

# Pulmonary Fibrosis FOUNDATION

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## 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](mailto:ccn@pulmonaryfibrosis.org).

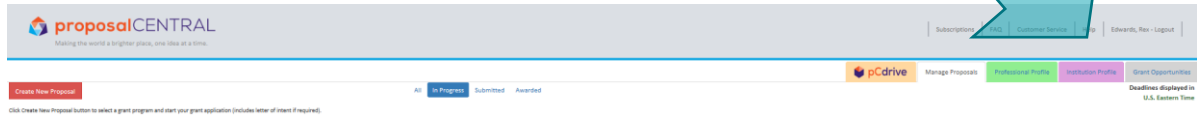
1. Once on the main page of proposalCENTRAL (<https://proposalcentral.altum.com/>), enter your user name and password at the top middle portion of the page in the section titled “APPLICATION LOGIN”.

The screenshot shows the proposalCENTRAL website interface. At the top, there is a navigation bar with links for 'FAQ', 'Customer Service', 'Help', 'Login', and 'Create An Account'. The main content area features a 'Welcome to proposalCENTRAL' message and a brief description of the site as an e-grantmaking website. Below this, there are three main sections: 'APPLICATION LOGIN', 'PEER REVIEWER LOGIN', and 'ANNOUNCEMENTS'. The 'APPLICATION LOGIN' section contains a text input field with the email 'ccn@pulmonaryfibrosis.org', a password input field with masked characters, a 'LOGIN' button, and a 'CREATE ONE NOW!' button. A 'Forgot Your Username/Password?' link is also present. The 'PEER REVIEWER LOGIN' section has a 'CLICK HERE' button. The 'ANNOUNCEMENTS' section states 'There are no announcements.' At the bottom of the page, there is a '237 OPPORTUNITIES' section. Two large blue arrows are overlaid on the image: one pointing down to the 'APPLICATION LOGIN' section and another pointing up to the 'CREATE ONE NOW!' button.

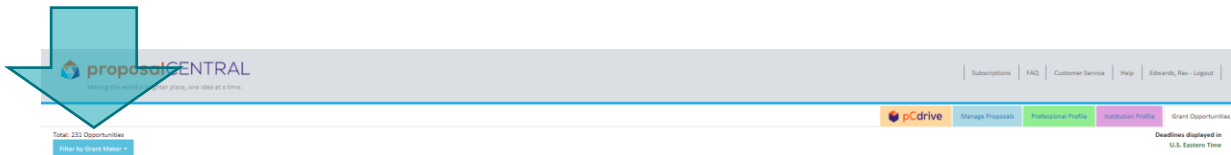
If you do not yet have a proposalCENTRAL account, you will need to create one by clicking the orange “CREATE ONE NOW!” button.

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.

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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

Click Apply Now to start your application (includes letter of intent if required)

Programs (click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply
Albert Rose Established Investigator Award	11/30/2017 5:00:00 PM	3/3/2018 5:00:00 PM	Grants Administrator	<a href="#">Apply Now</a>
I M Rosenzweig Junior Investigator Award	11/30/2017 5:00:00 PM	3/3/2018 5:00:00 PM	Grants Administrator	<a href="#">Apply Now</a>
<b>Ancillary Studies Proposal</b>		3/15/2018 4:59:59 PM	Grants Administrator	<a href="#">Apply Now</a>
PFF Sponsorship Opportunities		10/31/2018 5:00:00 PM	Grants Administrator	<a href="#">Apply Now</a>
Programs (click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply

(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**