

Sponsorship Request Guidelines

Thank you for considering the Pulmonary Fibrosis Foundation (PFF) as a sponsor for your event or activity. Each year, the PFF receives many requests for support from various community groups, organizations, or academic institutions. As a nonprofit organization, we have a limited budget for sponsorships. We will do our best to match our limited discretionary funds with your request based on the needs of the pulmonary fibrosis community.

If your request is \$750.00 or under and you are seeking a sponsorship for an activity related to your local support group, please submit your application through the *Leanne Storch Support Group Fund*. Guidelines and application details can be found at:

<http://www.pulmonaryfibrosis.org/medical-community/leanne-storch-support-group-fund>.

Sponsorship Considerations

Currently, the PFF is considering sponsorship activities that are between \$1,000 and \$5,000. If your request is outside of this range, please contact the PFF at grants@pulmonaryfibrosis.org to request an exception.

Considerations will be given to the following (but not limited to):

- Conferences
- Symposiums
- Educational events for patients
- Educational events for medical professionals
- Speaker fees or honoraria
- Travel expenses for speakers

Other activities may be considered if the request supports the priorities of the PFF as outlined in our [Mission](#).

Annual Cycle

- The annual cycle for applications will close at midnight Eastern Time on October 31. This is for all sponsorship activities occurring in this calendar year.
- The annual cycle for all sponsorship activities that occur in the next calendar year will open on November 1.

Submission of All Proposals

- All requests for sponsorships must be submitted through proposalCENTRAL at <https://proposalcentral.altum.com>. **No email submissions will be accepted.**
- All applications must be submitted 60 days prior to the activity start date.

Review and Notification Process

- All applications will be reviewed by the PFF bi-monthly.
- Applicants will be notified through the application system proposalCENTRAL. An approval letter will also be sent via email to the applicant directly.
- Funds will only be released after the PFF has received an original signed copy of the Agreement.

Sponsorship Request Guidelines

- All funding requests will be submitted to the sponsorship committee for consideration. All decisions made by the committee are final.

This process is in place to ensure that all applications are evaluated equally and fulfill our mission, vision, values, and strategic plan.

Post-Award Guidelines

- Funded applicants must acknowledge the PFF on all print and electronic materials pertaining to the activity by using an approved PFF toolkit.
- Funded applicants must submit a Final Report to the PFF using proposalCENTRAL within 30 days after completion of the activity.

For questions that are not addressed on this document, you may email grants@pulmonaryfibrosis.org.