

CFF Grants Management System

“How To” User Guide for Applicants - June 2025

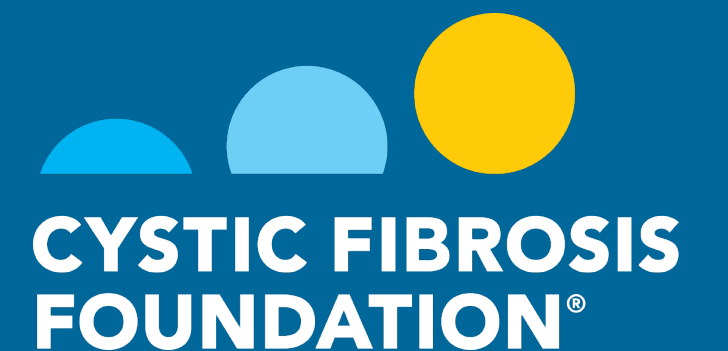
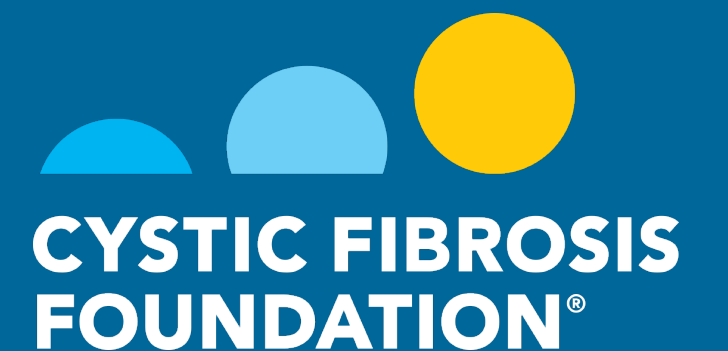


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How to Log In:

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

The screenshot shows the login page for the Cystic Fibrosis Foundation Grants Management System. At the top left is the CFF logo. The main heading is "Login". Below it are two input fields: "Email" with an envelope icon and "Password" with a magnifying glass 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 section is a "New to the System?" section with a blue "Register Here" button. On the right side of the page, there is a "Welcome to the Cystic Fibrosis Foundation" section with introductory text and an "About the Cystic Fibrosis Foundation" section with 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:

Institutional Profile link (Authorized Institutional Official Only) will take you to your associated Institutional Profile

My Awards link will take you to the Awards Main Page

My Applications link will take you to your current/past Applications

Funding Opportunities link will take you to all the current CFF Funding Opportunities

External Requests link will take you to your Subcontractor Budget Requests and Letters of Reference Requests



User Guide link will take you to the Grants Management System

The Letter Listed link based on your First Name will allow you to edit your Profile Information and Update your Password

Privacy & Security link will take you to the CFF Privacy Statement and Legal Terms and Conditions

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.

My Awards

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)

My Activities

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)

My Payments

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 approve 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.

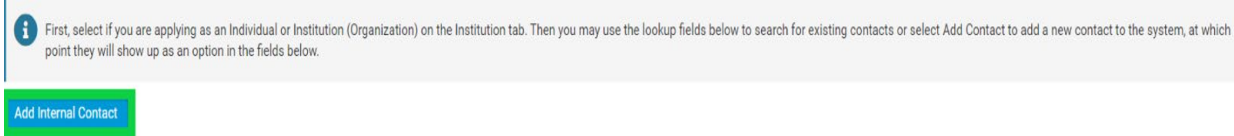
Community Representative: Individual who is part of the CF Community and may serve on review committees.

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



How to Add Contacts to a CF Foundation Application:

1. Go to the horizontal **Contacts** tab on your application, you can add a new contact by clicking the **Add Internal Contact** button.



2. A new window will open to enter the new contact's information and create a Grants Management System profile. Please be sure to attach at least **one role** to their profile. When you are done, click **"Submit"**

A screenshot of the "Contact Registration" form. The form is titled "Contact Information" and includes a header with the Cystic Fibrosis Foundation logo and the text "Contact Registration". Below the header is a grey box with an information icon and the text "Enter the contact's details below and submit." The form contains several fields: "First Name", "Last Name", and "Email", each with a red asterisk indicating it is required. Below these fields is a "Role" section with a red asterisk and a list of roles with checkboxes: "Authorized Institution Official", "Principal Investigator/Program Director", "Co-Investigator", "Grants Officer", "Pre-Award Contact", "Post-Award Contact", "Collaborator", and "Mentor". A green box highlights the "Role" section. At the bottom right of the form is a blue "Submit" button, also highlighted with a green box.

3. Once this is submitted, you should be able to add your newly created contact to the application. Please ensure the contacts you create have the correct roles attached to their profile. If they do not have the correct roles in the profile, you will not be able to add them in the role they fill in your application.



How to Add External Contacts to your Application:

1. If you need to add a new contact who is not a part of your institution, please add them as a contact using the **Add External Contact** button.



2. A new window will open and ask you to enter the new external contact's information. Please ensure you connect the new contact to their institution. When you are done, click **Submit**.


A screenshot of a web registration form titled "Registration" with the Cystic Fibrosis Foundation logo. The form is titled "Contact Information" and includes an "Instructions" section stating "Required fields are marked with an asterisk '*'". Below this, there is a dropdown menu for "Organization" with the placeholder text "Search and select", which is highlighted with a green box. Underneath are three text input fields for "* First Name", "* Last Name", and "* Email". A blue "Submit" button is located at the bottom right of the form.

3. You will then be able to search for the new contact and attach them to your application as a Collaborator or a Consultant.

A screenshot of a table titled "Additional Contacts". The table has a header row with columns: "Full Name", "Title", "Email", "Institution", and "Role". The "Institution" and "Role" columns are highlighted with green boxes. The table currently displays "No Results Found".



NOTE: If you are trying to add a new contact, and receive the following error, this means your contact is already in the system but does not have the correct role. In this case, reach out to the pre-award member listed on your guidelines to have the contact's role updated in the system.

 **Alert**

A user matching the information you entered already exists. Please contact your system administrator.

OK



CF Foundation Grants Management System (GMS)

How to Submit a Letter of Intent (LOI) Application or Full Application

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3. [How to Submit a Full Application - New Attestation Process \(For Individuals\)](#)



How to Submit a Letter of Intent (LOI) Application - New Attestation Process

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Letter of Intent (LOI) Application
- Select the application in "Draft-LOI" status to begin completing your LOI application submission.
 - **Please Note:** LOI Applications requiring revisions will also appear in this section in "Revisions Requested-LOI" status and will follow the same submission process.

The screenshot shows the user interface of the Cystic Fibrosis Foundation portal. The top navigation bar includes links for My Awards, My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, Institution Profile, and Privacy & Security. The 'My Applications' link is highlighted with a red circle and an arrow pointing to the 'My Applications' section below. This section contains five cards: Draft Applications (1), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (0), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). The 'Draft Applications' card is highlighted with a red box and an arrow. Below this, the 'Draft Applications' table is shown with one entry highlighted in a red box:

RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
2025 LOI Application Submission	OFF Hospital Foundation	Bruce Wayne	008639A125 - Wayne	Draft - LOI	10/31/2025 05:00 PM	02/28/2029 05:00 PM



2.GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

008639A125 - Wayne

Status: Draft - LOI

Institution: CFF Hospital Foundation

LOI Deadline: 10/31/2025 05:00 PM

* Principal Investigator: Bruce Wayne

RFA Name: 2025 LOI Application Submission

RFA Guidelines: [Guidelines](#)

LOI Application Full Print:

i Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator		
Name	Title	Email
Bruce Wayne	GCMA Pre-Award Administrator	bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

3.Completing You LOI Application

- Navigate through each tab of the LOI application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.

008639A125 - Wayne

Status: Draft - LOI
Institution: CFF Hospital Foundation
LOI Deadline: 10/31/2025 05:00 PM

* Principal Investigator: Bruce Wayne
RFA Name: 2025 LOI Application Submission
RFA Guidelines: [Guidelines](#)

LOI Application Full Print: [Print](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.
Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator		
Name	Title	Email
Bruce Wayne	GCMA Pre-Award Administrator	bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

< BACK [Save](#) → Submit LOI to CFF [Delete](#)

4. LOI Applicant Attestation and Submission

- Once all sections are complete, navigate to the "LOI ASSURANCE STATEMENT" tab.
- Enter your initials in the designated field to attest to the LOI application contents.
- During the LOI stage of an application, the Authorized Institution Official is **not** required to attest.
- After attestation, the applicant must select "Submit LOI to CFF" to finalize the submission.



- This changes the status from "Draft-LOI" to "Submitted-LOI."
 - **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save → Submit LOI to CFF Delete

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator	
Name	Title
Bruce Wayne	GCMA Pre-Award Administrator

Email: bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save → Submit LOI to CFF Delete

Alert

Are you sure you want to submit the LOI Application for CF Foundation review?

YES NO



5.LOI Application Submission Confirmation

- A confirmation notification will be sent to all relevant parties, including a fully signed copy of the LOI application.
- The submitted LOI application can be viewed under "My Applications" → "Submitted Applications."
- The fully signed LOI copy is available in the "LOI Application Full Print" field.
- No further action is required until you receive notification from CF Foundation Grants and Contracts Management & Administration Department regarding your LOI application review.

For additional assistance, please contact your assigned GCMA Pre-Award Administrator listed on the LOI Application Record.

The screenshot shows the user interface of the Cystic Fibrosis Foundation application portal. At the top, there is a navigation bar with links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications (highlighted with a red circle), Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below this is a 'My Applications' dashboard with five cards: Draft Applications (0), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (1, highlighted with a red box), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). An orange arrow points from the 'Submitted Applications' card to the 'LOI Application Full Print' section below. This section displays the application details for ID 008639A125 - Wayne, with a status of 'Submitted - LOI' (circled in red). The principal investigator is Bruce Wayne. The institution is CFF Hospital Foundation, and the RFA name is '2025 LOI Application Submission'. A table under 'LOI Application Full Print' shows a single file: 'Wayne_Bruce_008639A125_SignedLOIApplication.pdf' (103.9 KB, dated 05/13/2025 1:38 PM). Below the table, there is an information box with instructions and contact information for the GCMA Pre-Award Administrator, Bruce Wayne, with his title and email address (bwayne@cff.org) listed.

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**



How to Submit a Full Application - New Attestation Process For Domestic and International Institutions

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Full Application
- Select the application in "Draft" status to begin completing your submission.
 - **Please Note:** Applications requiring revisions will also appear in this section in "Revisions Requested" status and will follow the same submission process.

This screenshot shows the "My Awards" section of the user interface. At the top, a navigation bar includes "My Awards", "My Contracts (TDA)", "My Applications" (highlighted with a red circle and an arrow), "Funding Opportunities", "External Requests", "User Guide", "Institution Profile", and "Privacy & Security". Below the navigation bar, the "My Awards" section is displayed with a blue header and a plus sign. It contains two white boxes: "Active Awards" with a count of 0 and "Past Awards" with a count of 0.

This screenshot shows the "My Applications" section of the user interface. At the top, a navigation bar includes "My Awards", "My Contracts (TDA)", "My Applications" (highlighted with a red circle and an arrow), "Funding Opportunities", "External Requests", "User Guide", "Institution Profile", and "Privacy & Security". Below the navigation bar, the "My Applications" section is displayed with a blue header and a plus sign. It contains five white boxes: "Draft Applications" with a count of 1 (highlighted with a red box and an arrow), "Pending Authorized Institutional Official Acceptance" with a count of 0, "Submitted Applications" with a count of 0, "Administratively Withdrawn Applications" with a count of 0, and "Withdrawn Applications" with a count of 0.



RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - Wayne Full Application Submission Process	Draft		05/15/2025 05:00 PM

2. GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

009266G225 - Wayne

Status: Draft * Principal Investigator: Bruce Wayne

Institution: CFF Hospital Foundation RFA Name: Full Application Submission Process

* Full Application Deadline: 05/15/2025 05:00 PM RFA Guidelines: [Guidelines](#)

Application Full Print:

LOI Application Full Print:

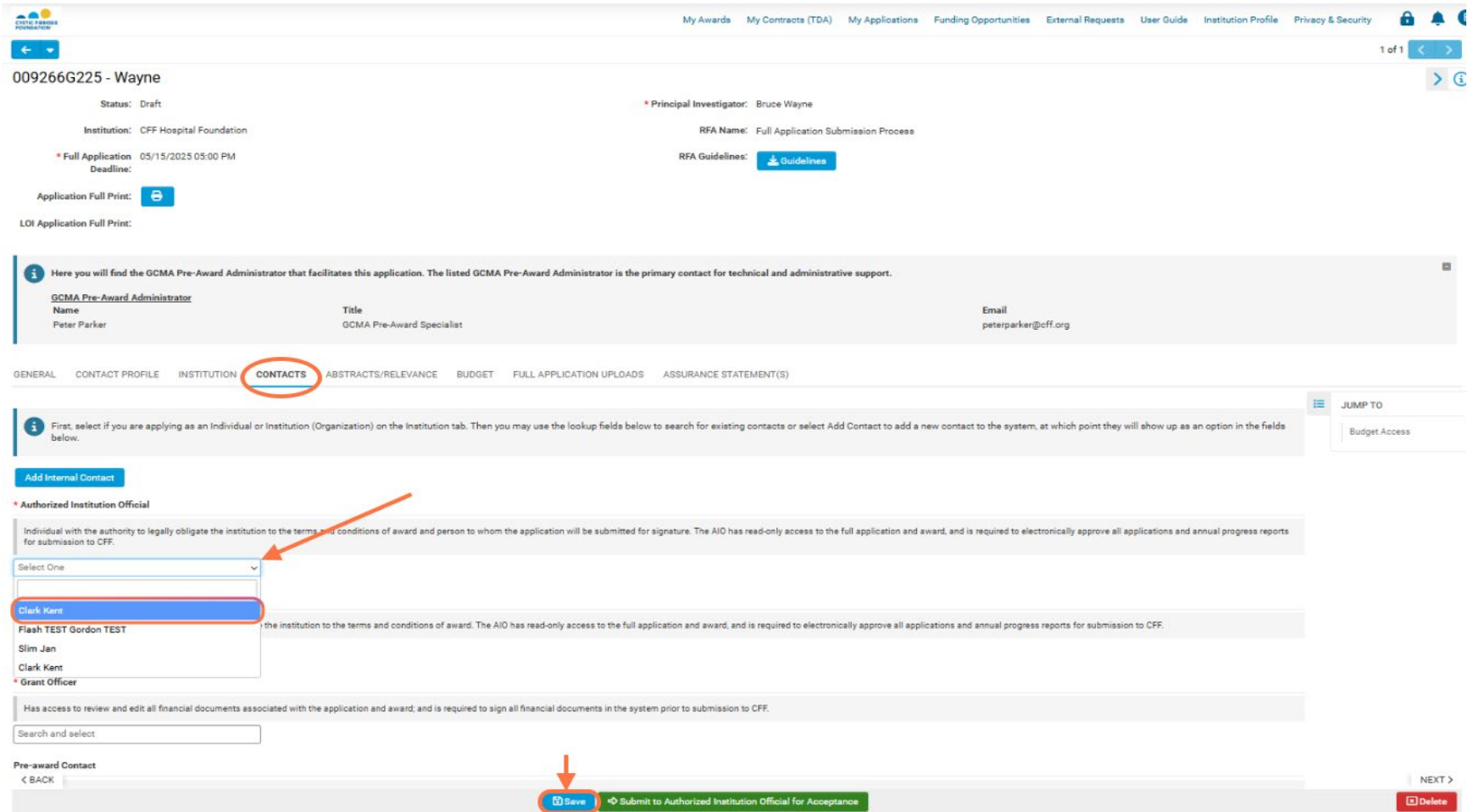
GCMA Pre-Award Administrator

Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

3. Completing You Application

- Navigate through each tab of the application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.
- To ensure proper routing, **add your Authorized Institution Official under the "CONTACTS" tab and save the changes.**



The screenshot shows the application interface for ID 009266G225 - Wayne. The status is Draft, and the Principal Investigator is Bruce Wayne. The institution is CFF Hospital Foundation. The full application deadline is 05/15/2025 05:00 PM. The RFA Name is Full Application Submission Process, and the RFA Guidelines are available via a link.

Below this information is a table for GCMA Pre-Award Administrators:

GCMA Pre-Award Administrator Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

The CONTACTS tab is selected in the navigation menu. A message states: "First, select if you are applying as an Individual or Institution (Organization) on the Institution tab. Then you may use the lookup fields below to search for existing contacts or select Add Contact to add a new contact to the system, at which point they will show up as an option in the fields below."

The "Add Internal Contact" section includes a dropdown menu for "Authorized Institution Official". The dropdown is open, showing a list of names: "Clark Kent" (highlighted with a red circle), "Flash TEST Gordon TEST", "Slim Jan", and "Clark Kent". A red arrow points to the "Clark Kent" option.

Below the dropdown, there is a "Grant Officer" section with a search and select field. At the bottom of the page, there are three buttons: "Save" (highlighted with a red circle and a red arrow), "Submit to Authorized Institution Official for Acceptance", and "Delete".



4. Applicant Attestation

- Once all sections are complete, navigate to the "ASSURANCE STATEMENT(S)" tab.
- Enter your initials in the designated field to attest to the application contents.
 - **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.

009266G225 - Wayne

Status: Draft

Institution: CFF Hospital Foundation

* Full Application Deadline: 05/15/2025 05:00 PM

Application Full Print: [Print](#)

LOI Application Full Print:

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

RFA Guidelines: [Guidelines](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BV

< BACK

[Save](#) [Submit to Authorized Institution Official for Acceptance](#) [Delete](#)

5. Submission to Authorized Institution Official

- Select "Submit to Authorized Institution Official for Acceptance"
- This action changes the application status from "Draft" to "Pending Authorized Institution Official Acceptance."



- An automated notification will be sent to the Authorized Institution Official, copying the Applicant, Grants Officer, Mentor, and Pre-Award Contact to notify the contacts that the application is now pending the Authorized Institution Official's acceptance.

009266G225 - Wayne

Status: Draft

Institution: CFF Hospital Foundation

* Full Application Deadline: 05/15/2025 05:00 PM

Application Full Print:

LOI Application Full Print:

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

RFA Guidelines: [Guidelines](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator	Title	Email
Name Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BV

< BACK

[Save](#) [Submit to Authorized Institution Official for Acceptance](#) [Delete](#)

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BV

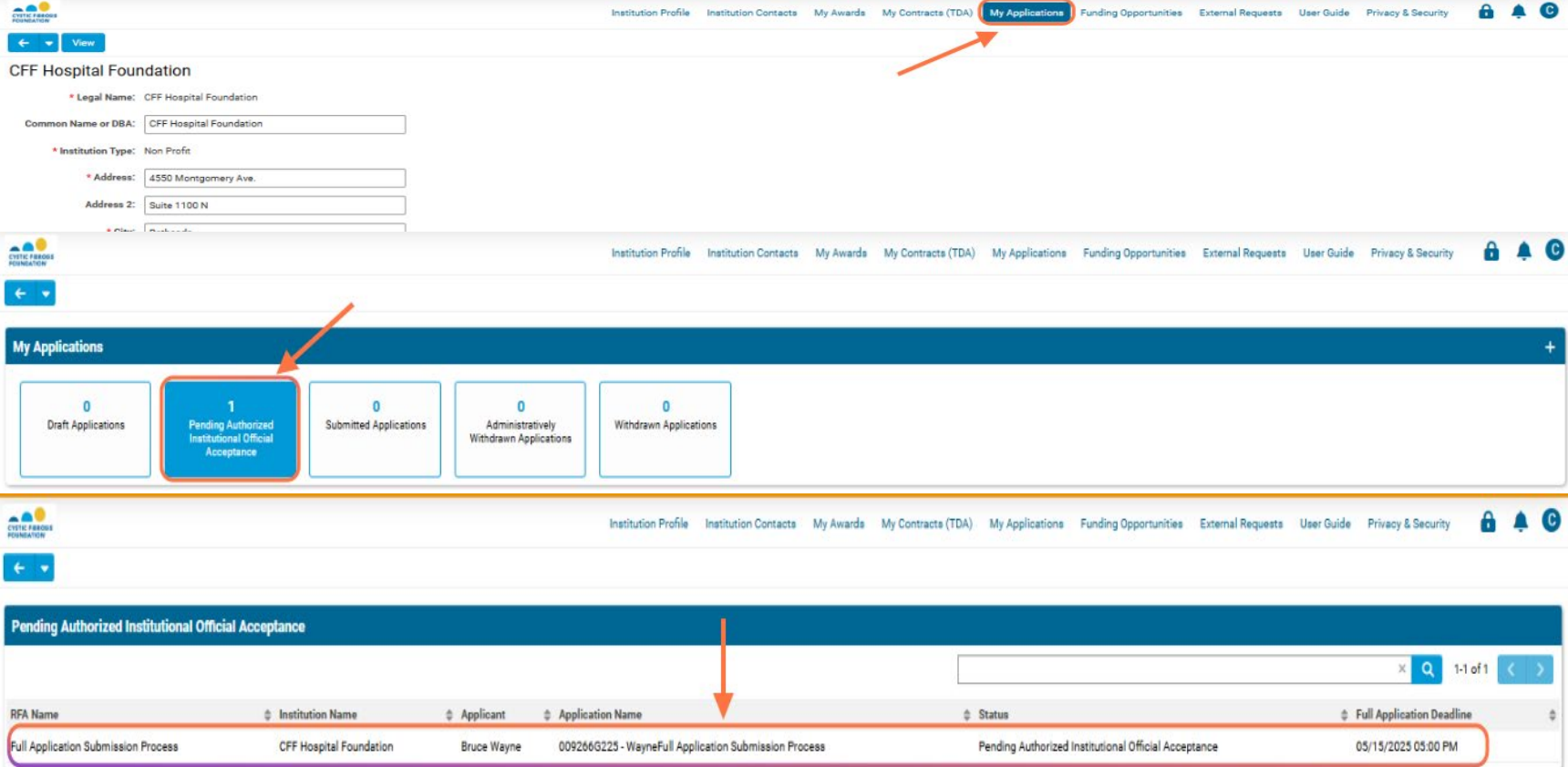
Alert

Are you sure you want to submit this application to your Authorized Institution Official for acceptance? This will move the application status to 'Pending Authorized Institution Official Acceptance' which requires the Authorized Institution Official assigned to the application record to log into the Grants Management System and attest to submit the application to the CF Foundation.

YES NO

6. Authorized Institution Official Review

- The Authorized Institution Official must log into the Grants Management System to review the application.
- They can access the application under "My Applications" → "Pending Authorized Institution Official Acceptance."
- The official may review the application by navigating through each tab or by viewing the "**Application Full Print PDF.**"

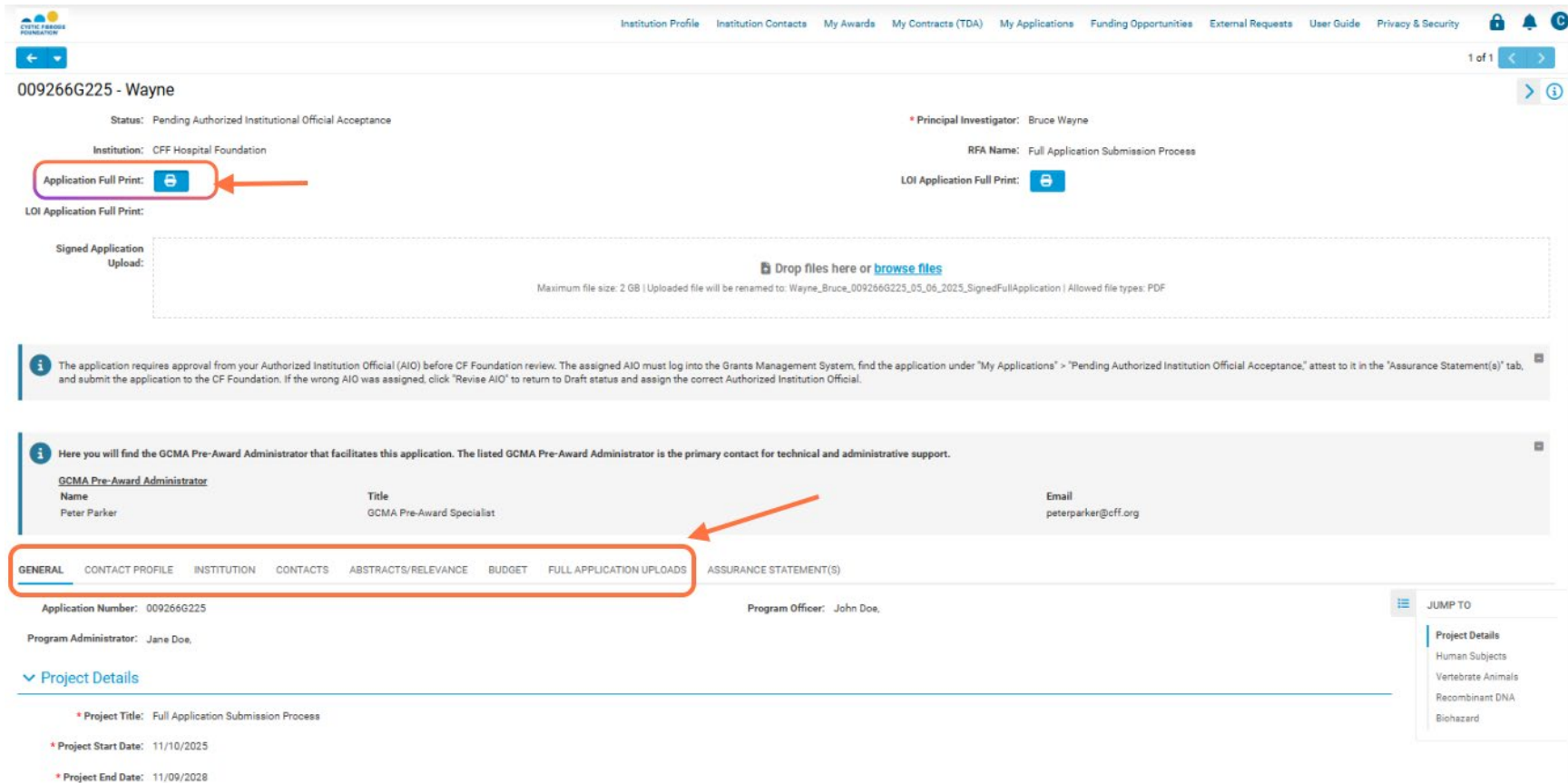


The screenshot shows the Grants Management System interface for CFF Hospital Foundation. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. The 'My Applications' tab is highlighted with a red box and an arrow.

Below the navigation bar, the 'My Applications' section is displayed. It contains five cards representing different application statuses: Draft Applications (0), Pending Authorized Institutional Official Acceptance (1), Submitted Applications (0), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). The 'Pending Authorized Institutional Official Acceptance' card is highlighted with a red box and an arrow.

Below the 'My Applications' section, a table titled 'Pending Authorized Institutional Official Acceptance' is shown. The table has columns for RFA Name, Institution Name, Applicant, Application Name, Status, and Full Application Deadline. A red box highlights the first row of the table, and a red arrow points to the 'Application Name' column.


RFA Name	Institution Name	Applicant	Application Name	Status	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - WayneFull Application Submission Process	Pending Authorized Institutional Official Acceptance	05/15/2025 05:00 PM




009266G225 - Wayne

Status: Pending Authorized Institutional Official Acceptance


Institution: CFF Hospital Foundation

Application Full Print: 

LOI Application Full Print: 

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

Signed Application Upload: 

Maximum file size: 2 GB | Uploaded file will be renamed to: Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication | Allowed file types: PDF

The application requires approval from your Authorized Institution Official (AIO) before CF Foundation review. The assigned AIO must log into the Grants Management System, find the application under "My Applications" > "Pending Authorized Institution Official Acceptance," attest to it in the "Assurance Statement(s)" tab, and submit the application to the CF Foundation. If the wrong AIO was assigned, click "Revise AIO" to return to Draft status and assign the correct Authorized Institution Official.

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

Application Number: 009266G225 Program Officer: John Doe

Program Administrator: Jane Doe

Project Details

- * Project Title: Full Application Submission Process
- * Project Start Date: 11/10/2025
- * Project End Date: 11/09/2028

JUMP TO

- Project Details
- Human Subjects
- Vertebrate Animals
- Recombinant DNA
- Biohazard

7. Correcting Authorized Institution Official Assignment (If needed)

- If the incorrect Authorized Institution Official was assigned, select the "Revise AIO" button.
- This returns the application to "Draft" status.



An automated notification will be sent to the Applicant, copying the Grants Officer, Mentor, and Pre-Award Contact to notify the contacts that the application has been sent back to Draft status to update the Authorized Institution Official to the correct contact assignment.

- The applicant must log in, update the Authorized Institution Official contact information, and resubmit.

me to criminal, civil, or administrative penalties.

< BACK

Save Submit to CFF Revise AIO

8. Final Submission to CF Foundation

- The Authorized Institution Official must navigate to the "ASSURANCE STATEMENT(S)" tab.
- They must enter their initials in the designated field to provide institutional attestation.
- After attestation, the AIO must select "Submit to CFF" to finalize the submission.
- This changes the status from "Pending Authorized Institution Official Acceptance" to "Submitted."

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

* Please enter in your initials to attest (AIO):

AUTHORIZED INSTITUTIONAL OFFICIAL (AIO) ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and agree to comply with CF Foundation's terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

< BACK

Save Submit to CFF Revise AIO



Alternative Manual Submission Process

If your Authorized Institution Official is unable to attest within the Grants Management System, in **"Pending Authorized Institution Official Acceptance"** status you may:

- Download the **"Application Full Print PDF"**
- Obtain a manual attestation from the Authorized Institution Official on this document.
- Upload the signed PDF to the **"Signed Application Upload"** field while the application is in **"Pending Authorized Institution Official Acceptance"** status.
- This uploaded document will serve as the final signed copy of the full application.
- The system will **automatically change the application status from "Pending Authorized Institution Official Acceptance" to "Submitted"** without requiring electronic attestation from the Authorized Institution Official





9. Application Submission Confirmation

- A confirmation notification will be sent to all relevant parties, including a fully signed copy of the application.
- The submitted application can be viewed under "My Applications" → "Submitted Applications."
- The fully signed copy is available in the **"Full Application and Signed Application Upload"** fields.
- No further action is required until you receive notification from CF Foundation Grants and Contract Management & Administration regarding your application review.

For additional assistance, please contact your assigned GCMA Pre-Award Administrator listed on the Application Record.

The screenshot shows the Cystic Fibrosis Foundation application portal. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications (circled in red), Funding Opportunities, External Requests, User Guide, and Privacy & Security. The 'My Applications' dashboard displays five categories: Draft Applications (0), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (1, highlighted with a red box), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). Below the dashboard, the details for application 009266G225 - Wayne are shown. The status is 'Submitted' (circled in red). The Principal Investigator is Bruce Wayne. The institution is CFF Hospital Foundation. The RFA Name is Full Application Submission Process. There are two sections for file uploads, both highlighted with red boxes: 'Full Application' and 'Signed Application Upload'. Each section contains a table with columns for File Name, Size, and Date. The 'Full Application' section shows a file named 'Wayne_Bruce_009266G225_05_06_2025_FullApplication.pdf' with a size of 2.5 MB and a date of 05/06/2025 11:55 AM. The 'Signed Application Upload' section shows a file named 'Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication.pdf' with a size of 2.5 MB and a date of 05/06/2025 11:55 AM.



How to Submit a Full Application – New Attestation Process For Individuals

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Full Application
- Select the application in "Draft" status to begin completing your submission.
 - **Please Note:** Applications requiring revisions will also appear in this section in "Revisions Requested" status and will follow the same submission process.

The screenshot displays the user interface of the Cystic Fibrosis Foundation's application portal. The top navigation bar includes links for "My Awards", "My Contracts (TDA)", "My Applications", "Funding Opportunities", "External Requests", "User Guide", "Institution Profile", and "Privacy & Security". The "My Applications" link is highlighted with a red circle and an arrow pointing to it. Below the navigation bar, there are two main sections: "My Awards" and "My Activities". The "My Awards" section shows "0 Active Awards" and "0 Past Awards". The "My Activities" section shows "0 Upcoming Deliverables", "0 Submitted Deliverables", and "0 Completed Deliverables". Below these sections, the "My Applications" section is visible, showing "1 Draft Applications", "0 Pending Authorized Institutional Official Acceptance", "0 Submitted Applications", "0 Administratively Withdrawn Applications", and "0 Withdrawn Applications". The "1 Draft Applications" box is highlighted with a red box and an arrow pointing to it.



RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - WayneFull Application Submission Process	Draft		05/15/2025 05:00 PM

2. GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

009266G225 - Wayne

Status: Draft * Principal Investigator: Bruce Wayne

Institution: CFF Hospital Foundation RFA Name: Full Application Submission Process

* Full Application Deadline: 05/15/2025 05:00 PM RFA Guidelines: [Guidelines](#)

Application Full Print:

LOI Application Full Print:

GCMA Pre-Award Administrator

Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)



3. Completing You Application

- Navigate through each tab of the application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.

Status: Draft
Institution: Individuals
* Full Application Deadline: 05/19/2025 05:00 PM
Application Full Print:

* Principal Investigator:
RFA Name:
RFA Guidelines: [Guidelines](#)

LOI Application Full Print:

GCMA Pre-Award Administrator

Name	Title	Email
Erik Warnke	GCMA Specialist	ewarnke@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

< BACK | **Save** → Submit to CFF | Delete

4. Applicant Attestation and Submission

- Once all sections are complete, navigate to the "ASSURANCE STATEMENT(S)" tab.
- Enter your initials in the designated field to attest to the application contents.
- As an Individual, the Authorized Institution Official is not required to attest to the application.
- After attestation, the applicant must select "Submit to CFF" to finalize the submission.
- This changes the status from "Draft" to "Submitted."

- **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.

GENERAL CONTACT PROFILE INSTITUTION CONTACTS BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK Save **→ Submit to CFF** Delete

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA

GCMA Pre-Award Administrator	Title	Email
Name Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

Alert
Are you sure you want to submit the application to the CF Foundation?
YES NO

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

5. Application Submission Confirmation

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The screenshot displays the Cystic Fibrosis Foundation's application management interface. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications (highlighted with a red circle and arrow), Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below this, a 'My Applications' dashboard shows five categories: Draft Applications (0), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (1, highlighted with a red box and arrow), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). The main content area shows details for application 009266G225 - Wayne, with its status 'Submitted' circled in red. The Principal Investigator is listed as Bruce Wayne. The application is associated with CFF Hospital Foundation and the RFA Name 'Full Application Submission Process'. Two file upload sections are visible, both outlined in red: 'Full Application' and 'Signed Application Upload'. Each section contains a table with one file entry: 'Wayne_Bruce_009266G225_05_06_2025_FullApplication.pdf' (2.5 MB, 05/06/2025 11:55 AM) and 'Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication.pdf' (2.5 MB, 05/06/2025 11:55 AM).