



Pulmonary Fibrosis Foundation

Research Fund to Cure Pulmonary Fibrosis

PFF Scholars Program Applicant Instructions

Thank you for your interest in submitting an application for research funding from the Pulmonary Fibrosis Foundation. Below are instructions to help you navigate through proposalCENTRAL to ensure proper submission of your application. If you have any further questions that are not addressed on this document, please contact Zoë Bubany at zbubany@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 "Applicant Login". If you do not yet have a user name, please click "Register" under the section titled "First Time Users". This section is located at the top left-hand side of the page.
2. The first page after login will show various colored tabs at the top of the page. Click on the gray tab titled "Grant Opportunities" at the far right-hand side.
3. Use the search bar on the right hand side of the page and type "Pulmonary Fibrosis Foundation". The page will automatically populate with the results of all opportunities open for the PFF.
4. There are 3 active links on which you can click. Click the link titled "Apply Now" located at the far right-hand side of the page (NOTE: If you click on the link for "Pulmonary Fibrosis Foundation" 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.).
5. You are now in the Application itself. You are required to complete all of the sections. **Please make sure to click "Save" after entering any 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/section.** Please note that budget information is not collected in the LOI stage. If you are chosen to submit a full proposal, budget information will be collected at that point.

Thank you for your participation and interest in the *PFF Research Fund to Cure Pulmonary Fibrosis*.