

American Diabetes Association

Research Programs

September 2022

Leveraging Innovative Behavioral & Psychosocial Interventions for Diabetes Prevention through Nutrition & Lifestyle

Postdoctoral Fellowship Award

Application Instructions

<https://professional.diabetes.org/research-grants>
grantquestions@diabetes.org

National Office
2451 Crystal Drive, Suite 900
Arlington, VA 22202
professional.diabetes.org/grants

Our Mission is to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

Table of Contents

I. NUTRITION & LIFESTYLE POSTDOCTORAL FELLOWSHIP APPLICATION INSTRUCTIONS	1
A. DEADLINE.....	2
B. INSTITUTIONAL APPROVAL.....	2
C. NOTIFICATION.....	2
D. STATUS CHANGES.....	2
<i>Contact Information Change</i>	2
<i>Application Withdrawal</i>	2
E. GRANT SUPPORT.....	2
F. REVIEW CRITERIA.....	3
G. ELIGIBILITY STIPULATIONS.....	3
<i>Fellowship Appointment</i>	3
<i>Other Sources of Support</i>	4
<i>Open Data and Resource Sharing</i>	4
<i>Institutional Assurances</i>	4
H. BUDGET GUIDELINES.....	5
<i>Salary for Principal Investigator</i>	5
<i>Training Allowance</i>	5
<i>Fringe Benefit Allowance</i>	5
<i>Prohibited Expenses</i>	5
<i>Indirect Costs</i>	6
II. ONLINE APPLICATION INSTRUCTIONS	7
A. PRINCIPAL INVESTIGATOR.....	7
<i>Contact Information</i>	7
<i>ORCID Identifier</i>	7
<i>American Diabetes Association Membership</i>	8
<i>Work Permission</i>	8
B. AWARD ADMINISTRATION.....	8
<i>Financial Office Contact Information</i>	8
<i>Payment Information</i>	8
<i>Grant Administration Office Contact Information</i>	8
C. PROPOSAL DETAILS.....	9
<i>Resubmissions</i>	9
<i>Title of Proposal</i>	9
D. BUDGET.....	9
E. PROJECT SUMMARY.....	10
<i>Research Type</i>	10
<i>Diabetes Type of Proposed Research</i>	10
<i>Research Program Area</i>	10
<i>Scientific Abstract</i>	10
<i>Lay Abstract</i>	11
<i>RFA Alignment</i>	11
<i>Animal and/or Human Experimentation</i>	11
III. BODY OF THE APPLICATION	12
A. FILE FORMAT.....	12
B. FORMATTING REQUIREMENTS.....	12

Header 13

Footer 13

Table of Contents..... 13

BODY OF THE APPLICATION CONTENTS..... 15

1) *Resubmission Summary* 15

2) *Research Plan* 15

3) *Open Data and Resource Sharing Plan (1-page maximum)* 16

4) *References (1-page maximum)*..... 16

5) *Future Career Goals (1-page maximum)*..... 16

6) *Budget Form*..... 16

7) *Facilities (250-word maximum)* 16

8) *Environment (250-word maximum)*..... 17

9) *Biographical Sketch (5-page maximum per biosketch)* 17

10) *Mentor Training Experience* 17

11) *Mentor Letter of Support* 17

a) *Letters of Recommendation* 17

12) *Manuscripts – (Optional - Limit 2)* 18

13) *IRB/IACUC Approval*..... 18

I. Nutrition & Lifestyle Postdoctoral Fellowship Application Instructions

The American Diabetes Association is requesting applications for research focused on leveraging innovative behavioral & psychosocial interventions for diabetes prevention through nutrition & lifestyle.

Background: Adopting a healthy lifestyle is essential for preventing and managing diabetes across the life span. Lifestyles that include a well-balanced diet and regular physical activity have been shown to prevent and delay the onset of type 2 diabetes (T2D), improve glucose control, and reduce complications risk in those with more established disease. Despite robust evidence to support these benefits, it is estimated that 1/3 of American adults have prediabetes and more than 84% are unaware of their heightened risk. Additionally, the prevalence of obesity in the USA has reached an all-time high with 74% of American adults being overweight (including 42.5% with obesity and 9% who are severely obese). An overweight, sedentary lifestyle dramatically increases the risk of developing prediabetes and subsequent progression to T2D. An obese 18-year-old has more than 70% lifetime risk of developing T2D. Given these alarming statistics, there is an urgent need to more effectively translate evidence-based nutritional and lifestyle guidelines into sustainable healthy diets and physical activity behaviors in those at greatest risk. The American Diabetes Association® (ADA) 2019 consensus report—[Nutrition Therapy for Adults with Diabetes or Prediabetes: A Consensus Report \(*Diabetes Care*® 2019 May;42\(5\):731-754\)](#) recommends 7–10% bodyweight reduction to prevent progression from prediabetes to T2D and notes the potential for diabetes remission. In addition, the ADA has broadly disseminated nutrition and physical activity guidance including evidence-based consensus reports for professionals and recipe guides, meal planning tools, and physical activity recommendations for patients.

Goal: While many barriers to healthy lifestyles are a result of health inequities that must be addressed at the governmental level, this request for applications (RFA) is soliciting research to elicit sustained behavioral change at the individual and community level with interventions tailored to different racial and socioeconomic groups across the life span. Importantly, applicants should indicate how the proposed research will have a significant impact (“move the needle”) on outcomes in those individuals at risk of, or living with, diabetes. The goal of this RFA is to identify person-centered, yet scalable, dietary and lifestyle interventions with the greatest potential for adoption and maintenance of diabetes-preventing or diabetes-mitigating lifestyles by individuals at greatest risk.

Scope: This RFA will prioritize

- Behavioral interventions that help encourage and sustain healthy diet and increased physical activity.
- Psychosocial interventions that more effectively incorporate cultural or personal preferences, psychological supports, comorbid conditions, socioeconomic status, food insecurity, and other factors that may impact consistency with an eating and/or exercise plan and its effectiveness.
- Approaches that better tailor medical nutrition therapy (MNT) and diabetes self-management education and support (DSMES) to different racial and socioeconomic groups in sustainable real-world settings.
- Comparison and/or utilization of different delivery methods aided by wearable technology (e.g. accelerometers, continuous glucose monitors, etc.)
- Cost-effectiveness studies to support third-party coverage and policy change.

Applications that do not directly address the defined scope of the RFA will be triaged and not move forward to peer review.

A. Deadline

The submission deadline is **June 27, 2022** for anticipated September 1, 2022 funding. Electronic applications must be submitted online via the official Grant Management Site by 5:00 PM Eastern Time on the deadline date.

B. Institutional Approval

The applicant, also referred to as the Principal Investigator (PI), must have the institution's approval prior to submitting an application electronically. Although written confirmation is not required, PI must confirm that the Sponsoring Institution is aware of the grant application and has acknowledged its intent to fully support the award. In addition, PI must attest that the application has been routed through, and approved by, the usual administrative channels of the Sponsoring Institution.

C. Notification

Upon application submission, the applicant will be sent a confirmation of receipt for their completed application via email. Applicants will receive updates on their application status in July 2022. This notification will be sent to the applicant's email address as entered into the online application form. If the PI does not receive a confirmation email within the indicated time frame, please contact grantquestions@diabetes.org.

D. Status Changes

Applicants must notify the Association in writing regarding any status changes during the review period. Status changes include the following:

Contact Information Change

Send an email to grantquestions@diabetes.org and specify the PI's name, application type, application title, and contact information changes.

Application Withdrawal

To withdraw a pending application, the PI must complete the Grant Application Withdrawal Form and submit per the instructions on the form. The form is available for download on the [Research Programs website](#).

E. Grant Support

This one-time award provides up to three years of salary support for the PI, calculated on a sliding scale based on the number of full years of relevant postdoctoral experience of the applicant at the time of award activation. In addition to salary support, PI will receive \$5,000/year for training-related expenses (travel to scientific meetings, books or journals, supplies, computer, etc.) and a \$5,000/year institutional allowance to cover health insurance and other fringe benefits. Indirect costs are not permitted for this award. Refer to the [Budget Guidelines](#) for specifics regarding allowable expenses.

F. Review Criteria

Applications will be evaluated on the potential for adoption and sustained maintenance of diabetes-preventing or diabetes-mitigating lifestyles by individuals at greatest risk. Importantly, applicants should indicate how the proposed research will have a significant impact (“move the needle”) on outcomes in those individuals at risk of, or living with, diabetes. Originality and degree of scientific rigor in study design, scientific precision and potential clinical impact of the project, applicability to the scope of the RFA and the potential impact on advancing the adoption of nutrition and lifestyle for diabetes prevention, are important to consider. Relevant experience of the Principal Investigator, availability of the appropriate facilities and resources, the ability of the investigator/site to recruit the patient population, access to, and availability of, data sources, samples and study medications (if applicable) and for fellowships, relevant experience and training history of the Mentor, are also pertinent. The specific timeline for progress of enrollment, data analyses and/or other major project milestones and an appropriate budget allowing for the completion of the proposed work need to be stated.

G. Eligibility Stipulations

Applicant must hold a PhD, MD, PharmD, DO or DPM degree or, for other health professionals, the equivalent doctoral-level health- or science-related degree.

Awards are limited to institutions within the United States and U.S. possessions. All investigators must be legally authorized to work in the U.S. Institutional confirmation of permission to work within the U.S. will be required for all applicants at the time of application submission.

One person must be specified as the Principal Investigator; multiple PIs/co-PIs are not permitted.

Fellowship Appointment

At the time of award activation, applicant must be in a post-graduate research training position (postdoctoral fellow, medical research fellowship, etc.). Applications from investigators with more than six years of research training beyond conferral of terminal degree are discouraged.

Applicant must hold a full-time postdoctoral fellowship position or the equivalent at a university, university-affiliated research institution or other non-profit research institution. If an appointment is less than full-time, this must be noted on the budget page. Applications from PIs with less than a full-time appointment will be considered on a case-by-case basis.

Applicants from non-university research institutions must provide a letter from the proper institutional official to explain how the position of the applicant compares to a postdoctoral position in a traditional academic institution. Any ambiguity about the applicant’s position can negatively impact the application.

While applicants must apply for this award under the guidance of a mentor, it is expected that the proposed research project be independently developed by the applicant and that the proposed project provide a distinct research program that the applicant can independently pursue.

Granted PI’s must remain at the same institution for the duration of the award and are prohibited from transferring to a new institution without their current mentor.

Other Sources of Support

Individuals may not hold an American Diabetes Association Postdoctoral Fellowship Award concurrent with other postdoctoral funding; however, they may have completed previous NIH or other foundation/non-profit postdoctoral funding at the time of award activation.

Postdoctoral Fellowship Award applicants must agree to devote **at least 75% of total time and effort towards research** during the period of Association funding.

Open Data and Resource Sharing

All data resulting from ADA-funded research that can be shared without compromising human subject protections must be shared to an approved open data repository within 6 months of publication or within 18 months of the conclusion of the funding period, if the study remains unpublished.

A listing of repositories recommended by NIH is available on our website under [Funded Research](#). Awardees are encouraged to use the repository most appropriate for the subject matter of the research conducted.

Resources developed with ADA grant funding are required to be made available to the broader scientific community. ADA-funded projects expected to generate unique model organism resources or genomic data must include specific plans for sharing and distributing. If sharing is not possible, the application must include an acceptable explanation and request for waiver.

In general, to the extent possible, ADA grantees are expected to share all scientific resources upon request for the advancement of research progress. While the data and resource sharing plan will not impact the application score, it is a requirement for submission.

Institutional Assurances

The Association requires IRB and IACUC assurances for human and animal subjects, respectively, if these are used in the funded research experiments/protocols. Funded applicants must provide evidence of appropriate IRB and/or IACUC approval (if applicable) at one of the following times: 1) at the time of application, or 2) just-in-time (by the start date of the award). Award activation is contingent upon submission of proof of approval. If approval(s) are not received by the award start date, an award letter will not be offered, and the grant will not be activated until all approvals have been received.

H. Budget Guidelines

Salary for Principal Investigator

Provided salary support is calculated on a sliding scale based on the number of full years of relevant postdoctoral experience as of the award activation date. Relevant experience may include research experience, teaching assistantship, internship, residency, clinical duties or other time spent in a health-related field beyond that of the qualifying doctoral degree. Once the appropriate salary level has been determined, the PI will be paid at that level for the entire award year; the salary level cannot be changed mid-year. The salary for each subsequent year of support will be at the next level in the salary structure.

Years of Post-doctoral Experience	Stipend Amount for 2022	Monthly Stipend Amount
0	\$54,835	\$4,570
1	\$55,227	\$4,602
2	\$55,631	\$4,636
3	\$57,846	\$4,821
4	\$59,780	\$4,982
5	\$61,996	\$5,166
6	\$64,297	\$5,358
7 or More	\$65,598	\$5,550

Training Allowance

The \$5,000 training allowance may be used to support the educational and scientific expenses of the Fellow. Examples of expenses eligible to be included in this category are as follows:

- Travel to diabetes-related scientific meetings
- Computer (one-time purchase)
- Books (limit of \$500 per year)
- Publication costs (page charges, reprint costs)
- Equipment
- Training courses/workshops
- Reagents
- Lab supplies
- American Diabetes Association annual Professional Membership fees

Fringe Benefit Allowance

The \$5,000 fringe benefit allowance may be used to defray the costs of health insurance and other fringe benefits for the Fellow. This allowance may not be used for institutional overhead, postdoctoral registration fees or postdoctoral fellowship taxes.

Prohibited Expenses

The following items **cannot** be purchased with award funds:

- Rent for office or lab space
- Other computer hardware or smart devices (e.g., printer, iPad, smart phone)
- Telephone or internet service

- Non-technical (e.g., custodial or administrative) support
- Relocation costs
- Memberships and subscriptions (not including American Diabetes Association annual Professional Membership fees)
- IRB or IACUC administration fees
- Consultant fees
- Visa or legal fees
- Office supplies
- Liability insurance

This is not a complete list. Any questions about whether a particular item or service may be purchased with direct costs should be referred to the Association's Research Programs Office. **The Association reserves the right to refuse to pay for items or services.** Unsanctioned purchases will be deducted from the recipient's grant.

Indirect Costs

Indirect costs are not permitted for this award.

II. Online Application Instructions

Applications must be submitted online via the official Grant Management Site, available through the Association's [website](#). Emails and word processing files submitted outside the site will not be accepted.

Applicants must complete the online application form and upload the complete [Body of the Application](#) as an attachment in Portable Document Format (PDF). Applicants must convert the necessary components of the application into a single PDF document; multiple attachments and other formats will not be accepted. All award guidelines and stipulations for preparing applications must be followed (e.g., supporting documents, page limits, font sizes).

Follow the steps below to create a new application in the Grant Management Site. If you have any difficulties accessing the site, contact grantquestions@diabetes.org for assistance.

1. Access the [Research Programs website](#) and navigate to Current Funding Opportunities and select strategic focus area.
2. Click on/expand the Nutrition & Lifestyle Postdoctoral Fellowship Award
3. Click **Create a New Application** at the bottom of the section
4. Create a new user account, or log in using an existing account
5. Complete the Eligibility Quiz to confirm your eligibility status – be sure to respond candidly for accurate results, submitted applications that do not meet eligibility criteria will be administratively disapproved
6. After successful completion of the quiz, the application process will begin
7. You may leave the site at any point by clicking **Save & Finish Later** at the bottom of the screen
8. After saving your work, you can log out and complete your application at a later time
9. To resume an in-progress application, select **Grant Management Site** on the navigation menu of the Association's [website](#).

Required details for each section of the online form are outlined below.

A. Principal Investigator

Contact Information

The applicant must provide the institution's Tax ID and full legal name of the institution where the research will be conducted. **Incorrect or incomplete information may cause a delay in application and award notifications.** Do not abbreviate the institution's name. In addition to the institution's name, the current complete mailing address, phone number, fax number, and email address must be provided.

ORCID Identifier

[ORCID](#) (Open Researcher and Contributor ID) provides a unique, persistent identifier for researchers that supports automated linkages to the investigator's digital research output. PIs are required to have an ORCID identifier at the time of application. [Registration](#) is available free of charge.

American Diabetes Association Membership

Award recipients are required to become members of and/or maintain membership in the Professional Section of the American Diabetes Association for the duration of their award. Association membership fees can be paid with Association grant funds. If selected for funding, the PI must submit proof of Association membership prior to award activation. Membership is not required in order to submit a grant application.

Work Permission

All investigators must have permission to legally work in the United States. Institutional confirmation of work permission will be required for all applicants.

B. Award Administration

Financial Office Contact Information

Applicants must provide the name and contact information for the institution's financial officer. All applicants must have the institution's approval prior to submitting an application electronically; however, a signature page is not required. **Incorrect or incomplete information may cause a delay in correspondence and payments.**

Payment Information

Applicants must provide the institution name and the current complete mailing address for award payments. Checks will be made payable to the institution as entered in the "Payee Institution Name" field. The institution name should be entered as it appears on the institution's W-9 Tax Certification Form. **Incorrect or incomplete names may cause a delay in correspondence and payments.**

Please note that the institution name to which checks should be made payable frequently differs from the institution name where the applicant is employed. For example, an applicant employed by the University of the American Diabetes Association may request that the check be made payable to the University of the American Diabetes Association, Research Foundation. Keep in mind there is a character count limit of 39 characters for this field. Please provide appropriate abbreviations if available (example: ADA Research Foundation).

Grant Administration Office Contact Information

Applicants must provide the grant administration office email address and phone number. **Individual names and/or email addresses should be avoided.**

C. Proposal Details

Resubmissions

The title of the resubmission must be identical to the original application. All revised applications must begin with a Resubmission Summary. The resubmission summary must address substantive changes made to the application (2-page maximum).

If the application is a resubmission, please enter the grant reference number assigned to the original application (example: 4-22-PDFN-00).



Title of Proposal

Only the first letter of the title’s first word should be capitalized. The title of the application should not have symbols, such as “β.” Instead of the symbol, type the full name. For example, instead of “β,” use the term “beta.” The Grant Management Site cannot support symbols, and any non-ASCII characters will be converted to question marks (“?”) upon submission.

D. Budget

Enter the requested amounts for the total amount and each year of the award. An **itemized** budget form must be included in the Body of the Application. A separate itemized Budget Form must be uploaded in Excel (.xls or .xlsx) for administrative purposes.

E. Project Summary

Research Type

Characterize the proposed research as clinical or translational. Clinical research is defined as research directly involving humans and includes educational, psychosocial, behavioral, epidemiologic and health services research, as well as clinical studies of normal physiology and mechanisms of disease. Translational research is defined as research that accelerates the transition of scientific discoveries into clinical applications by efficiently advancing knowledge of efficacy to the next level of clinical application (bench to bedside, clinic to community).

Diabetes Type of Proposed Research

Select the diabetes category relevant to the proposed research:

- Both Type 1 and Type 2 Diabetes
- Type 1 Diabetes
- Type 2 Diabetes
- Gestational Diabetes
- Obesity
- Pre-diabetes/insulin resistance

Responses to this section will allow the Association to respond to external and internal inquiries regarding the funding percentage the Association provides for each type of diabetes.

Research Program Area

Select up to three program areas that describe the type of research being proposed. Topic areas are used primarily to categorize funding within the Association's research portfolio and to assist in fielding external and internal inquiries regarding the various program areas we fund. While the program areas are used as a general guide to help match grant applications to appropriate reviewers, selecting any given area does not limit the proposal to a specific reviewer pool.

Scientific Abstract

(250-word limit)

Proposal abstracts must be included only in the online portion of the application; abstracts must *not* be included as separate attachments or in the Body of the Application. The scientific abstract must not exceed 250 words. The scientific abstract must be a technical description of the proposed work that includes a background, hypothesis, supporting rationale, specific aims, research design, and relevance to a cure, prevention, and/or treatment of diabetes. The abstract should be written in the third person.

Abstracts should not include symbols, such as "α." The Grant Management Site cannot support special characters, and any non-ASCII symbols will be converted to question marks ("?") upon submission. Use the full term instead of the symbol, e.g., use the term "alpha" instead of "α."

Lay Abstract

(250-word limit)

Proposal abstracts must be included only in the online portion of the application; abstracts must *not* be included as separate attachments or in the Body of the Application. The lay abstract must be a non-technical description of the proposed work, not to exceed 250 words. This description must not repeat the scientific abstract. Instead, use non-technical language so the general public that does not have a scientific background can understand. The non-technical description must include the study's purpose and significance to diabetes. Do not include confidential information in the lay abstract because if the award is funded, the lay abstract will become public information. The lay abstract must be written in the third person.

Abstracts should not include symbols, such as "β." The Grant Management Site cannot support special characters, and any non-ASCII symbols will be converted to question marks ("?") upon submission. Use the full term instead of the symbol, e.g., use the term "beta" instead of "β."

RFA Alignment

(250-word maximum)

Applicants must detail how the proposed research directly aligns with the priorities and targeted focus area of the RFA and will have a significant impact ("move the needle") on outcomes in those individuals living with diabetes.

Animal and/or Human Experimentation

Indicate whether IRB and/or IACUC approval will be necessary for the proposed research being conducted. The Association requires IRB and IACUC assurances for human and animal subjects, respectively, if these are used in the funded research experiment/protocol. Applicants selected for funding must provide evidence of appropriate IRB and/or IACUC approval prior to award activation.

If applicant already has IRB and/or IACUC approval for the project, it must be included in the Body of the Application. If the approval is pending, the Association will forward the approvals to the reviewers if received by the addendum deadline.

The Association will accept just-in-time submission of IRB and/or IACUC assurances. Applicants must submit approval by the award start date.

III. Body of the Application

A. File Format

Applicants must combine all requisite components of the application into **one PDF document**, ordered and named in accordance with application instructions.

Hard copies, multiple attachments, or other formats will not be accepted and will result in administrative disapproval of application.

The Association advises that applicants complete and acquire all required documents before creating the PDF. Hardcopy materials must be converted into electronic format (scanned) before combining into the single PDF file.

PDF-creation software is necessary to create a single merged PDF document. There are many options for PDF generator software, many of which are free or can be purchased at a nominal cost. Refer to [grants.gov](https://www.grants.gov) for a list of suggested PDF conversion programs. The Adobe® Acrobat® Reader free version will **not** create a PDF. You can use Adobe Acrobat version 6.0 or later to merge electronic files into a PDF document by following these steps:

1. Click the **Create PDF** button from the toolbar.
2. Select **From Multiple Files**.
3. Browse for all of the required files that should go in your application.
4. Arrange the files in order by selecting the **Move Up** and **Move Down** options. Use the Table of Contents to determine page order.
5. Select **OK** after all the documents are in order.
6. The Body of the Application PDF document is created.
7. Save the combined file according to the following naming convention: **Last Name, First Name - Project Title**. If Project Title is too long for the file name, use just the first five words.

The document header must include the applicant's name (Last Name, First Name format) and type of application submitted (e.g., Nutrition & Lifestyle Postdoctoral Fellowship Award.). The footer must contain the page number. The header and footer should be added to the PDF file *after* all sections have been merged and collated.

B. Formatting Requirements

Applications must abide by the following format specifications:

- **Font:** Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be **at least** 15 characters per inch. Since font size can appear larger on a computer screen, applicants are responsible for printing the PDF and measuring the font size. Applications that do not adhere to these formatting requirements will not be reviewed.
- **Font for Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes:** Label fonts may be a smaller point size, but must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.
- **Margins:** Margins must be at least one-half inch.
- **Spacing:** Single-spacing is acceptable.

- **Legibility:** The PDF document should be easy to read. Review Committee members read many applications and respond favorably to clear, organized, well-written proposals.

Header

Applicant name and award type must be in the header of the Body of the Application. Applicant name should be in last name, first name format. For example: Smith, John.

Applicants can use Adobe Acrobat 6.0 or later to create the header across the entire combined PDF by following the steps below (instructions vary by software versions; refer to program's 'Help' function for assistance):

1. Select **Document**, followed by **Add Headers and Footers**.
2. Select the **Headers** tab.
3. Select left justification.
4. Type the required information in the **Insert Custom Text** section.
5. Select **Insert**.
6. Select **OK** to see the header that was created.

Footer

Number the pages sequentially in the footer of the Body of the Application. The Table of Contents must be numbered as page 1 of the application, in order to correspond to the PDF file page. Applicants can use Adobe Acrobat 6.0 or later to create the header across the entire combined PDF by following the steps below (instructions vary by software versions; refer to program's 'Help' function for assistance):

1. Select **Document**, followed by **Add Headers and Footers**.
2. Select the **Footers** tab.
3. Select **Insert** in the **Insert Page Number** section.
4. Select **Insert**.
5. Select **OK** to see the page numbers that were created.

Table of Contents

The completed Body of the Application **must** include a Table of Contents so reviewers can easily locate application contents. Each section of the Table of Contents must include the page number according to the final Body of the Application PDF document. If a section does not apply to the proposal, the applicant should enter "N/A" rather than leaving the page number blank. The Table of Contents must be numbered as page 1 of the application, in order to correspond to its position in the final combined Body of the Application PDF file. The Table of Contents Template is available for download on the [Research Programs website](#) within the Application Materials. A sample Table of Contents is available on the following page. **Applications that do not include a Table of Contents will be administratively disapproved.**

EXAMPLE

Nutrition & Lifestyle Postdoctoral Fellowship Award

Last name, First name

Project Title

Table of Contents

	Page #
1. Resubmission Summary.....	_____
a. Summary Response (2-page maximum).....	_____
2. Research Plan.....	_____
a. Specific Aims (1-page maximum).....	_____
b. Significance and Innovation (1-page maximum).....	_____
c. Research Approach (4-page maximum).....	_____
3. Open Data and Resource Sharing Plan (1-page maximum).....	_____
4. References (1-page maximum).....	_____
5. Future Career Goals (1-page maximum).....	_____
6. Budget Form.....	_____
7. Facilities (250-word maximum).....	_____
8. Environment (250-word maximum).....	_____
9. Biographical Sketches (5-page maximum per biosketch).....	_____
a. Fellow.....	_____
b. Mentor.....	_____
10. Mentor Training Experience.....	_____
11. Mentor Letter of Support.....	_____
12. Manuscripts – Limit, 2 (OPTIONAL).....	_____
13. IRB and/or IACUC Approval (<i>only if obtained by application deadline</i>).....	_____

Body of the Application Contents

Specifications for the Body of the Application contents are described below. Begin each text section in the PDF file with the section label (e.g., Resubmission Summary, Research Plan, etc.).

The Association will not accept materials that are not listed in the Table of Contents Template. For example, an appendix with graphs/tables, additional data, more than 2 manuscripts, etc. will not be permitted and will be administratively removed from the application.

1) Resubmission Summary

Required for applicants submitting a revised application

The title of the resubmission must be identical to the original application. Applications are required to include a Resubmission Summary which includes substantial additions, deletions, and changes.

Substantial scientific changes must be clearly indicated in the text of the application by bracketing, indenting, or change of typography. Do not underline or shade changes. Deleted sections should be described in the summary response, but not marked as deletions. If changes are so extensive that essentially all of the text would be marked, explain this in the summary response. Ambiguity about changes from the original application will severely hamper the review process.

2) Research Plan

Complete a plan of the proposed research following the outline below. Figures and tables must be included within the maximum page limits within each section of the Research Plan. ***Applications that do not conform to these guidelines or exceed the maximum page limits within each section will be administratively disapproved.***

The overall proposal should be kept as brief as possible while still presenting the complete research plan. As a panel of experts in the field will review proposals, established methods may be referred to by reference rather than described in detail in the proposal. New methodology or novel approaches should be described in detail. In general, the scope of the proposal should match the program budget. The following format must be used for the Research Plan:

a) Specific Aims (1-page maximum; 1-figure maximum)

Provide an overview of the proposed project, including a high-level summary of the problem, relevance to the disease state and theoretical framework. Concisely state the goals of the work and summarize the expected outcome(s).

b) Significance and Innovation (1-page maximum)

(i) Significance

Explain the importance of the problem or barrier to progress in diabetes research addressed by the project, and the necessity of the proposed work to the development of new knowledge in this research area. Describe how the expected results will make a clear and significant contribution to the field of scientific knowledge, technical capabilities and/or clinical practice for people with diabetes.

(ii) Innovation

Describe any novel theoretical concepts or approaches utilized or developed by the proposed work, and any new applications/improvements in methodologies, instrumentation or interventions.

c) Research Approach (4-page maximum)

Describe the overall strategy, methodology and analyses used to accomplish the specific aims of the project, integrating any preliminary data into discussion of the specific aim(s). Discuss any potential pitfalls and outline contingency plans. Particularly if the project is in the early stages of development, address the management of any high-risk aspects of the proposed work and describe any strategy to establish feasibility. Any figures and tables must be included within the 4-page limit.

3) Open Data and Resource Sharing Plan (1-page maximum)

The data and resource sharing plan must not exceed one page. It must address (1) a brief summary of data outputs and/or resources that the proposed research will generate; (2) anticipated date when data and resources will be shared (no later than 6 months post-publication or 18 months from the award end date); (3) proposed repository for data sharing (applicants should reference the list of ADA-approved repositories; if use of an unapproved repository is desired, the applicant will be required to request approval before funding commences); and (4) justification for why the data and resource sharing plan is strong.

Applicants should also address whether a data-sharing agreement will be required and, if so, provide a brief description of such an agreement (including the criteria for deciding who can receive the data and whether any conditions will be placed on their use). References to data and resource sharing may also be appropriate in other sections of the application.

A 1-page maximum request for waiver may be submitted in place of the Open Data and Resource Sharing plan, in *only* one of the following categories:

- Human Subject Protection (privacy regulations or consent of research participants)
- Superseding Regulations (laws or institutional policies)
- Intellectual Property (existing IP rights)

A waiver request form is available for download within the application materials. Upon application review, if a request for waiver is not approved and the grant is approved for funding, the PI will be required to submit a data and resource sharing plan. If a plan is not received, the grant will be declined for funding.

4) References (1-page maximum)

The references made in the Research Plan must not exceed one page and must adhere to all formatting requirements. As applicable, the PI's name must be highlighted on all publications included in the References section.

5) Future Career Goals (1-page maximum)

Describe your long-term commitment to diabetes research, outlining future career plans, and explain how this Postdoctoral Fellowship Award will further those objectives. Demonstrate the relevance of your background and/or mentor's background to the proposed work.

6) Budget Form

A categorical budget form must be included. Refer to the Budget Guidelines section for specific budget details. The Budget Form is available for download on the [Research Programs website](#).

7) Facilities (250-word maximum)

Describe the facilities available for research and training and how they will be used by the Fellow. Must not exceed 250 words.

8) Environment (250-word maximum)

Describe other features of the educational environment that are available to the Fellow (e.g. other laboratory/department faculty and fellows, lectures/seminars). Must not exceed 250 words.

9) Biographical Sketch (5-page maximum per biosketch)***Required for PI and Mentor***

The Association accepts the [NIH Biographical Sketch Format](#). Applicants and/or technical personnel that do not have an NIH Biosketch should use the automated NIH SciENcv utility to create one. The SciENcv tool is available through [myNCBI](#).

a) Fellow

Include relevant research and teaching experience.

b) Mentor

Mentor biosketch must include a list of current funding.

10) Mentor Training Experience

Sponsoring Mentor must provide a listing of prior mentorship experience by listing the names of all fellows now in training and those previously trained **within** the last five years. The following information is required to be included for each trained fellow:

- Fellow Name
- Training Period (start and end dates of training period)
- Fellow's Highest Degree and Year Received
- Institution (institution where the fellowship occurred)
- Fellow's Current Position/Source of Support

11) Mentor Letter of Support***Required for all applicants***

The Sponsoring Mentor must provide a letter outlining their commitment to the applicant's training and development. The letter must be included in the Body of the Application PDF file. Letter should be addressed as "Dear Review Committee" and must specifically address the following points:

- Describe prior mentoring experience
- Provide assurance of an academic commitment to the applicant and to the applicant's research proposal, and confirm commitment of both adequate space and facilities for the conduct of the proposed work
- Provide assurance that the proposed project was developed primarily by the Fellow and will provide a distinct research program that the Fellow can independently pursue at the completion of their training
- Describe the applicant's qualifications for the proposed research
- Describe the applicant's potential for a successful independent career in diabetes research
- Outline plans for the longer-term development and training of the applicant

a) Letters of Recommendation***Required for all applicants***

In addition to the Mentor Letter of Support, three Letters of Recommendation assessing the scientific abilities and potential of the applicant are required at the time of application. The Grant Management Site requires for blind submission of Letters of Recommendation. Each recommender must individually upload

his/her Letter of Recommendation to the candidate's application in the Grant Management Site. All three letters must be uploaded to the application **prior to** submission. Letters of Recommendation instructions are available for download within the application materials. ***The system will prevent submission of any application without all three Letters of Recommendation uploaded by the recommenders by the application deadline.***

It is the responsibility of the candidate to ensure that all three recommenders have submitted their letters on time. It is strongly suggested that all Letters of Recommendation be uploaded to the Grant Management Site a week before the deadline date. The Association will not accept letters separately after the application deadline.

Letters should be addressed as "Dear Review Committee" and must specifically address the following points:

- Applicant's potential to make significant contributions to diabetes research
- Applicant's ability to innovate and collaborate
- Assessment of applicant's intellectual capacity and research potential in comparison with others at an equivalent career stage (percentile ranking - i.e. in the top 10% of previous trainees)

Letters of Recommendation must be submitted in the following categories:

1. PhD Advisor or Medical Training Advisor

Applicant's PhD or Medical Training Advisor must provide a letter of recommendation. If applicant cannot provide a reference from their direct graduate or medical training advisor, it must come from another individual specifically involved in the applicant's research or medical training at the graduate level, and the individual providing the reference must explain their relationship with applicant (e.g. thesis committee member, or investigator other than advisor that was a close collaborator/co-author, or that worked closely with the applicant during their graduate training).

2. Two additional letters of recommendation

Two additional letters of recommendation must be submitted from qualified individuals, other than the Sponsoring Mentor, who can evaluate the applicant's qualifications for the proposed research and assess the applicant's potential for a successful independent career in diabetes research.

12) Manuscripts – (Optional - Limit 2)

Applicants cannot submit more than two manuscripts per application. Manuscript submissions do not have a page limit and are not required to be published at the time of submission. Please note that manuscript submission is not required.

13) IRB/IACUC Approval

Required for all applicants using human and/or animal subjects

Evidence of appropriate IRB/IACUC approval for the proposed research should be uploaded to the final PDF copy of the application, if available. If evidence of approval is not available at the application deadline or just-in-time by start date of award. If approval is not received by the start date of the award, an award letter will not be offered, and the grant will not be activated until evidence of approval is received.

Application Submission

To complete the online application process at a later date, select **Save and Finish Later** at any point during the online application process. Saved applications can be accessed through the [Grant Management Site](#).

Select **Review & Submit** when ready to submit an application. **Changes cannot be made to submitted applications.** The PI must have approval from the sponsoring institution prior to application submission. Upon application submission, the Sponsoring Institution agrees to accept responsibility for the scientific and technical conduct of the research project and accepts all terms and conditions of the award.

Submission Issues? Troubleshooting Tips

1. The Online Grant Application Site utilizes cookies on your computer. To access the online application, you may need to:
 - a. Close all open browser windows
 - b. Clear your cache and cookies
 - c. Open a new browser window
 - d. Paste the following link into the address bar:
www.grantrequest.com/SID_320
 - e. Change your security setting to allow cookies
2. Applications will not be saved unless applicant creates an account before beginning the process. Applications created without user accounts will have to start over with the online application process.
3. Changes cannot be made to submitted applications. Be sure to proofread your application carefully prior to submission.

Electronic applications must be submitted by **5:00 PM Eastern Time** on the deadline date. Any questions about online grant applications should be sent to grantquestions@diabetes.org.

Questions? Contact Us

- Website URL: <https://professional.diabetes.org/research-grants>.
- For grant application and eligibility questions, please contact grantquestions@diabetes.org.