



## **Research Development Program Junior Faculty Recruitment Award – Full Application**

### **POLICIES AND GUIDELINES**

**Published: August 16, 2019**

**Application (rolling) Deadline: December 31, 2019**

## **THIS ANNOUNCEMENT IS ONLY AVAILABLE TO CURRENTLY FUNDED CFF RESEARCH DEVELOPMENT PROGRAMS**

### **I. ABOUT THE CYSTIC FIBROSIS FOUNDATION**

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) 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 achieve this mission, various types of awards are offered to support meritorious research in CF.

### **II. JUNIOR FACULTY RECRUITMENT AWARD OVERVIEW**

The Junior Faculty Recruitment Award program is intended to provide support to recruit outstanding new faculty to augment or fill critical gaps in Research Development Program (RDP) basic science research. The program will provide funding to support start-up packages for newly-independent investigators, with the goal of augmenting and expanding the institution's community of multidisciplinary researchers focusing on areas of research related to the CFF mission. Funding of up to \$600,000 may be requested for up to five (5) years; however, no more than \$200,000 may be requested for any given year.

#### **Newly-recruited research faculty receiving support under this award:**

- Should be appointed to an independent tenure-track (or equivalent) research position at the Assistant Professor level and should be provided independent laboratory space to conduct their research;
- Should have an outstanding track record of research training and career development in a basic science research area relevant to the RDP scientific focus area;
- Should be provided with at least 75% protected research time;
- Should complement and/or expand institutional strengths and should contribute to building a community of multidisciplinary researchers focusing on CF research.
- Should develop a basic science research program focused on improving our understanding of the disease and provide knowledge that will influence therapeutic options for people with CF.
- Faculty receiving support under this award will be expected to participate as an integral member of the RDP program by developing an independent research project that complements RDP goals. These funds are intended to support newly-independent investigator to develop independently funded research programs.

As the goal for this program is to bring in outside expertise to enhance the existing RDP, **priority will be given to applicants recruited from outside of the institution.** Applicants who previously trained at the institution but have been away to receive additional training for a minimum of 2 years will be considered as external applicants.

**Successful applications will have substantial institutional matching funds to demonstrate the institution's commitment to faculty recruitment and CF research.** These funds can be provided as salary support and/or start-up funds for the new faculty member.

### III. REVIEW AND AWARD

The RDP Director shall serve as the Principal Investigator (PI) for applications submitted to this program. The faculty recruit, once selected, will serve as the Co-Principal Investigator (Co-PI).

Applications may be submitted and reviewed as two different types of application packages:

- Those who will use the application to start the recruiting process should use the Two-Part Application (if a candidate is not yet identified please contact CFF to discuss further).
- Those who have an identified candidate should apply through this Full Application program

**This guidance document is for the Full Application** which consists of institutional support materials as well as materials from the candidate.

All applications will undergo peer review. Formal award of the program is based upon availability of funds, merit of the application, recommendations of the review group, and benefit to the overall RDP program. All awards will be made in accordance with the regulations and policies of CFF.

**It is anticipated that 2-3 awards will be made in a given calendar year.**

Institutions may submit one application for consideration per application cycle. Institutions may only hold one active award at a time.

### IV. FULL APPLICATION GUIDELINES

**Applications are accepted January through December 31, 2019 by 5:00 PM (Eastern)**

Applications must be submitted online at proposalCENTRAL: <https://proposalcentral.com/>  
(Refer to Section V of these guidelines for specific submission instructions.)

An application will be considered incomplete if it fails to comply with the instructions, or if the submitted material is insufficient to permit adequate review. CFF reviews applications electronically, and only documents submitted online at proposalCENTRAL will be reviewed. Late applications will not be accepted, and the deadline will not be waived.

**Documents should be typed using:**

- Font: Times New Roman 12 or Arial 11
- Margins: No less than a half inch on each side

***Note: When all the documents have been uploaded to proposalCENTRAL, the system will compile them into a single PDF file in the correct sequence.***

Log-in at proposalCENTRAL: <https://proposalcentral.com/>. If you have registered and cannot remember your password, click on the “**Forgot Your Username/Password?**” link below the “**Application Login**” fields. *Note: Use the Customer Service link on the top right of each screen as needed.*

Award opportunities, including this, are listed on the opening screen, but you must be logged in first to see them.

Select the gray tab labeled “**Grant Opportunities**” found in the upper right-hand side of the page. Click on the light blue “**Filter by Grant Maker**” button to the left and scroll down to locate **Cystic Fibrosis Foundation** in the list.

Locate the listing for the “**Research Development Program Junior Faculty Recruitment Award – Full Application**” program. Click on the “**Apply Now**” button in the column on the far right to open the application form.

Applicants may stop at any point but must click the “**Save**” button before exiting to save their work. When logging in to continue, click on the blue tab, “**Proposals**”, and then the “**Edit**” button.

The following sections are listed in the gray navigation box to the left of the application screen. Click on each section and follow the directions.

- 1. Title Page:** Enter the title of your project and indicate whether this is a resubmission of an application that was reviewed earlier.
- 2. Download Templates & Instructions:** Download the available templates applicable to the project, fill them out and upload them when completed in Section #8. Templates available include:
  - Applicant Instructions for Letters of Reference (for reference only)
  - Faculty Recruitment Approach
  - Biographical Sketch
  - Biographical Summary and Research Goals
  - Faculty Development Plan
  - Facilities Available
  - Budget Detail
  - Budget Justification
  - Names and Addresses of References
- 3. Enable Other User to Access this Proposal:** Complete this section online if you wish to designate access to another individual, such as an assistant who has registered on proposalCENTRAL. Enter the email address of the individual and in the “**Permissions**” column, use the pulldown menu to select the type of access you wish to give. Click on “**Accept Changes**”.

4. **Applicant/PI:** If a profile was completed upon registration, the fields in this section will already be populated with the information entered in your Professional Profile. If you need to make any changes, click the “**Edit Professional Profile**” button and follow the instructions. If a profile was not completed, enter the required information and click “**Save**”.
5. **Institution & Contacts:** If a profile was completed upon registration, the Principal Investigator’s (PI) institution will be preloaded as Lead Institution. If a profile was not completed, enter the required information and click “**Save**”. Be sure to use the full legal name of the institution.
6. **Letters of Reference:** Enter the email addresses of the individuals who will be asked to submit Letters of Reference for the applicant. Automated emails (with instructions) will be sent to each Referee through the proposalCENTRAL website. The letters must be uploaded by the referees prior to submitting the application, preferably one (1) week before the application deadline. Additionally, applicants must complete the “Names and Addresses of References” template and upload it in Section #8.

***Note: Detailed Instructions on how to invite referees to submit the letters of reference are also available in a downloadable document found in Section #2. Letters uploaded to proposalCENTRAL should not be password protected or otherwise encrypted. Such encryption will cause errors in assembling a single-print PDF of the application. The applicant should inform the individuals writing letters to not include password protection on their documents.***

**Letter of Reference must be submitted by the following individuals:**

- At least two individuals familiar with the new faculty candidate’s scientific interests and abilities. These should be from individuals with significant knowledge of the applicant and his/her potential to perform as an independent investigator.
  - Two additional references may be requested but are not required.
7. **Budget Summary:** Up to five (5) years of funding may be requested, as applicable, by completing the fields online (Period 1, 2, 3, 4, 5). Up to **\$600,000** may be requested; however, **no more than \$200,000 may be requested for any given year.** ***Note: The Budget Detail and Budget Justification templates downloaded in Section #2 need to be completed for the first year only and uploaded in Section #8. The amounts listed in the uploaded Budget Detail for Year 1 must match the amounts entered in the online Budget Summary.***
  8. **Supporting Documents:** In this section, upload the completed templates downloaded in Section #2 above in PDF format, along with any additional required/relevant documents. Fill out the fields describing the attachment, select the attachment type from the pulldown menu, choose the file to be uploaded, and click the “Upload Attachment” button to upload the file. Do this for each attachment.

Below are instructions specific to each template as well as additional information regarding other application components.

**A. Faculty Recruitment Approach (template available for download)**

Identify the specific research problem or needs to be addressed or the area(s) of research to be enhanced by this award. Please note that the candidate's research focus must be in a basic science area that will help to further enhance the research capacity of the RDP. Describe the overall recruitment package that will be available to support the new faculty candidate, including the CFF Junior Faculty Recruitment Award. Describe the qualifications of the new investigator who is being recruited into the program and how the investigator will strengthen or expand the scientific capacity of the RDP. For the specified area(s) of research or research expertise, provide a description of existing collaborative research activities or existing relationships between the applicant institution and other components of the RDP program.

**B. Letter of Institutional Commitment/Support (upload as PDF documents)**

The Department Chair and/or Dean from the sponsoring institution should describe the level of institutional support available. This letter of support should indicate the availability of designated space for the new faculty recruit and additional facilities for the work described, as well as time commitment of the investigator to basic research. The letter should include confirmation of the pending faculty level appointment. The letter should also state the level of matching funds to support this program.

**C. Biographical Sketch (template available for download)**

Complete and upload an NIH Biographical Sketch for the new faculty recruit. Do not exceed five (5) pages per person.

**D. Biographical Summary and Research Goals (template available for download)**

A description of the new investigator's research background, areas of expertise, scientific accomplishments, prior training, and preparation for an independent career should be provided. This section should also describe the future research interests and scientific goals of the new faculty member, including how his/her scientific expertise will enhance the RDP program through collaboration and/or new directions. Do not exceed ten (10) pages.

If the new investigator has previously received a CFF/CFFT grant/award, please include the following information:

- CFF/CFFT Account #
- Principal Investigator (PI)
- CFF/CFFT Project Title
- Project Start/End Dates
- Total CFF/CFFT Award Amount

**E. Faculty Development Plan (template available for download)**

Provide a detailed plan describing how the RDP will support and foster the development of the investigator's academic research career, including establishment of an advisory group, career development programs, and resources and guidance for obtaining independent external funding. Describe faculty development plans for other junior faculty and track

record of other recent faculty recruits. Provide detailed plans for assessing and monitoring the annual progress from faculty members supported through this award. Describe any additional plans for ensuring the success and retention of the faculty members as productive, independent investigators that can contribute to the scientific mission of the program.

**F. Facilities Available (template available for download)**

Describe the facilities, equipment, and any special services that will be available at the PI's institution for this project, such as laboratory, clinical, animal, computational facilities/support, and core facilities (imaging, proteomic, bioinformatics). Provide any additional information about the environment, including any support services available that will be utilized. Describe pertinent capabilities of supporting core or collective programs, their proximity and anticipated extent of use. If cost sharing or prorated charges are involved, a brief description of the cost structure should be included (and detailed in the Budget Justification). If facilities or equipment at a collaborative site will be used, they should be identified and clearly described. There is no page limit. Use continuation pages, if necessary.

**G. Budget Detail and Budget Justification (separate templates available for download)**

Fill out the Budget Detail and Budget Justification templates for the first year of support only. In the space provided on the templates, indicate the start and end dates for the proposed budget period. (Be sure the amounts entered for Year 1 in the Budget Detail match the amounts entered in the online budget summary in Section #7).

- **Budget Detail – Direct Costs**

**Salaries & Benefits** - List Co-PI(s) and anticipated research personnel positions that will receive salary support through this award (names not required in Year 1). Indicate the percent effort on the project for professional personnel. For each individual, list dollar amounts separately for institutional base salary and fringe benefits. In accordance with National Institutes of Health (NIH) policy, salary requests may not use an institutional base salary in excess of the current federal salary cap of \$192,300. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all funding agencies and foundations.

**Major Equipment** – List all items of equipment, if known at the time of application, greater than \$5,000 and the cost of each item. If the type and amount of equipment required by the new faculty member is not known at the time of application, CFF will accept applications with a placeholder line item in the budget for equipment (e.g., “To be determined”). Please note, the PI is required to submit a revised budget to the CFF Grants and Contracts Office for prior approval if the actual cost of equipment will vary by more than twenty percent (20%) from the dollar amount included in the application budget. Furthermore, if awarded, CFF requires line item details for equipment in the annual report of expenditures.

If funds are requested to purchase equipment that is equivalent to items listed under Facilities Available, justify the duplication. Justify any item of equipment for which the need may not be obvious.

**Travel** - List conference travel that will be supported through this award. Please note: travel expenses outside the continental U.S. for domestic applicants, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses unless approved in advance by CFF. (Travel expenses may not exceed \$1,250 per person per year.) Registration fees associated with conferences should be listed under “Other Expenses”.

**Consumable Supplies** - Estimated costs of supplies e.g. glassware, chemicals, animals, in separate categories by year purchased. If animals are involved, state the number, unit purchase cost, and unit care cost.

**Other Expenses** - Itemize other expenses by major categories, such as duplication costs, publication costs, computer charges, equipment maintenance, conference registration fees, etc.

- **Budget Detail – Indirect Costs**

**Indirect costs are not allowable for this award.**

- **Budget Justification**

Provide general descriptions of budget categories listed in the Overall Budget Allocations. Use major categories, such as Personnel, Equipment, Supplies, etc.

#### **H. Names and Addresses of References (template available for download)**

List the names, titles, and contact information of the individuals who have been asked to submit Letters of Reference on the applicant’s behalf via Section #6 in proposalCENTRAL. A PDF copy of the completed form should be uploaded.

#### **I. Verification of Applicant Institution’s Tax Status (upload as PDF documents)**

CFF’s Grants and Contracts Office must have a copy of the applicant institution’s current W-9 and 501(c)3 letter, or other documentation verifying its Federal tax status, on file. CFF’s Grants and Contracts Office will not issue Award Letters if these documents are not received and on file.

#### **J. Appendices (upload materials as PDF documents)**

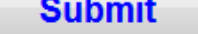
Other materials pertinent to the award proposal, not already described. Keep in mind that extensive appendix materials may not be reviewed. Please upload only the most relevant documentation.



**9. PI Data Sheet:** Fill in the required fields, save and exit.

**10. Print Face Page:** Follow the prompts on the screen to generate and print a Face Page. The Face Page will be populated automatically with data entered in the online application (applicant's name, institution, title of application, etc.). The Face Page must be signed by the Principal Investigator and Authorized Institutional Official and uploaded in Section #8. Co-Principal Investigators, if any, are not expected to sign the Face Page. **CFF will not submit applications for committee review if it does not have the Face Page on file signed by the Principal Investigator and Authorized Institutional Official.**

**11. Validate:** Upon completing the application, click on the “**Validate**” button on the main screen. Attend to any omissions/errors as prompted onscreen, and then click “**Validate**” again.

**12. Submit:** Click on the gray button with blue lettering.  CFF will not receive your application unless the “**Submit**” button is clicked.

**Confirmation:** Applicants will receive an e-mail confirmation from proposalCENTRAL (not from CFF) that the Application was successfully submitted. This e-mail will be your only acknowledgement. If you do not receive this confirmation, please contact proposalCENTRAL immediately to ensure that your submission was submitted and processed.

**For technical support with the online application:**

proposalCENTRAL at [pcsupport@altum.com](mailto:pcsupport@altum.com) or

800-875-2562 on weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)

**For program/content information:**

CFF Grants & Contracts at [grants@cff.org](mailto:grants@cff.org) or 301-841-2614

## V. ELECTRONIC APPLICATION CHECKLIST

**Application Deadline: Rolling Submission through December 31, 2019 at 5:00 PM (ET)**

Applications must be submitted at proposalCENTRAL: <https://proposalcentral.com/>

The complete application must be submitted online, and no other documents will be reviewed.

### Face page which includes:

- Signature (PI and Institutional Official)
- Principal Investigator
- The Official authorized to sign on behalf of the Awardee Institution
- Applicant/PI information (online)
- Complete Institution and PI Contact Information, including correct mailing address (online)

### Supporting Documents:

- Faculty Recruitment Approach – (upload)
- Letter of Institutional Commitment/Support – (upload)
- Biographical Sketch (new investigator) – (upload)
- Biographical Summary and Research Goals (new investigator) – (upload)
- Faculty Development Plan – (upload)
- Facilities Available - (upload)
- Budget Detail for Year 1 – (upload)
- Budget Justification for Year 1 – (upload)
- Names and Addresses of References – (upload)
- Verification of Applicant Institution's Tax Status – (upload)
- W-9
- 501(c)3 letter
- Appendices – (upload as necessary)
- Signed Face Page – (upload)