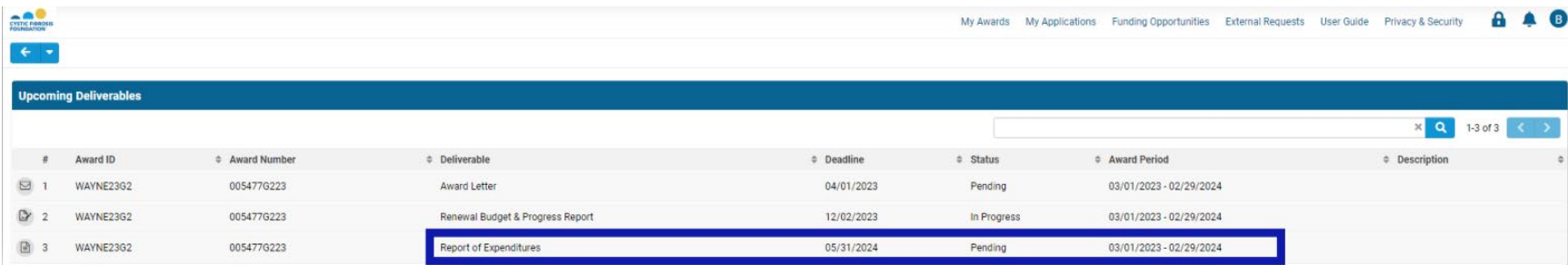
My Activities

- 3 Upcoming Deliverables
- 0 Submitted Deliverables
- 2 Completed Deliverables

My Payments

- 2 Scheduled Payments
- 0 Paid Payments

- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Report of Expenditures** in **Pending** status.



#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	In Progress	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	



3. On the Report of Expenditures page, select **Begin Preparation**. This will update the status of the Report of Expenditures to **In Progress**.

005477G223 - Report of Expenditures

RFA Name: |

Activity Type: Report of Expenditures

Status: Pending \* Scheduled Date: 05/31/2024

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:		Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

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 Office; 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 be added as a contact on the award. Multiple contacts can be selected.

[Save My Work](#) [Begin Preparation](#)

4. When the **Report of Expenditures** is in **In Progress** status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select Enter Budget next to the Subcontractor Budget line-item. **PLEASE NOTE:** Only the **Principal Investigator**, **Financial Officer**, or **Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Report of Expenditures

RFA Name:

Activity Type: Report of Expenditures

Status: In Progress \* Scheduled Date: 05/31/2024

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

Report of Expenditures (RFA): [Enter ROE](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>



5. In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Report of Expenditures** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Report of Expenditures** page to save the budgetary information entered in the Subcontractor Budget details.

**PLEASE NOTE:** The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Report of Expenditures budget period.

The screenshot shows a web application interface with a main page and a pop-up window. The main page is titled "305477G223 - Report of Expenditures" and contains fields for RFA Name, Activity Type, Status, Activity Owner, CFF Award Number, Center Number, Program Number, Award Amount, Award Period Start, Award Period End, Report of Expenditures (RFA), and a confirmation checkbox. The pop-up window, titled "Subcontractor Budget - Work", contains a form for budget details. The form includes tabs for "Period 1", "Period 2", and "Summary". The "Period 1" tab is active, showing fields for Principal Investigator (Bruce Wayne), Institution Name (Gotham Institute), Application Number (005477G223), and Budget Period From (03/01/2023) to To (02/29/2024). Below these are sections for Salaries & Benefits, Consultant Expenses, Travel, Consumable Supplies, Major Equipment, and Other Expenses (Indirects Allowed and Not Allowed). At the bottom of the form, there are summary fields: Total Direct Costs (\$45,000.00), Modified Total Direct Costs (\$45,000.00), Indirect Costs (\$5,000.00), and Total Projected Budget (\$50,000.00). The "Indirect Costs" field is highlighted with a blue box. At the bottom of the pop-up window, there are two buttons: "Save Year 1" and "Close Budget", both highlighted with blue boxes and arrows. The main page also has a "Save My Work" button at the bottom left and a "Continue" button at the bottom right.



- Once the Subcontractor Budget(s) have been entered in, select the **check box** next to “*I confirm that subcontractor actuals for this reporting period have been entered.*” to acknowledge that the Subcontractor Budget(s) related to the **Report of Expenditures** budget period have been reviewed.

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gocham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

Report of Expenditures (RFA):  Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

Enter Budget

- To view the Total Summary of the Subcontract Budget(s), select **Enter ROE** next to the **Report of Expenditures** field to open the **Report of Expenditures**. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Report of Expenditures** are now ready to submit as part of the expenditure report.

RFA Name: [ ]

Activity Type: Report of Expenditures

Status: In Progress

\* Activity Owner: Bruce Wayne

Budget Year: 1

CFF Award Number: [ ]

Center Number: [ ]

Program Number: [ ]

Award Amount: [ ]

Award Period Start: 03/01/2023

Award Period End: 02/29/2024

Report of Expenditures (RFA):  Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution
Subcontractor One	Sub1 Institution
Subcontractor Two	Sub2 Institution
Subcontractor Three	Sub3 Institution

**Subcontractor Summary** (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)		
Subcontractor O	Sub1 Institution	Submitted	\$50,000.00	\$25,000.00	
Subcontractor Th	Sub2 Institution	Submitted	\$50,000.00	\$25,000.00	
Subcontractor Tl	Sub3 Institution	Submitted	\$50,000.00	\$25,000.00	
Subtotal:			\$150,000.00		

Total Direct Costs:	\$150,000.00
Maximum Amount for Period \$200,000.00	
Modified Total Direct Costs:	\$75,000.00
Indirect Costs:	\$9,000.00
<small>(If allowable: Refer to CFF Policies and Guidelines. Must be less than \$9,000.00.)</small>	
Total Expenses:	\$159,000.00
Total Amount to be Reported:	\$159,000.00
Actual Expenses and Total Amount to be Reported Variance:	\$9,000.00

Save Period 1  Close Budget