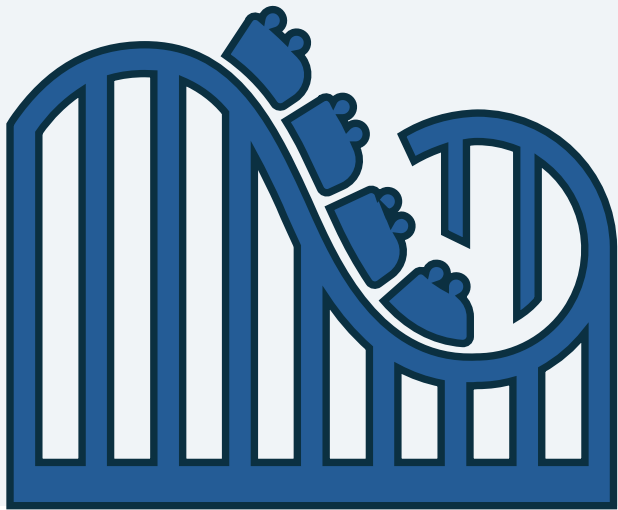


The "Grant" Adventure Park



GCMA |  **CYSTIC FIBROSIS
FOUNDATION**

Presented by the CF Foundation
Grants and Contracts Management and
Administration



Presenter Disclosure

Michele Lee Clements
Charisse Comart
Samuel Megill
Erik Warnke

There are no relationships to disclose related to this presentation.



Park Directory

- **Finding the Park and Getting Your Ticket – Pre-Award (Erik)**
- **Making the Most of your Ride – Award Setup (Sam)**
- **Keeping the Ride on Track – Active Award Management (Michele)**
- **Finishing the Ride Strong – Award Closure (Charisse)**



Your Ticket to Funding:



But where do I start?



nacfc26
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Finding the Park and Getting your Ticket

- Finding the Right Funding Opportunity
- Rules of the Park: Application Guidelines
- A Look at Your Ticket to Ride: Award Letter/Terms and Conditions



Finding Funding Opportunities on awards.cff.org (GMS)

The screenshot displays the awards.cff.org (GMS) website. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Application, Funding Opportunities, and External Requests. The 'Funding Opportunities' link is highlighted with a green circle and a green arrow pointing to it. Below the navigation bar, the 'Funding Opportunities' section is shown, featuring a search bar and a table of funding opportunities. The table has columns for RFA, Overview, LOI Deadline, and Full Application Deadline. The first row lists the '2024 Clinical Fellowship Program Award' with a description: 'This award is part of the Cystic Fibrosis Foundation's Physician Training Program. It is designed to support fellowship programs that integrate CF care into their fellowship curriculum. The intent of this program is to encourage specialized training in the early career development stage, provide exposure to CF research and patient care, and to prepare well-qualified candidates for careers related to CF. Specifically, the CFF is looking for programs to incorporate significant time/exposure in outpatient CF clinics into the first and second-year fellow curriculum.' The deadline for the full application is '09/06/2024 05:59 PM'. At the bottom right of the table, there are two buttons: 'Apply' and 'Guidelines', both highlighted with a green circle and a green arrow pointing to them.

RFA	Overview	LOI Deadline	Full Application Deadline
2024 Clinical Fellowship Program Award	This award is part of the Cystic Fibrosis Foundation's Physician Training Program. It is designed to support fellowship programs that integrate CF care into their fellowship curriculum. The intent of this program is to encourage specialized training in the early career development stage, provide exposure to CF research and patient care, and to prepare well-qualified candidates for careers related to CF. Specifically, the CFF is looking for programs to incorporate significant time/exposure in outpatient CF clinics into the first and second-year fellow curriculum.		09/06/2024 05:59 PM

Funding Opportunities Newsletter

management system. I agree to be responsible and accountable for all representations made at log in and for all work done under my login. I agree that I will be the only one to use my login ID, I will not share or disclose my password(s) with anyone, and I will not use the login ID or password(s) of another individual to access the GMS. I agree to secure applications, safeguard systems and equipment, and lock my workstation or device to prevent unauthorized use. By logging on to the GMS I agree to abide by these standards.

**User Guides, Assistance
Request**

Sign up for the Newsletter

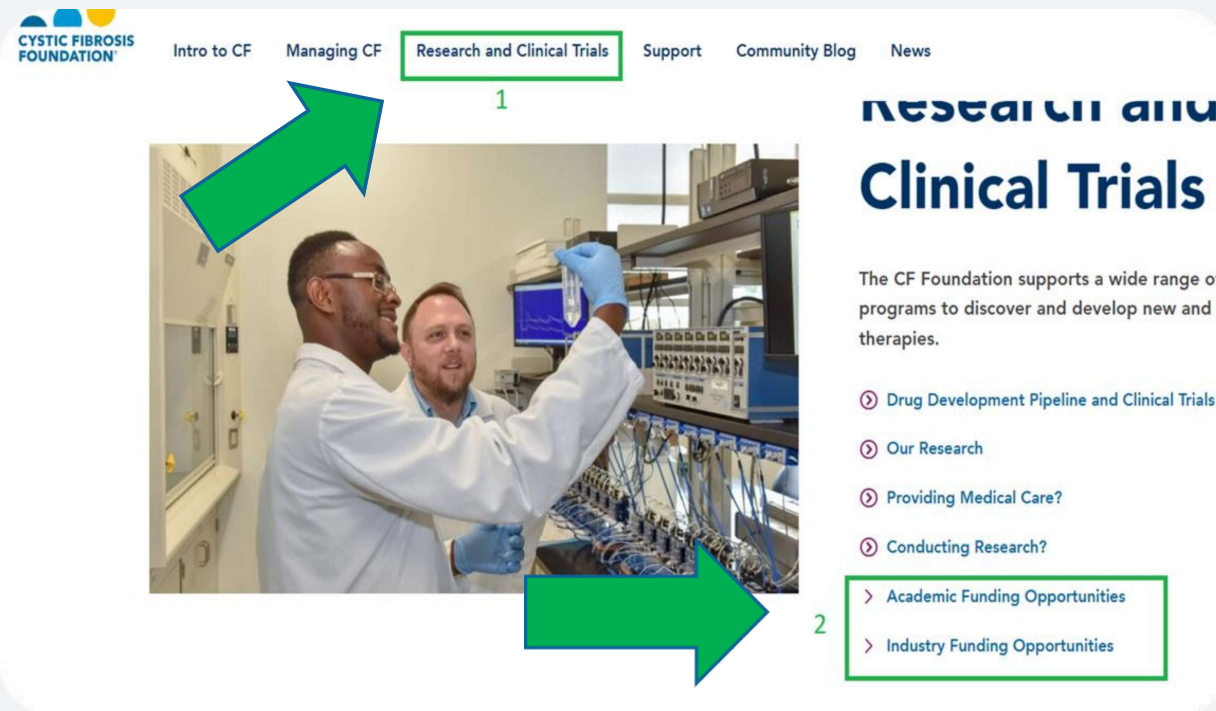
Resources and Other Information

Need help navigating the system? The CF Foundation Grants Management System (GMS) How To User Guides provide step-by-step guidance to assist you. Please visit the comprehensive GMS How To Guides website here: [GMS Guides](#).

If you require assistance with troubleshooting, please [Click Here](#) to access CFF Grants Assistance Request Form. This will ensure your query reaches the right team member for prompt support.

The CF Foundation Funding Opportunities Newsletter is intended to provide researchers with the latest information about funding opportunities and research news from the Cystic Fibrosis Foundation. To sign up to receive the CF Foundation Funding Opportunities Newsletter: [Sign Up Here](#).

Funding Opportunities on our Website



- www.cff.org
- Details about past and ongoing RFAs
- Links to guidelines

Rules of the Ride – Application Guidelines

Now Available on our GMS and CFF.org!

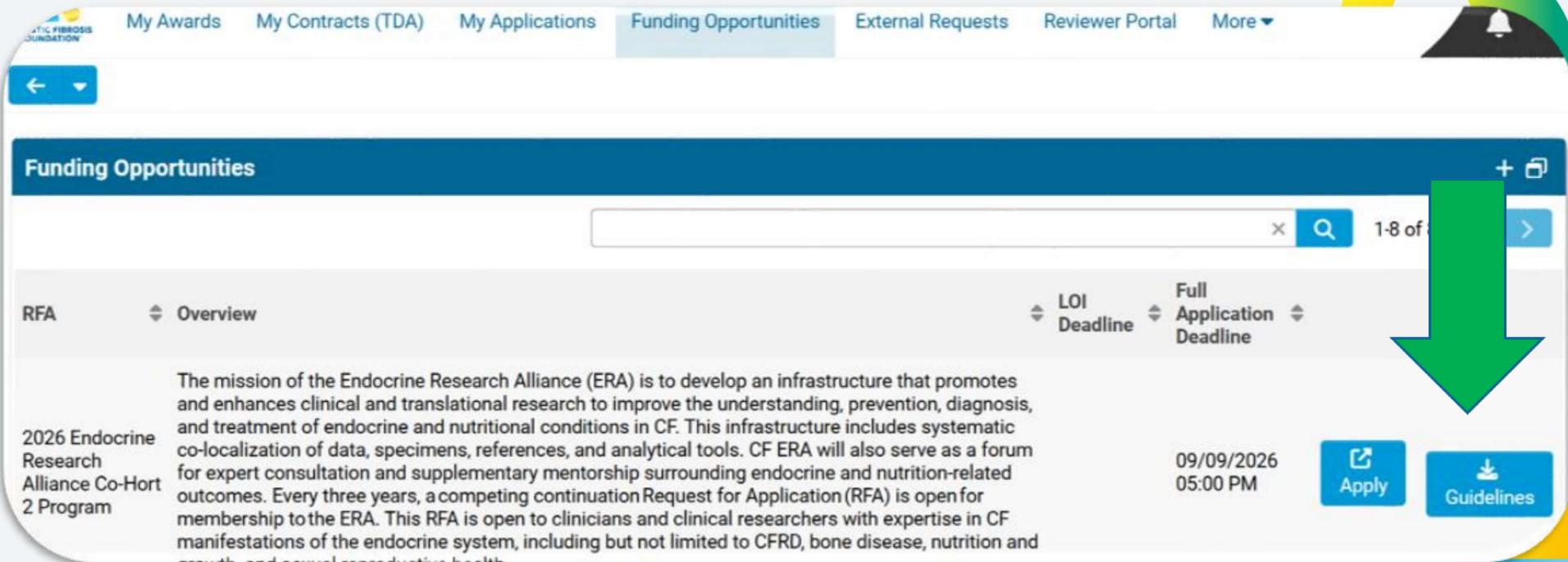


Quick Note: Start Early!!

- Find your opportunity in advance
- Create a CF Foundation GMS Account today!
- Coordinate with your friends/colleagues



Download the Guidelines



The screenshot shows the 'Funding Opportunities' section of the Cystic Fibrosis Foundation website. The navigation bar includes links for 'My Awards', 'My Contracts (TDA)', 'My Applications', 'Funding Opportunities' (which is highlighted), 'External Requests', 'Reviewer Portal', and a 'More' dropdown. Below the navigation bar, there is a search bar and a list of funding opportunities. The first entry is for the '2026 Endocrine Research Alliance Co-Hort 2 Program'. The description of the program is visible, and the 'Full Application Deadline' is listed as '09/09/2026 05:00 PM'. To the right of the description, there are two buttons: 'Apply' and 'Guidelines'. A large green arrow points from the top right towards the 'Guidelines' button, indicating where to click to download the guidelines.

My Awards My Contracts (TDA) My Applications **Funding Opportunities** External Requests Reviewer Portal More

Funding Opportunities

1-8 of

RFA	Overview	LOI Deadline	Full Application Deadline	
2026 Endocrine Research Alliance Co-Hort 2 Program	The mission of the Endocrine Research Alliance (ERA) is to develop an infrastructure that promotes and enhances clinical and translational research to improve the understanding, prevention, diagnosis, and treatment of endocrine and nutritional conditions in CF. This infrastructure includes systematic co-localization of data, specimens, references, and analytical tools. CF ERA will also serve as a forum for expert consultation and supplementary mentorship surrounding endocrine and nutrition-related outcomes. Every three years, a competing continuation Request for Application (RFA) is open for membership to the ERA. This RFA is open to clinicians and clinical researchers with expertise in CF manifestations of the endocrine system, including but not limited to CFRD, bone disease, nutrition and growth, and sexual reproductive health.		09/09/2026 05:00 PM	Apply Guidelines

General Tips – Getting Started



For application technical support, please contact aminucci@cff.org

Program Name: 2026 Clinical Research Award Plus (CRA+) Full Application

Brief Program Overview/Description: The intent of the Clinical Research Award Plus (CRA+) program is to support large, multi-center, investigator-initiated clinical research studies that have been sanctioned by a CF Foundation Therapeutic Development Network (TDN). Proposals are by invitation only and accepted throughout the year.

Funding Amount: There is no set dollar limit. Full study budget and budget justifications will be discussed with the CF Foundation Program Officer in advance of invitation to apply.

Eligibility:

- This is an “invite only” program.
- United States residents and applicants from outside the United States are welcome to apply.
- Submissions must have been reviewed by a CF Foundation Network Protocol Review Committee and/or sanctioned by the CF Foundation TDN.
- Applicants must be from a non-profit or academic institution; for-profit entities are **not** eligible to apply. For-profit entities should visit [Industry Funding Opportunities](#) for more information.

Key Dates:

Published	April 22, 2026
Full Application Deadline	Rolling through December 11, 2026
Committee Review Date	6-8 weeks after application receipt
Notification to Applicants	6-8 weeks after application receipt
Earliest Project Start Date	As agreed upon

- Read the Guidelines!!
- Navigation – Table of Contents
- Program Overview/Areas of Interest
- Need help? Contact us!



Eligibility

- 1 Domestic or International
- 2 Credentials, Experience, or Level of Training
- 3 Non-profit/Academic vs Industry Funding Opportunities
- 4 Level of Effort



Budget

Period 1 **Period 2** Period 3 Period 4 Period 5 Summary

Principal Investigator:	Bruce Wayne	Application Number:	0109
Institution Name:	CFF Hospital Foundation		
Budget Period From:	Invalid Date	To:	Invalid Date

☒ **Salaries & Benefits** (Salaries are restricted to the Federal salary cap (\$228,000.00 in 2026.))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits
	--Please Select--			\$0.00		

☐ Save New Salaries & Benefits Expense

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

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

1 Award Amount

2 Indirect Costs

3 Salaries

4 Travel

5 Equipment

6 Subcontracts

Full Application Uploads

1

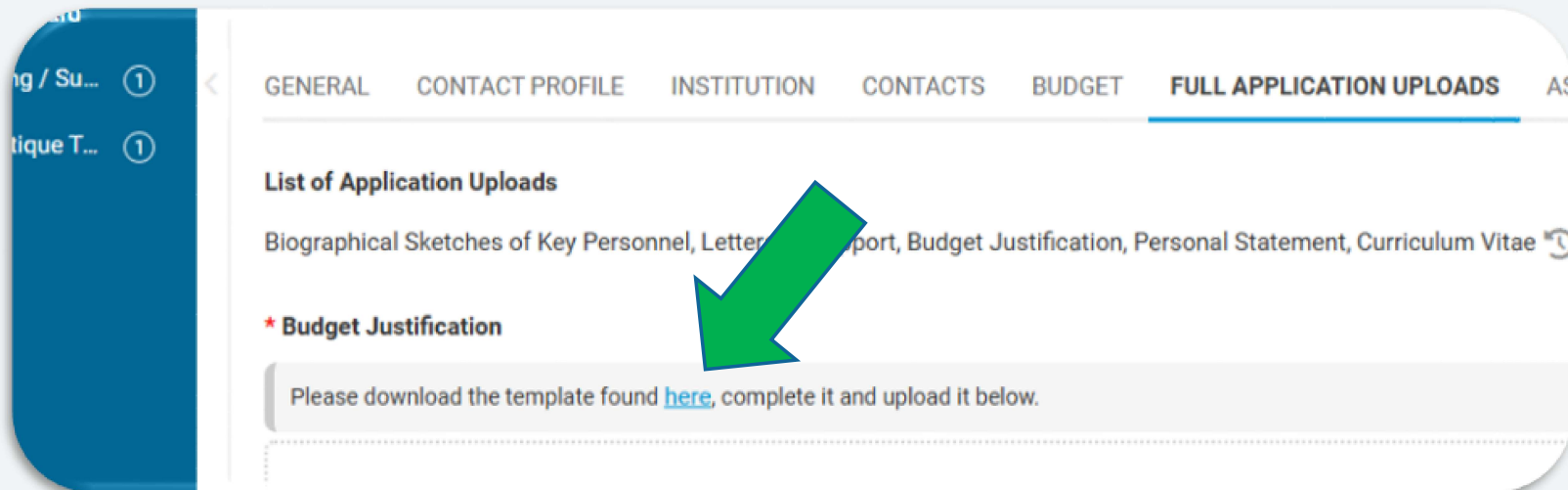
Prepare Early

2

List in the
Guidelines

3

Letters of
Support/Reference –
Contact in Advance



The screenshot shows a web application interface with a blue sidebar on the left and a white main content area. The sidebar contains a search bar and a list of items, each with a circled number 1. The main content area has a horizontal navigation bar with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS, BUDGET, and FULL APPLICATION UPLOADS (which is highlighted with a blue underline). Below the navigation bar, the text 'List of Application Uploads' is followed by a list of items: 'Biographical Sketches of Key Personnel, Letters of Support, Budget Justification, Personal Statement, Curriculum Vitae'. A green arrow points to the 'Budget Justification' item. Below this, there is a section titled '* Budget Justification' with a light gray box containing the text: 'Please download the template found [here](#), complete it and upload it below.'



Submission

CRITICAL – get your support set up in the GMS **at least two weeks ahead of the deadline**

- Authorized Institutional Official (AIO, or signing authority)

- Grants/Budget support

- Letters of Support/Reference

Application must be **“e-signed”** by Principal Investigator and AIO

Let us know if you have any trouble – we will help you submit your application to fund your work

Your Ticket to Ride: Reviewing Award Letters and Terms & Conditions



REVIEW AWARD
INFORMATION



DELIVERABLES



CONTACTS

**Read the fine print!*



Award Letter at a Glance



August 31, 2026

Bruce Wayne, MD
CFF Hospital Foundation
bwayne@fake.fake

Project Title:	2026 Research Champions Award
Project Period:	October 01, 2026 to September 30, 2027
Award Period:	October 01, 2026 to September 30, 2027
Award Amount:	\$5,500 (\$5,000 Direct Costs)
Award Number:	010643Y126
Awardee Institution:	CFF Hospital Foundation
Institution EIN:	00-0000000 (for CFF use only)
Institution Supplier ID:	TEST (for CFF use only)
Award ID:	WAYNE26Y0-TEST

Dear Dr. Wayne:

We are pleased to inform you that the Cystic Fibrosis Foundation (CFF) has approved support for the at



CF Foundation Contacts



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Additional Contacts:

CFF Program Officer

The CFF Program Officer is responsible for the scientific and programmatic aspects of this project. For Scientific/Programmatic questions, please contact the CFF Program Officer.

Mary Elizabeth Jarosz

mjarosz@cff.org



CFF Grants & Contracts Management and Administration

The GCMA Contacts are responsible for the negotiation, award, and administration of this project and for interpretation of Grants Administration policies and provisions. The listed GCMA Post-Award Contacts are primary contacts for all your business/administrative needs (non-scientific/programmatic related questions).

GCMA Post-Award Coordinator

Samuel Megill

smegill@cff.org

GCMA Post-Award Administrator

Charisse Comart

ccomart@cff.org



How to Get Paid

REPORTING AND PAYMENT INFORMATION

The following deliverables must be received and approved by CFF before the associated payment is released.

Pmt #	Payment	Deliverables	Deadlines	Payment Schedule Dates
1	\$1,375.00	i. Signed Assurances Page	i. 11/01/2026	End of January 2027
2	\$1,375.00	This payment will be made if the above deliverables are met	N/A	End of April 2027
3	\$1,375.00	This payment will be made if the above deliverables are met	N/A	End of July 2027
4	\$1,375.00	i. Renewal Budget & Progress Report	i. 07/02/2027	End of October 2027

All reports and documents must be submitted online at awards.cff.org.

Contact Information: CFF Grants and Contracts Office
Management and Administration Office 301-841-2614
grants@cff.org

- 1 Deliverables – Upload to GMS
- 2 Payment Amounts
- 3 Payment Schedule

Terms & Conditions

- Can be accessed on the award or application page under the "Institution" tab

- If not already in place, must be accepted/negotiated before any payments

- Process will be automatically started upon award issuance



Making the Most of Your Ride



You're officially inside of the "Grants
Adventure Park"!

Where do you begin and how can you best
set yourself up for this experience?

Also what are reasonable expectations for
your journey?



CF Foundation Grant Life Cycle

Funding Determination. Applications processed, funding allocated- all aboard!

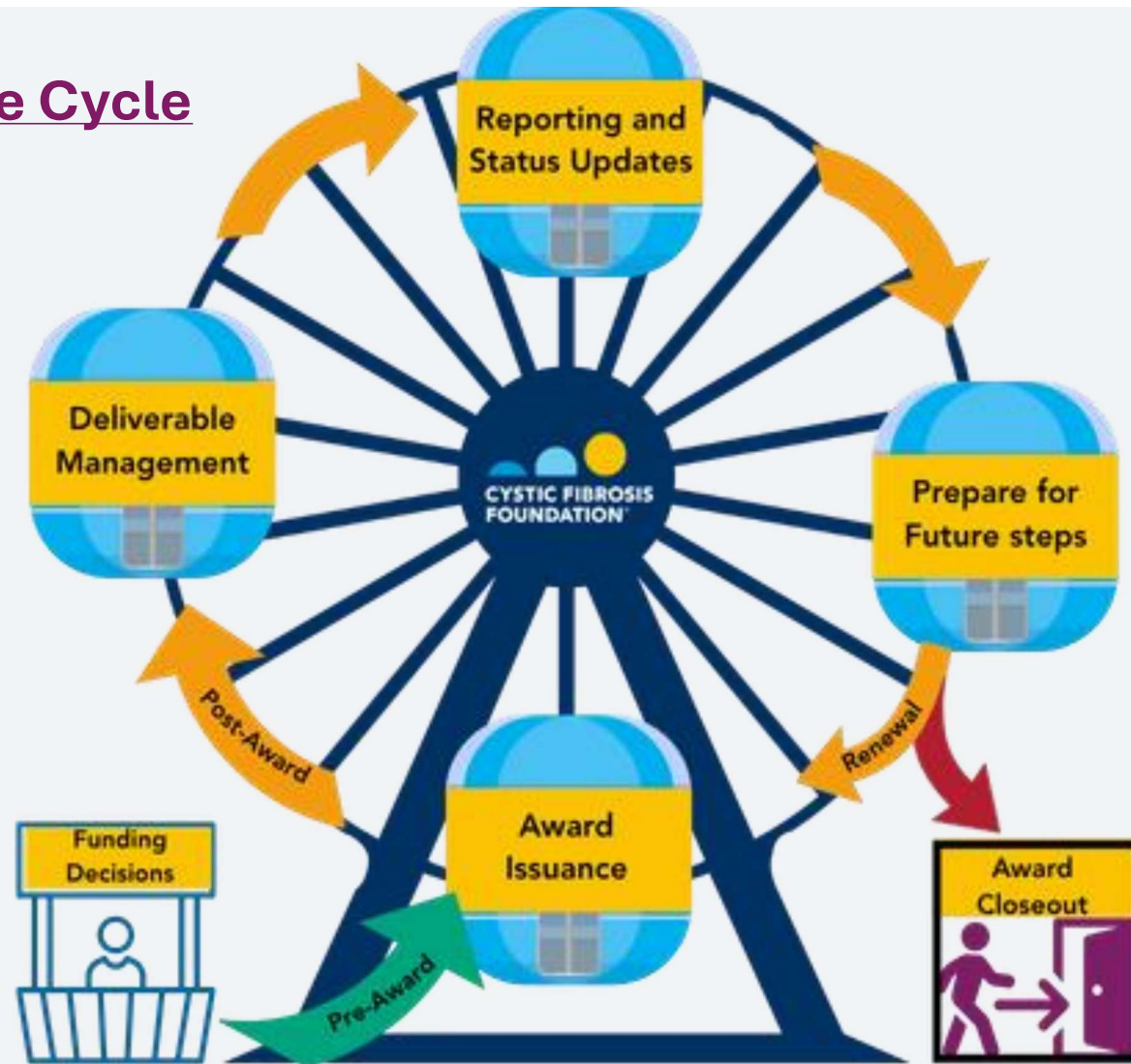
Award Issuance. Responsible parties execute the award agreement and verify any starting requirements are completed

Deliverable Management. Maintaining updated, timely records throughout the award

Reporting and Status Updates. Accurate reporting enables progress to stay in motion, including payment disbursements

Prepare for Future steps. If your award has future years of funding, this is where renewals come into play. Or it can be a good touchpoint to make sure your current plan for this project is still on course

Closeout. When your project is over, it's time to wrap everything up! Please exit this ride to move onto the next adventure.



Support from your Ride Operators

- **Before the ride starts-** If you're unsure about requirements, ask us and we can help get you in the right queue to avoid unnecessary delays.
 - If we need to shuffle seats, that's okay! We want everyone to be best equipped to safely share the experience.
- If a problem isn't identified until the "safety check" (i.e. *at a deliverable or report submission*), it can slow down the ride process for everyone involved
- Extenuating circumstances happen, but once the ride is in motion we need to work with you to hit the brakes.
 - ***Pull the emergency cord when it happens- don't wait to tell us about it as you are exiting.***

GCMA

GCMA are ride operators- if you want an experience to continue moving, talk to us.

GCMA COORDINATOR

First point of contact for all administrative support needs



PROGRAM ADMINISTRATOR

Primary financial and grant management Support and reviewer



Science & Innovation

PROGRAM OFFICER

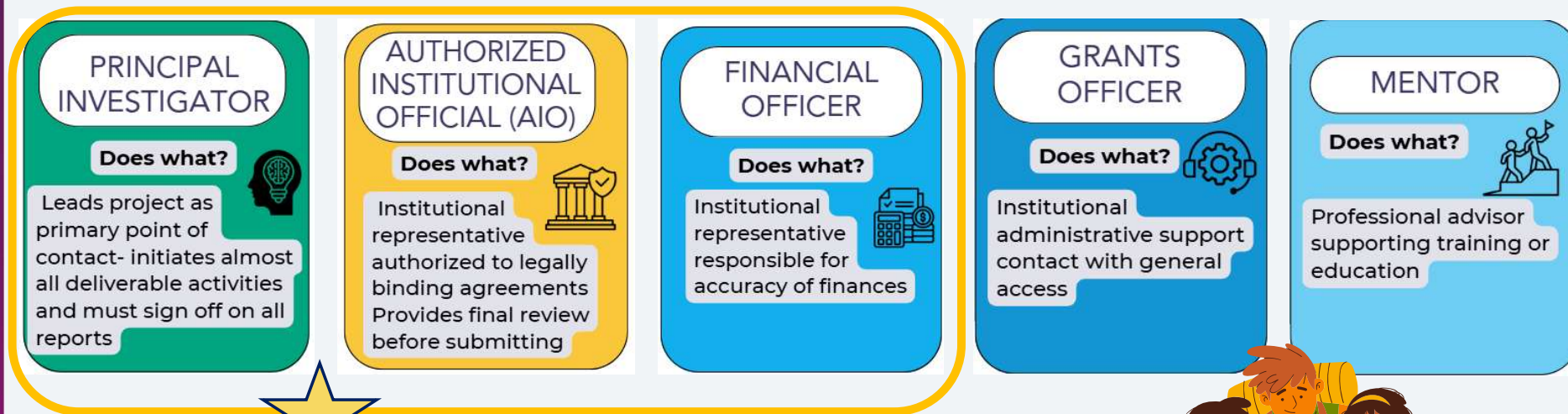
Primary Scientific Support for program priorities



Remember: Guests who communicate needs or updates to staff members early have more options for resolution

Group Huddle!

Before you get going, check in with your team to make sure you know who's in your party. As you move forward, you each have a key role to play, and you will need to collaborate for success.



What if you came to the park solo?

We do offer some individual awards, which means that you will be keeping track of all the moving parts necessary. But your ride operators are standing by to help!



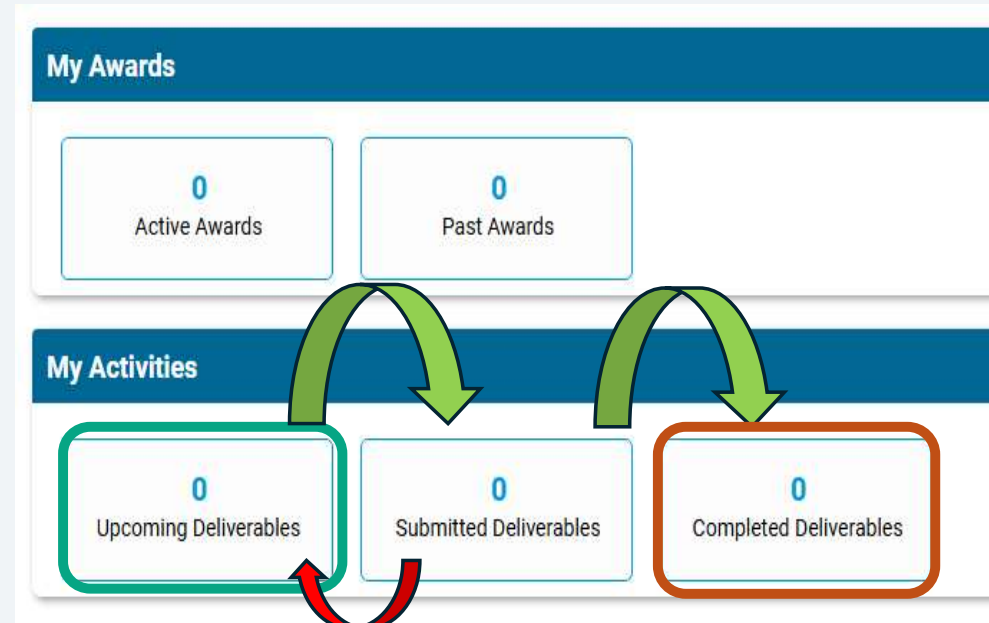
Moving the work Forward, Together

- Each assigned seat serves a specific purpose.
- Remember which seat you were assigned because this will be your seat throughout the rest of this award (*unless something critical changes*)



Let's get this coaster rolling!

- Your team should check the **"Upcoming Deliverables"** module frequently to stay on top of the most recent updates.
- Deliverables will typically move from **"Upcoming"** to **"Submitted"** to **"Completed"**.
 - *Note, deliverables only move to "Completed" once they have been approved by CFF*
- If there are **"Revisions Requested"** before a deliverable can be approved, it will move from **"Submitted"** back to **"Upcoming"**.



Bumped into a Revision Request?

- Revision Requests can come from the CF Foundation *OR* from your internal institution team.
- Check the details on the deliverable activity for more specifics.



☐ File Name ▲

 IBC_approval_letter.pdf

Revisions Requested from CFF 

IRB approval required- submitted document provides IBC approval. Please resubmit with IRB determination.

CF Foundation Revision Request Example

* Authorized Institution ☒ 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.

Official's Acceptance Statement:

Revisions Requested by the Authorized Institution Official

****Tell your team what to change here****

▼ 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

Internal Institution Revision Request Example



Knocking out Payment contingencies

- Remember- All payments are Contingent upon Completion and Approval of Deliverables
- You can check your payment status at any time to see any remaining contingencies

Quick Reference for Payment Statuses:

- **Contingent-** Action required before payment may progress
- **Scheduled-** Payment in queue- should be processed within the next month
- **Processed-** Final authorization for payment- should be disbursed within next available payment run (usually monthly)
- **Paid-** Payment has been completed per CF Foundation records

My Activities		
5 Upcoming Deliverables	0 Submitted Deliverables	0 Completed Deliverables

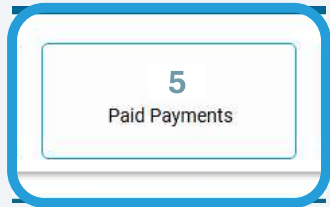


This payment is contingent upon the following:

- Previous year's Report of Expenditures due on 10/01/2022
- Award Letter due on 07/30/2022
- Estimated Budget due on 08/01/2022
- Regulatory Approvals due on 08/01/2022
- Payment due on 11/01/2022

My Payments and CFF Required Refunds			
5 Contingent Payments	0 Scheduled Payments	0 Paid Payments	0 CFF Required Refunds





Identifying Completed Payments

If your Institution is trying to identify payments received, please reference and share information from "Paid Payments" to find the remittance number

* Payment Amount: \$1,375.00 🕒

Refund Due Date: 📅

* Payment Number: 🕒

Payee Country: United States 🕒

Invoice Number: 000000Y125-2027-1 🕒

Is Expensed: ☐ Yes 🕒

Award Period: 🕒

000000Y125-2027-1

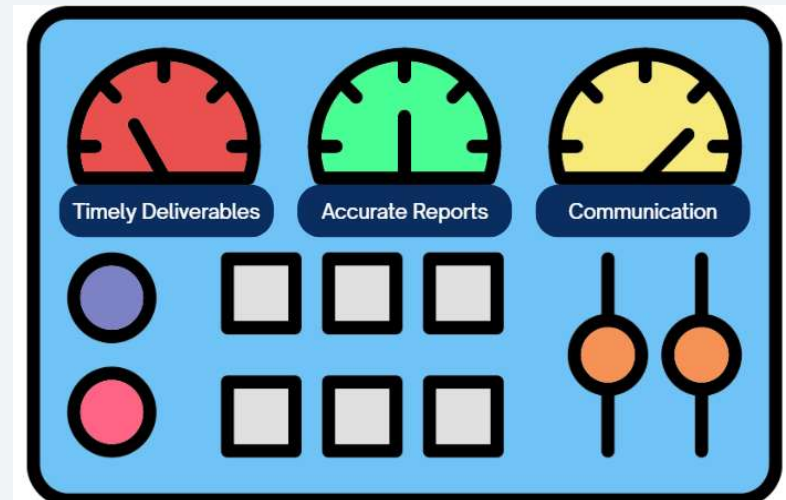
AWARD # -CFF Budget Year -Payment #



Award health isn't a thrill measure- it's measured by safe and consistent operations

Remember:

- Operating **timelines adapt** as conditions are satisfied
- The ride **progresses when everyone is onboard** and cleared for launch-
 - If you think something should have been submitted, check your "**Upcoming Deliverables**" queue first to see the activity status
 - This will show you who on your team needs to give a greenlight to take-off or if there is a revision request
- A smooth ride **effectively manages both individual deliverable activities and the overall award**



STATUS CHECK:

- "Pending"- *Principal Investigator* attention needed
- "Pending Signature"-*AIO* AdobeSign and Submission needs attention

Active Award Management Keeping the Ride on Track



Defining Active Award Management

Concept of Active Award Management

Active Award Management involves continuous, proactive efforts to maintain compliance and project progress throughout the award lifecycle.

Shared Responsibility Model

Award management is a collaborative effort between:

- Principal Investigator
- Grants Administrators
- CF Foundation

Three Core Pillars

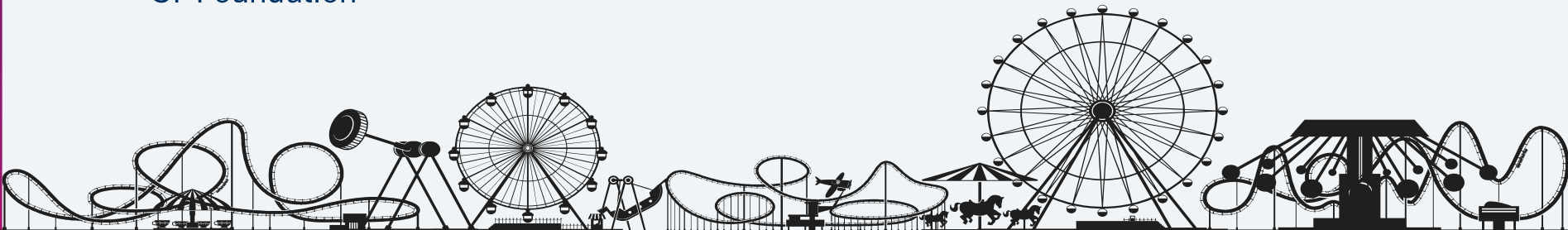
Effective award management is based on:

Shared Responsibility

Everyone is on the ride together.

Proactive Communication

Active Monitoring



Award Health Knowledge Check:

Which award health issue would you prioritize first?

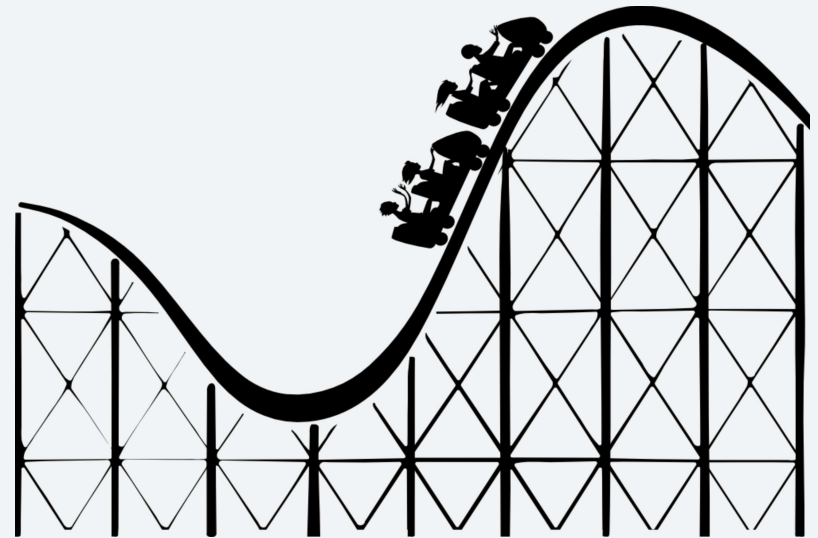
- A. Overdue deliverable
- B. Pending revision request
- C. Missing documentation
- D. Payment delay

How often should grantee's check award status in GMS?

- A. Only when a deadline is approaching
- B. Monthly
- C. When CFF reaches out
- D. Regularly throughout the award period

What is the biggest contributor to a healthy award?

- A. Timely deliverables
- B. Accurate reporting
- C. Clear communication
- D. All of the above



How to Keep your Award Healthy



Check GMS regularly

Check deliverables, payments, revision requests, award details, and outstanding action items.



Respond to revision requests promptly

Address all requested changes before re-submitting to avoid back and forth delays



Submitting complete and accurate deliverables

Make sure reports, budgets, and supporting documentation are accurate, timely, and aligned with the award requirements.



Resolving budget or compliance concerns early

Confirm costs are allowable, within the award period, and supported with clear justification when needed.



Communicating before issues become roadblocks

Notify CFF if there are delays, staffing changes, institutional updates, PI changes, or other concerns that may affect the award.

Work Closely with Your Grant Administrators

- Your grants administrators are **critical partners** in award management and maintaining award health.
- They may sit within:
 - Sponsored Programs
 - Office of Research Administration (ORA)
 - Research Administration / Grants Office
- While names vary by institution, their role is consistent: **Supporting compliance, budgeting, and submission processes.**
- Quarterly touchpoints are highly recommended.



Common Award Health Issues

Award Health Issue	What It May Impact	How to Get the Ride Back on Track
Overdue Deliverables	May delay review, payment processing, or award closeout	Submit the deliverable as soon as possible and include complete information to avoid additional revisions.
Pending revision requests	Can prevent approval of budgets, reports, or other award actions	Review the revision comments carefully, make all requested updates, and resubmit promptly in GMS.
Delayed or held payments	May affect the site's ability to access awarded funds	Check whether required reports, signatures, or documentation are missing, then follow up with the appropriate contact.
Budget concerns or unallowable costs	May delay budget approval or require expense removal	Confirm that expenses fall within the award period, align with the award purpose, and include enough detail or justification.
Missing documentation	May create compliance concerns or delay processing	Upload required documents, such as approvals, letters, IRB documentation, or change request support, directly in GMS.
Unresolved compliance concerns	May affect award standing or future processing	Communicate early with CFF, provide requested documentation, and keep notes clear
Limited communication	Can make small issues harder to resolve	Respond to questions or revision requests in a timely manner, especially if there are delays, staffing changes, or institutional updates.
Multiple pending items at once	May signal that the award needs more active maintenance	Prioritize the oldest or most blocking item first, then work through deliverables, revisions, payments, and documentation one step at a time.

Re-Budgeting:

Questions That Come Up on the Ride

Do I always need prior approval to re-budget?	Not always. CFF allows some PI flexibility, but approval requirements depend on the award type, threshold, and nature of the change.
What are the Research award thresholds?	For Research awards, prior approval is required if the revision exceeds 20% up to a maximum of \$30,000 for awards up to \$300,000/year , or 10% for awards greater than \$300,000/year .
What is the CF Center award threshold?	For CF Center awards, requests to re-budget that exceed 25% of the total award amount require prior written approval. Fundamental changes, such as changes in PI effort, also require approval.
What if the cost was not in the original budget or RFA?	Pause before spending. A revised budget may be needed when a new out-of-scope cost from the original budget or RFA is needed.
Can we just explain it on the ROE later?	No — major changes should be reviewed before they are made. Prior NACFC materials specifically note not to make a big change and then report it on the ROE without prior approval.

Staying on Track:

When should I Contact CFF before re-budgeting?



If the budget track changes, contact CFF before the ride gets too far down the hill.

If you think you will exceed the applicable re-budgeting threshold.

Adding a cost not included in the original approved budget.

There is a change the project scope or fundamental purpose.

There is a change in PI or key personnel effort.

If there is a change to a subcontract or other structural budget change.



Reporting Accuracy & Timelines:

Keeping the Ride on Schedule

Deliverables are not just administrative deadlines; they are checkpoints that show whether the award is being actively managed.

Accurate reporting helps:

- Confirm how funds were used
- Show alignment to award goals and approved purpose
- Support institutional accountability
- Avoid downstream delays with renewals, closeout, payment adjustments, or future funding conversations

**! Coming Soon:
Variance Explanation Box in GMS**

Subcontract Management:

Do Not Let Invoices Derail the Ride

- If your award includes subcontract activity, build in time to manage it before reporting deadlines.
- Set internal deadlines for subcontract invoices before the CFF deliverable due date
- Follow up early and regularly with subcontract sites
- Confirm subcontract expenses are complete, accurate, and aligned with the approved budget
- Do not wait until submission week to reconcile missing invoices or unclear subcontract costs

Tips for Accurate Reporting:

Check the Track Before You Submit

Before submitting a report, take time to confirm the full award picture.



Submit reports on time whenever possible — timely submissions help keep renewals, closeout, and follow-up review moving.



Reconcile financial and programmatic information before submission — make sure the numbers, narrative, budget activity, and project progress tell the same story.



Do not assume unclear numbers will “sort themselves out” later — unclear or incomplete information can create avoidable follow-up and downstream delays.



Communicate early if something is delayed or has changed — reporting should not be the first time CFF hears about a significant issue.



Do not factor unapproved carryover into your RPR budget — carryover has not been approved until the ROE is approved.



Clean reporting keeps the ride moving



Renewal Progress Report (RPR) Budget vs. Carryover: Do Not Blend the Tracks

- Do not include carryover in the RPR budget, the RPR budget operates separately and should not be blended with carryover.

Renewal Progress Report Budget = new funds that have not been paid yet

Carryover = previously paid funds that have not been used yet



Reminder:

No new Award Letter will be issued until the Renewal Progress Report is approved.

Preventing Roadblocks:

Common issues CFF sees during active award management



Know what is due — and who owns it at your institution

Make sure the PI, grants administrator, Financial Officer, and institutional contacts understand upcoming deliverables and who is responsible for each step.



Keep the right people in the award record and GMS

Award contacts and system access matter. If the wrong people are listed — or key staff do not have access — submissions, signatures, and follow-up can be delayed.



Do not let access gaps create avoidable delays

Confirm early that the people preparing, reviewing, signing, or submitting deliverables can access the award record and related activities in GMS.



Communicate early when something changes

Reporting should not be the first time CFF hears about a major change, delay, or budget issue. Early communication helps prevent small bumps from becoming major delays,

Changes That Should Raise a Flag

- Transfer of Institution
- Change of PI
- Major project or timeline delays
- Re-budgeting or revised budget needs
- Subcontract changes or delayed subcontract invoices
- Changes to key personnel or effort
- Issues that could affect renewal, closeout, or future funding readiness.



Award Closure - Finish the Ride Strong

The project may be ending, but a few final checkpoints remain.



What is Award Closure?

Award Closure is the process of administratively closing an award.

This process begins when either -

1

The Award reaches the approved Project end-date and is complete OR

2

The Awardee Institution relinquishes the award before the Project end-date



Defining Closure Terms & Milestones

Project Period End-Date:

- The last date of the Project Period and the date that all **project activities and expenses must conclude**
- Remember your Award Letter? Your Project Period is listed there!

Project Title:	Therapeutics Development Center Award
Project Period:	July 01, 2024 to June 30, 2026
Award Period:	July 01, 2025 to June 30, 2026

Closeout Period:

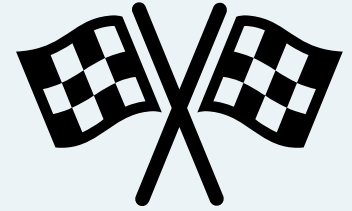
- The period following the end-date in which final reports are completed, reviewed, revised (if necessary), and finances are reconciled.
- Final Reports are **due 90 days after** the Project Period End-Date

Closed Status:

- The administrative end state after all award activities are completed, all payments are paid, and any refunds have been received

Standard Award Closure Checklist

An Award will move to a "Closed" status when the following requirements have been met:



Project End-Date has been reached

Keep track of your approved Project End-Date by checking the GMS and Award Letters



Expenses stop at the Project End-Date

Ensure that no expenses are incurred beyond the Project End-Date



Award activities are complete

Final Report of Expenditures, Final Scientific Reports, and any prior award activities have been approved



Finances are reconciled

There are no remaining award payments and any refunds have been sent to CFF

Completing Final Reports – Requirements and Reminders

ROE's **must be completed sequentially** – you will not be able to submit the Final ROE until all prior ROE's have been approved.

Final ROE's and Scientific Reports must be **submitted within 90-days of the Project End-Date**.

If CFF has requested revisions, the reports **have been updated and resubmitted** by the given deadline.

Unresolved or significantly late final reported may affect **remaining funds, closeout, or consideration of future funding**. CFF may **de-obligate awards** with reports over 180 days delinquent.

Reports must be complete and accurate. **Once approved, no revisions can be made.**

Final payment is **dependent on approval** of final reports.

**Key
reminders:**

Accurate reporting and timelines help avoid delays.

Approval of Final Reports matters as much as submission.

Unspent Funds and Financial Reconciliation

[Institution Profile](#)[Institution Contacts](#)[My Awards](#)[My Contracts \(TDA\)](#)[My Applications](#)[Funding Opportunities](#)

My Awards

3

Active Awards

4

Past Awards

My Activities

3

Upcoming Deliverables

0

Submitted Deliverables

36

Completed Deliverables

My Payments and CFF Required Refunds

**2**

Contingent Payments

3

Scheduled Payments

93

Paid Payments

1

CFF Required Refunds



Award Closure – When Plans Change

Not ready to get off the ride?

In the event the research/project is not completed within the project period, a no-cost extension request (**NCE**) may be submitted for consideration.

What is an NCE, how does it work, and how do I get one?

Additional time, **same funds**

A formal request in the GMS is required

Approvals of NCE's are **not guaranteed**

NCE's **cannot** be requested if the final reports have been submitted

The requested **end-date may not exceed one year** from the current end-date

NCE's should be **based on remaining project work**, not on unspent funds.

Requests can be made

- **No sooner than 90 days prior** to the award end-date
- **No later than 60 days following** the award end-date

If approved, the award end-date and the final report due dates will be pushed back

If approved, the Final ROE will cover both the original final award period and the approved NCE period

Award Closure – When Plans Change

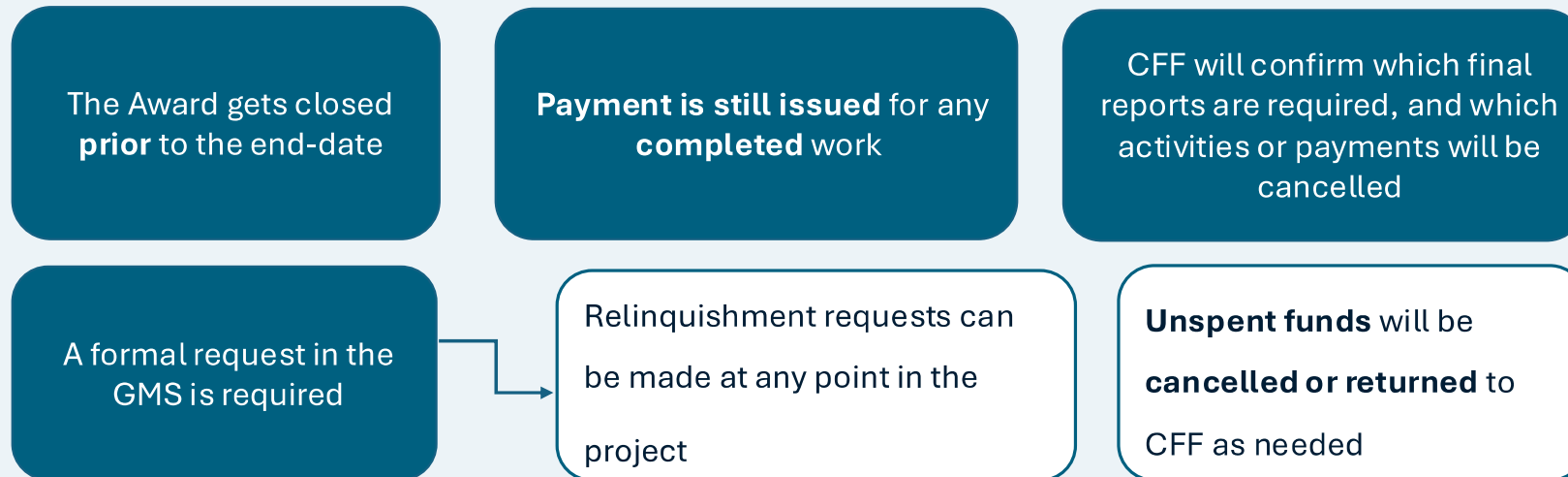
Need to exit the ride early?

In the event the research/project needs to be terminated *prior* to the project period end-date, the awardee institution may submit a **Relinquishment Request** in GMS.

What is a Relinquishment, why does it happen, and how does it work?

A relinquishment is a formal termination of an Award/Project.

Relinquishments may arise because of PI departure, Transfer of Institution, or other circumstances preventing project continuation or completion.



Award Closure Pop-Quiz?!?!

1. How many days after the Project Period End-Date are Final Reports due?
 - a. At the end-date
 - b. 30 days after the end-date
 - c. 90 days after the end-date**
 - d. Whenever I have them ready
2. I can continue spending award funds after the Project Period End-Date
 - a. True
 - b. False**
3. We experiencing delays in recruitment and the end-date is approaching. I should...
 - a. Hope for the best and do nothing
 - b. Relinquish the award and pretend it never happened
 - c. Let my GCMA contacts know and submit a No Cost Extension request**
4. Awards will be closed even if a refund hasn't been submitted to CFF
 - a. True
 - b. False**
5. I can still submit an NCE request even if I already submitted Final Reports
 - a. True
 - b. False**



Important Reminders

Things to check as you prepare to get off the ride!

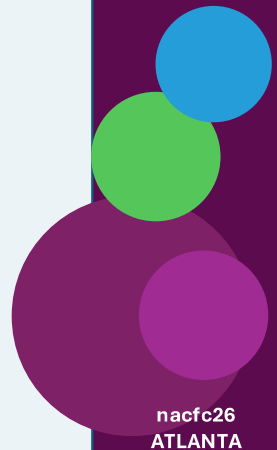
- ✓ Review the award end date and final report due dates in GMS.
- ✓ Confirm whether remaining project work can be completed on time.
- ✓ Consider possible need for an NCE *before* submitting final reports.
- ✓ Confirm you and your team are prepared to submit each final report.
- ✓ Remain responsive to CFF staff and ensure any requested revisions are promptly addressed.
- ✓ Reconcile all expenses internally to ensure accurate reporting to CFF.
- ✓ Ensure refunds are submitted to CFF in a timely manner.
- ✓ Stop charging expenses by the applicable project end-date or relinquishment date.
- ✓ Contact CFF early if any challenges arise.
- ✓ PI, Financial Officer, AIO, and grants-administration contacts remain involved and informed as needed.

Award Closure – Ready for the next ride?

Complying with CFF's award closure process sets you up for a successful future

CFF allows awardees to hold multiple awards within separate programs at the same time, so you don't have to wait for one to end before another begins

Make your way back to the park entrance and get back in line for another ride!



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