PFF Research Fund – PFF Scholars Program

Applicant Instructions

Thank you for your interest in submitting an application for research funding from the Pulmonary Fibrosis Foundation (PFF). 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.com/), enter your user name and password at the top left portion of the page in the section titled "Applicant Login". If you do not yet have a user name yet, please click the grey "Create an Account Now" under the login section.
2. The first page after login will show grey tabs at the top of the page. Click on the tab titled "Grant Opportunities" at the right 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. Or you may click the blue button on the left side of the page titled "Filter by Grant Maker" and scroll down until you see Pulmonary Fibrosis Foundation.
4. There are 3 active links on which you can click. Click the blue button titled "Apply Now" located at the far right 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 the PFF Scholars link, it will pull up the program guidelines. 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 Scholars program.