PFF Ancillary Studies Proposal

Submission instructions

Thank you for your interest in submitting a PFF Ancillary Study Proposal for consideration by the Pulmonary Fibrosis Foundation. Below are instructions to help you navigate through proposalCENTRAL to ensure proper submission of your application.

If you have questions that are not addressed on this document, contact us at ccn@pulmonaryfibrosis.org.

1. Once on the main page of proposalCENTRAL (https://proposalcentral.altum.com/), enter your user name and password at the top middle portion of the page in the section titled “APPLICATION LOGIN”.

   If you do not yet have a proposalCENTRAL account, you will need to create one by clicking the orange “CREATE ONE NOW!” button.

2. The first page after login will show 4 colored tabs at the top of the page. Click on the gray tab titled “Grant Opportunities” at the far right-hand side.
3. To limit to PFF opportunities, click “Filter List by Grant Maker”.

Select ‘Pulmonary Fibrosis Foundation’ from the drop-down list.

4. There will be multiple rows, each reflecting one of the PFF programs using this system. Find the program row “Ancillary Studies Proposal” and click that row’s “Apply Now” button located at the far right-hand side of the page.

(WARNING: Each row has 4 active links on which you can click. If you click on the link for “Pulmonary Fibrosis Foundation” or “Ancillary Studies Proposal” it will take you to the PFF website. If you click on the link for “Grants Administrator” it will start an email to the PFF.)

Completing the Application

Once completing steps 1-4 above (“Accessing the Application”), you will be in the application itself. Please complete Sections 1 through 10 validate all application fields.

Be sure to click “Save” after entering all information into each Section. If you do not perform this step, your information you enter will be lost once you navigate away from that page.

You may submit your proposal at any time, but they will be reviewed only after each cycle closes.

Cycle close dates each year are on or about:

- Feb 1
- Jun 1
- Sep 1