

# American Diabetes Association

## Clinical Scholars Award & Clinical Scientist Training Award Online Application Instructions

For July 1, 2010 Funding  
Application Deadline: January 15, 2010  
(Note: These awards are only available for application in January)

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2010

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• Tel: (703) 549-1500 • FAX: (703)-549-1715  
• Web Address: <http://professional.diabetes.org>

**MISSION STATEMENT:** To prevent and cure diabetes and to improve the lives of all people affected by diabetes.

# American Diabetes Association

This application packet contains instructions for the following online grant application:

**Clinical Scholars Award**

**Clinical Scientist Training Award**

For application and eligibility questions, please contact:

- Magda Galindo, Associate Manager, Research Programs  
[grantquestions@diabetes.org](mailto:grantquestions@diabetes.org)  
703-549-1500, ext. 2362

For budget-related questions, please contact:

- Angela Van Valkenburg, Associate Finance Manager, Research Programs  
[avanvalkenburg@diabetes.org](mailto:avanvalkenburg@diabetes.org)  
703-549-1500, ext. 2260

Web Address: <http://professional.diabetes.org>

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*A copy of the IRB/IACUC approval letter should be uploaded to the final PDF copy of the application if available. If approval is not obtained by the application deadline (January 15), approval can be submitted by the addendum deadline (February 28) or just-in-time by start date of award (July 1). If approval is not received by the start date of the award, no award letter will be sent and the grant will not be activated until approval is received..... 20*

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## **I. General Application Information**

### **A. Deadline**

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#### **Online Application**

The submission deadline for the Clinical Scholars Award and Clinical Scientist Training Award applications is **January 15 for July 1** funding. The Association will only accept online grant applications. The Association's website provides a link for electronic submission at <http://professional.diabetes.org>. Applicants submitting electronic applications must follow the instructions for online submission.

The online application consists of different information from the applicant, 1. contact information for the applicant, financial officer and grants administrator, 2. proposal details, 3. the body of the application (uploaded as an attachment), and 4. personal data form (uploaded as an attachment). Applicants must note that the body of the application must be in a Portable Document Format (PDF). **Applicants must convert the necessary components of their application into a PDF document using the full version of Adobe Acrobat®. The full version of Adobe Acrobat® can be purchased at a local software retailer. Adobe Acrobat® Reader is not the full version and cannot merge multiple documents into one document. Multiple attachments and other formats will not be accepted.**

Electronic applications must be submitted by 8:00 PM Eastern Time on the deadline date. If the deadline falls on a Saturday, Sunday or holiday, the application must be submitted by the following business day.

The Principal Investigator should have the institution's approval prior to submitting an application electronically. The American Diabetes Association does not require a signature page from the Institution.

### **B. Notification**

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The PI will receive a confirmation email from the American Diabetes Association Research Program staff within four weeks of the application deadline. This notification will be sent to the email address the PI indicated in the online application. If the PI **does not** receive this email in the time frame indicated, please contact Magda Galindo at [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).

Applicants selected for funding will be sent an Intent to Fund Letter and those not selected for funding will be notified by email within five months of the application deadline.

### **C. Changes**

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Applicants must notify the Association in writing about any changes made to their application. These changes include the following:

#### **Contact Information Change**

Send an email to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) and specify the PI's name, application type, application title, and contact information changes.

#### **Application Withdrawal**

Send an email to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) and indicate the PI's name, application type, application title, and the reason for withdrawal.

## **D. Review Criteria**

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All applications will be reviewed on the basis of scientific merit, feasibility, relevance to diabetes research, training potential, and training record of the **Faculty Sponsor**.

All stipulations for preparing applications must be followed (e.g., supporting documents, page limits, font sizes). **Failure to follow these stipulations will result in administrative disapproval** of the application submitted.

## **II. Award Guidelines**

### **A. Clinical Scholars**

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#### **Purpose**

The purpose of the American Diabetes Association's Clinical Scholars Program is to produce leaders in the fields of diabetes research, teaching and patient care by supplying clinicians-in-training the opportunity to contribute to the process of discovery in diabetes research laboratories/clinics. The Clinical Scholars Program will supply a unique opportunity to effectively integrate students into the process of research discovery, with an emphasis on patient-oriented research experiences.

The goals of the Clinical Scholars Program are to identify students interested in diabetes research, place them in a suitable laboratory/clinic for a year, create access to a group of Research Scientists and peers who share common research interests, expose the student to a relevant clinical experience, and to support the student with a stipend. In order to foster integration of scientific and clinical training, the students will ideally spend one afternoon per week in a clinical experience related to the research problem being addressed. Students are eligible for the Clinical Scholars Program after completing 2 or more years of medical, pharmacy, podiatric or osteopathic school.

#### **Support**

The Clinical Scholars Program provides support for 12 months **to the Faculty Sponsor** in a clinical or basic science research environment. The award will be in the amount of \$30,000 per year, with a maximum of \$20,000 for a salary stipend to the student, which may include health and social security benefits if applicable. The remaining \$10,000 of the award is to be allocated to the Faculty Sponsor to offset the costs of grant-related laboratory materials, supplies, and travel (travel limited to \$500 for the year). The American Diabetes Association does not pay indirect costs with this award.

The following items may **NOT** be purchased with ADA awarded funds:

- Rent for office or lab space
- Computer hardware (e.g., desktop, laptop, printer) or telephone service support, unless adequately justified and approved by the ADA in writing prior to the purchase
- Non-technical (e.g., custodial or administrative) support
- Relocation costs
- Memberships and subscriptions (including ADA Professional Section membership)

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 ADA Research Program Office. The Association reserves the right to refuse to pay for items or services with direct costs. Unsanctioned purchases will be deducted from the recipients grant account.

#### **Eligibility Requirements**

*The application must be co-initiated by the Faculty Sponsor and student.*

*Student.* The student must have completed **2 or more years** at an accredited U.S. medical, pharmacy, podiatry, or osteopathy school, and must be **currently enrolled** in medical, pharmacy, podiatry, or osteopathy school. Accordingly, in

*Updated October 2009*

addition to those working on their **MD**, students working on their **PharmD, DPM, or DO** are eligible for this award. **Previous Clinical Scholar recipients may apply a second time, however first consideration will be given to new applicants.**

The student and his/her faculty sponsor will prepare a proposal outlining the research project, the role of the student, and the feasibility of completion of the project in the one year time frame of the award. A letter from an official at the applicant's school documenting that he/she is presently enrolled and is in good academic standing must be supplied. A *scanned copy* of the students' *official transcripts* and curriculum vitae must accompany the application.

Students enrolled in an **MSTP** program may apply for one year of support for their research, although priority will continue to be given to the traditional audience for Clinical Scholars awards (i.e. MD, PharmD, DPM or DO students who want to spend a year doing research). *Note:* MSTP students do not need to take leave from school to conduct research.

*Faculty Sponsor.* The Faculty Sponsor must be conducting diabetes-related research. The student's sponsor must hold a full time faculty position with an accredited medical, pharmacy, podiatry, osteopathy school or a non-profit research institution in the United States and must be a United States citizen or have (or have applied for) permanent resident status. Sponsors who are not U.S. citizens must provide a photocopy of their Permanent Resident Card. If the application to become a permanent resident in the United States is pending, the applicant must submit a letter from the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) that the application has been received. **Permanent residency proof must be uploaded to page 3 of the online application as an attachment.**

Faculty Sponsors may only collaborate with one applicant each year. The sponsor must become an ADA Professional Section Member of the American Diabetes Association and should have a demonstrated record of success in conducting research and in working with research trainees. The sponsor must provide a copy of a NIH biosketch and a letter indicating his/her intent to work with the student for the designated research period.

- Faculty Sponsors (the applicant) must agree to devote at least **75 percent of total time and effort to research** during the period of ADA funding. In other words, 75% of the Principal Investigator's time must be dedicated to research. This percentage includes time spent on all ADA-funded grants *in addition to* grants funded by other agencies.
- Potential applicants already holding two different ADA Core awards are **NOT** eligible to apply unless one or both of these awards will expire by the start date of the new award(s) being applied for.
- Applicants may apply for a **maximum** of one Core Research/Development award and one Core Training Award per deadline date (January 15 and July 15).

- The awards shown

<u>Core Research/Development Awards</u>	<u>Core Training Awards</u>
Basic Science Award	Clinical Scholars Award
Clinical/Translational Award	Clinical-Scientist Training Award
Innovation Award	Mentor-Based Postdoctoral Fellowship Award
ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology	Mentor-Based Minority Postdoctoral Fellowship Award
Henry Becton Innovation Award	ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Award
Junior Faculty Award	ADA-Merck Clinical/Translational Postdoctoral Fellowship Award
Career Development Award	
Distinguished Clinical Scientist Award	

Association’s core research fall into two categories, as in the Table below.

- **Applicants cannot hold or apply for more than one ADA Targeted Award at a time**
- **At most, awardees can hold 3 ADA awards: 1) one Core Research/Development award, 2) one Core Training award, and 3) one Targeted Award.**
- 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 obtain IRB and/or IACUC approval and may submit documentation of this approval at one of the following times: 1) at the time of application, 2) by the addendum deadline (February 28 for January 15 application deadline and August 31 for July 15 application deadline), or 3) just-in-time approval by the start date of the award (January 1 or July 1). *Note:* If approval is not received by the start date of the award, no award letter will be sent and the grant will be not be activated.
- Award recipients are required to become members of and/or maintain membership in the Professional Section of the American Diabetes Association (membership fee cannot be paid with ADA direct cost funds).
- All award guidelines and stipulations for preparing applications must be followed (e.g., supporting documents, page limits, font sizes). **Failure to follow these stipulations will result in administrative disapproval** of the application submitted.

- Award funds are paid to the recipient's financial institution in quarterly payments on the following dates: August 15, November 15, February 15, and May 15. The first check is sent on August 15.
- The student must remain in good academic standing to continue receiving support.
- No budget revisions are allowed unless written approval is obtained from ADA staff. Under no circumstances will the total budget for a project be increased beyond the terms originally applied for and approved by the Association.
- After the completion of the first and only year of the grant, a Cumulative Final Report, which includes a scientific and a financial portion, is due within 60 days after the expiration date of the grant. Any funds not expended at the end of the final year **MUST** be returned to the American Diabetes Association. Any and all adjustments must be incorporated into this final reconciliation and accounting. Any claims not brought within 6 months of the end date shall be deemed waived.
- If the complete final report is not received by the due date, the grantee will not be eligible to apply for any future ADA awards until the obligations for this award are complete. Additionally, if the grantee has other ADA awards, those awards will be placed on hold until the proper Final Report is received. The required reporting forms and further grant details can be found on our web page at <http://professional.diabetes.org>.
- Activation of the award is contingent upon receipt of the research profile (written by the Faculty Sponsor), photograph of the Sponsor with the student (a 300 DPI) in a laboratory setting, and IRB/IACUC approval (if applicable). Research profile forms are sent to all new grant recipients within the first month of notification.
- Acknowledgement of support from the American Diabetes Association must be made when findings are reported or publicity given to the research and in all research publications arising, in whole or in part, from funds provided by this award.

## **B. Clinical Scientist Training**

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### **Purpose**

The Clinical Scientist Training Award supports MD, PharmD, DPM or DO students who are jointly working on a degree in a research-oriented PhD Program, Masters Program in Clinical Research, or Masters Program of Public Health. The time and economic commitment on the part of a student pursuing this degree is obviously significant. To encourage them to take this step, and to make diabetes their chosen field, the American Diabetes Association has created the Clinical Scientist Training Award. The Association intends to support the brightest, most promising students to help bring much-needed new scientists into basic and clinical diabetes research.

### **Support**

The Clinical Scientist Training Award provides 3 years of support **to the Faculty Sponsor** to facilitate the research portion of the student's joint degree, e.g., PhD, MS in Clinical Research, or MPH. The award will be in the amount of \$30,000 per year, with a maximum of \$20,000 for the student's salary stipend, which may include health and social security benefits if applicable. The remaining \$10,000 of the award is to be allocated to the Faculty Sponsor to offset the costs of grant-related laboratory materials, supplies, and travel to ADA Scientific Sessions (travel limited to \$1,000 per year). The American Diabetes Association does not pay indirect costs with this award.

The following items may **NOT** be purchased with ADA awarded funds:

- Rent for office or lab space
- Computer hardware (e.g., desktop, laptop, printer) or telephone service support, unless adequately justified and approved by the ADA in writing prior to the purchase
- Non-technical (e.g., custodial or administrative) support
- Relocation costs
- Memberships and subscriptions (including ADA Professional Section membership)

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 ADA Research Program Office. The Association reserves the right to refuse to pay for items or services with direct costs. Unsanctioned purchases will be deducted from the recipients grant account.

## **Eligibility Requirements**

*Same as Clinical Scholar Award.*

***Student.*** Eligible students must be pursuing a dual degree in Medicine, Pharmacy, Osteopathy or Podiatric medicine *and* a research-oriented PhD, Master in Clinical Research, or Master of Public Health degree. Students already enrolled in an MSTP program are **not** eligible to apply for this award.

The student must have a qualified Faculty Sponsor. The student and his/her Faculty Sponsor will prepare a proposal outlining the research project, the role of the student, and the feasibility of completion of the project in the time frame of the award. A letter from an official at the applicant's school documenting that the student is presently enrolled and is in good academic standing must be supplied. A *scanned* copy of the student's *official transcripts* and curriculum vitae must accompany the application.

***Faculty Sponsor.*** The Faculty Sponsor must be conducting diabetes-related research. The student's Faculty Sponsor must hold a full time faculty position with an accredited medical, pharmacy, podiatry, or osteopathy school or a non-profit research institution in the United States and must be a United States citizen or have (or have applied for) permanent resident status. Sponsors who are **not** U.S. citizens must provide a photocopy of their Permanent Resident Card. If the application to become a permanent resident in the United States is pending, the applicant must submit a letter from the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) that the application has been received. **Permanent residency proof must be uploaded to page 3 of the online application as an attachment.**

The Faculty Sponsor must become an ADA Professional Section Member of the American Diabetes Association and should have a demonstrated record of success in conducting research and in working with research trainees. The sponsor must provide a copy of a NIH biosketch and a letter indicating his/her intent to work with the student for the designated research period.

- Faculty Sponsor (the applicant) must agree to devote at least **75 percent of total time and effort to research** during the period of ADA funding. In other words, 75% of the Principal Investigator's time must be dedicated to research. This percentage includes time spent on all ADA-funded grants *in addition to* grants funded by other agencies.
- Faculty Sponsors (the applicant) must agree to devote at least **75 percent of total time and effort to research** during the period of ADA funding. In other words, 75% of the Principal Investigator's time must be dedicated to research. This percentage includes time spent on all ADA-funded grants *in addition to* grants funded by other agencies.
- Potential applicants already holding two different ADA Core awards are **NOT** eligible to apply unless one or both of these awards will expire by the start date of the new award(s) being applied for.
- Applicants may apply for a **maximum** of one Core Research/Development award and one Core Training Award per deadline date (January 15 and July 15).

- The awards shown

<u>Core Research/Development Awards</u>	<u>Core Training Awards</u>
Basic Science Award	Clinical Scholars Award
Clinical/Translational Award	Clinical-Scientist Training Award
Innovation Award	Mentor-Based Postdoctoral Fellowship Award
ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology	Mentor-Based Minority Postdoctoral Fellowship Award
Henry Becton Innovation Award	ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Award
Junior Faculty Award	ADA-Merck Clinical/Translational Postdoctoral Fellowship Award
Career Development Award	
Distinguished Clinical Scientist Award	

Association's core research fall into two categories, as in the Table below.

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- **At most, awardees can hold 3 ADA awards: 1) one Core Research/Development award, 2) one Core Training award, and 3) one Targeted Award.**
- 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 obtain IRB and/or IACUC approval and may submit documentation of this approval at one of the following times: 1) at the time of application, 2) by the addendum deadline (February 28 for January 15 application deadline and August 31 for July 15 application deadline), or 3) just-in-time approval by the start date of the award (January 1 or July 1). *Note:* If approval is not received by the start date of the award, no award letter will be sent and the grant will be not be activated.
- Award recipients are required to become members of and/or maintain membership in the Professional Section of the American Diabetes Association (membership fee cannot be paid with ADA direct cost funds).

- All award guidelines and stipulations for preparing applications must be followed (e.g., supporting documents, page limits, font sizes). **Failure to follow these stipulations will result in administrative disapproval** of the application submitted.
- Award funds are paid to the recipient's financial institution in quarterly payments on the following dates: August 15, and November 15, February 15, and May 15. The first check is sent on August 15.
- The student must remain in good academic standing to continue receiving support. Award is contingent upon acceptance into a research oriented, PhD, MS in Clinical Research, or MPH program.
- No budget revisions are allowed unless written approval is obtained from ADA staff. Under no circumstances will the total budget for a project be increased beyond the terms originally applied for and approved by the Association.
- Each grantee is required to submit an Annual Progress Report to the ADA, which includes a scientific and a financial portion, 30 days after the end of each previously committed funding year. Each year of funding after the first is contingent upon approval of the Annual Progress Report and the availability of funds. ADA reserves the right to reduce the current year award by 5% if the progress report is not received on or before the due date. The reduction shall be deducted from the next scheduled payment. Should your complete report not be received within 90 days after the due date, the award will be terminated.
- After the completion of the final year of the grant, a Cumulative Final Report, which includes a scientific and a financial portion, is due within 60 days after the expiration date of the grant. Any funds not expended at the end of the final year **MUST** be returned to the American Diabetes Association. Any and all adjustments must be incorporated into this final reconciliation and accounting. Any claims not brought within 6 months of the award end date shall be deemed waived.
- If the complete final report is not received by the due date, the awardee will not be eligible to apply for any future ADA awards until the obligations for this award are complete. Additionally, if the awardee has other active ADA awards, those awards will be placed on hold until the proper Final Report is received. The required reporting forms and further grant details can be found on our web page at <http://professional.diabetes.org>
- No expenses incurred after the award end-date can be charged to the American Diabetes Association.
- Activation of award is contingent upon receipt of the research profile (written by the Faculty Sponsor), photograph of the Faculty Sponsor with the student (300 DPI) in a laboratory setting, and IRB/IACUC approval (if applicable). Research profile forms are sent to all new grant recipients within the first month of notification.
- Acknowledgement of support from the American Diabetes Association must be made when findings are reported or publicity given to the research and in all research publications arising, in whole or in part, from funds provided by this award

## III. Application Preparation

### A. Accessing the Online Grant Application

- Go to the American Diabetes Association Research home page at [www.diabetes.org/research](http://www.diabetes.org/research)
- Select **Research Grant Application Forms**
- Choose **Current Grant Opportunities**
- Select the online application link for the Clinical Scholars or Clinical Scientist Training Award application
- Follow the steps
- Take the eligibility quiz
- After the system determines that you are eligible, the application process will begin

If you have any problems accessing the online grant application, please contact Magda Galindo at [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) or 703-549-1500, ext. 2362.

### B. Contact Information

#### **Principal Investigator's Contact Information**

The applicant must provide the institution's **Tax ID and full name of the institution** where the research will be conducted. Incorrect or incomplete information can 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.

#### **Financial Officer's Contact Information**

The applicant must provide the **full financial institution's name** to which checks should be made payable as it appears on your institution's **W-9 Tax Certification Form**. Incorrect or incomplete names can 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 space limit for this field. Please provide appropriate abbreviations if available. (Ex: ADA Research Foundation.)

In addition to the financial institution's name, enter the name of the responsible financial officer, current complete mailing address where checks should be sent, phone number, fax number, and email address must be provided. Please note that the PI must have the institution's approval prior to submitting an application electronically. The American Diabetes Association does not require a signature page from the Institution. **Incorrect or incomplete information can cause a delay in correspondence and payments.**

#### **Grant Administrator's Contact Information**

Applicants must provide the grant administrator's name, email address, and phone number who will keep full account of disbursements.

### C. Proposal Details

#### **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  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta. The database system will convert all unfamiliar characters into illegible symbols.

#### **Animal and/or Human Experimentation**

Indicate the type of experimentation that corresponds with the proposed research being conducted.

## **Vertebrate Animals Research**

Select yes if the proposed research involves animal subjects.

If applicants already have an approval for the project, it should be included in the body of the application. Please refer to section D of the *Online Application Instructions*.

The Association will forward the approvals to the reviewers if received by the addendum deadline. The addendum deadline is **February 28**.

The Association will accept just-in-time IACUC assurances for animal subjects. Applicants must submit approval by the funding date of **July 1**.

## **Human Subjects Research**

Select yes if the proposed research involves human subjects.

If applicants already have an approval for the project, it should be included in the body of the application. Please refer to section D of the *Online Application Instructions*.

The Association will forward the approvals to the reviewers if received by the addendum deadline. The addendum deadline is **February 28**.

The Association will accept just-in-time IRB assurances for human subjects. Applicants must submit approval by the funding date of **July 1**.

## **Diabetes Type of Proposed Research**

Indicate if the research is relevant to one or two of the following categories:

- Both Type 1 and Type 2 Diabetes
- Type 1 Diabetes
- Type 2 Diabetes
- Gestational Diabetes
- Pre-Diabetes/Insulin Resistance
- Obesity

Responses to this section will help the American Diabetes Association fulfill external and internal inquiries about the percent of funding we provide for each type.

## **Research Program Area**

Select up to three program areas that describe the type of clinical research being proposed. Please note that you must select one area per drop down menu. These selections will help the American Diabetes Association fulfill external and internal inquiries about the different program areas we fund. It also helps to find potential donors for those particular areas.

## **Research Type**

Is your proposed research basic or clinical? For the purpose of this award, 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.

## **Scientific Abstract**

The scientific abstract must not exceed 250 words. The scientific abstract must be a technical description of your 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 have symbols, such as  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta.

Abstracts should *not* be included as separate attachments or in the body of the application. They should only be included on the online portion of the application.

### **Lay Abstract**

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 your award is funded, the lay abstract will become public information. The lay abstract must be written in the third person. Abstracts should not have symbols, such as  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta.

Abstracts should *not* be included as separate attachments or in the body of the application. They should only be included on the online portion of the application.

### **Budget**

Enter the requested amounts for the total amount and each year of the award. An itemized budget and budget justification form must be included in the body of the application.

## **D. Body of the Application**

The body of the application must be in a Portable Document Format (PDF) and uploaded to page 3 of the online application. **Hardcopies will not be accepted.**

**Applicants must convert the necessary components of their application into a PDF document using the full version of Adobe Acrobat®. The full version of Adobe Acrobat® can be purchased at a local software retailer. Adobe Acrobat® Reader is not the full version and cannot merge multiple documents into one document. Multiple attachments and other formats will not be accepted.**

The Association advises that the applicants complete and acquire all of the required documents before creating the PDF. Hardcopy materials must be converted to electronic files before merging in one PDF document. Applicants must scan their hardcopy materials in order to create the required electronic files. Adobe Acrobat® Version 6.0 can merge the electronic files in a PDF document by the following steps:

1. Click on 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.  
(Section D of the *Online Application Instructions* explains the order of the body of the application components.)
5. Select **OK** after all the documents are in order.
6. The body of the application PDF document is created.

### **Format**

Applicants must follow the following instructions when formatting their application:

**Font size:** All text should be typed using Arial or Times New Roman font, and should be at least 12 pt. typeface with no more than 15 characters per inch. Text included with figures should also be typed using Arial or Times New Roman and should range in size from 8 pt. to 12 pt. typeface. Because the font size can appear larger on the 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.

**Margins:** Margins must be at least half an inch.

**Spacing:** Single-spacing is acceptable.

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

**Table of Contents:** The completed body of the application must include a Table of Contents so the reviewers can easily find the application's contents. An example of how the Table of Contents should look is on the next page. Applicants must indicate the page numbers for each section on the Table of Contents. The applicant should put N/A, instead of leaving the page number blank, if a section does not apply to the applicant.

**Header:** The applicant's name must be in the header of the body of the application. Please type the last name and then the first name. For example: Smith, John. Applicants can use Adobe Acrobat® Version 6.0 to create the header. Follow the steps below:

1. Select **Document**, followed by **Add Headers and Footers**
2. Select the **Headers** tab
3. Select right justification
4. Type the applicant's last name and then the first name in the **Insert Custom Text** section
5. Select **Insert**
6. Select **OK** to see the header that was created

**Page numbering:** Number the pages sequentially in the footer of the body of the application. Applicants can use Adobe Acrobat® Version 6.0 to create the page numbers. Follow the steps below:

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

The American Diabetes Association recommends creating the PDF document (without the Table of Contents) first. Then, insert the page numbers and header. After a PDF document is created, type the page numbers on the Table of Contents page. Finally, merge the Table of Contents page with the PDF to create the final PDF document.

### **Body of the Application Contents**

Descriptions of the body of the application's contents are following the Table of Contents example. Please note that the American Diabetes Association will not accept other materials that are not listed in the Table of Contents.

## Table of Contents: Body of the Application

Page #

1. Research Plan .....	_____
2. References.....	_____
3. Student’s Role.....	_____
4. Biographical Sketch.....	_____
a. Student>>.....	_____
b. Faculty Sponsor.....	_____
5. Joint Degree Explanation (Clinical Scientist Training applicants only) .....	_____
6. Facilities.....	_____
7. Environment.....	_____
8. Relationship with Faculty Sponsor.....	_____
9. Faculty Sponsor Training Experience.....	_____
10. All Sources of Support.....	_____
11. Abstracts (for sources of support).....	_____
12. Budget .....	_____
13. Academic Record.....	_____
14. Faculty Sponsor Letter.....	_____
15. Academic Standing Letter.....	_____
16. Support Letters.....	_____
17. Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) Approval.....	_____

## **1. Research Plan**

*Clinical Scientist Training Applicants – 4 page maximum*

*Clinical Scholars Applicants – 2 page maximum*

Describe the proposed research following the outline below. Attention should be given to the significance of the proposed research to diabetes or its complications.

- (a) Purpose
- (b) Background
- (c) Experimental design and methodology
- (d) Expected results and data analysis
- (e) Feasibility of completion of project
- (f) Significance

## **2. References**

*Clinical Scientist Training Applicants – 2 page maximum*

*Clinical Scholars Applicants – 1 page maximum*

The references made in the Research Plan must not exceed the page limits.

## **3. Student's Role**

*Required for Clinical Scholars and Clinical Scientist Training Applicants*

Describe the student's role in the project, i.e. role in the study design, execution of experiments, data analyses, creation of manuscripts, etc.

## **4. Biographical Sketch**

*Biographical Sketches must be provided for 1) the Faculty Sponsor and 2) the student.*

The American Diabetes Association accepts NIH Biographical Sketches. Students who do not have an NIH Biographical Sketch must complete their biographical information in the following education and research and/or professional experience sections. Biographical Sketches should not exceed four pages.

### **a) Education**

List the name of college or university where each degree was earned starting with the Baccalaureate degree. Please include degree, year conferred and field of study.

### **b) Research and/or Professional Experience**

Concluding with the Sponsor's present position, list in chronological order previous employment since obtaining the doctorate degree, experience, and honors. Additionally, for the Sponsor, list in chronological order, the title and complete references to all publications during the past three years and to representative earlier publications pertinent to this application. For the student, list any relevant experience or publications.

## **5. Joint Degree Explanation**

*Required for Clinical Scientist Training Students only*

Student must explain why they are pursuing an advanced research degree, e.g, PhD, MS in Clinical Research, or MPH, in addition to the MD, DO, PharmD or DPM degree.

## **6. Facilities**

*Required for Clinical Scholars and Clinical Scientist Training Applicants*

Describe the facilities and how they will be used. Indicate any unique features of the research protocol and training environment.

## **7. Environment**

*Required for Clinical Scholars and Clinical Scientist Training Applicants*

Describe other features of the educational environment available to the student (e.g., other laboratory/department faculty and fellow, lectures, and seminars).

## **8. Relationship with the Faculty Sponsor**

*Required for Clinical Scholars and Clinical Scientist Training Applicants*

Describe the proposed relationship between the Faculty Sponsor and student, such as, attending regular meetings, extent of time spent conducting research together, and other forms of close interaction.

## **9. Faculty Sponsor Training Experience**

### ***Required for Sponsors of the Clinical Scholars and Clinical Scientist Training Applicants***

Sponsors must list the names of all fellows and graduate students now in training and those previously trained under their direction within the last five years. Sponsors must be sure to include the student's name, training period, degree, year degree was earned, institution, source of support during the fellowship, and current position.

## **10. All Sources of Support**

### ***Required for Faculty Sponsors of the Clinical Scholars and Clinical Scientist Training Applicants***

List all of the Faculty Sponsor's sources of support (pending or current) including federal (NIH, VA, NSF, etc), nonprofit, industry, or other. Ambiguity regarding other funding warrants administrative disapproval. If support for this project is obtained from other sources, the American Diabetes Association will withdraw any funds awarded.

List each support (pending and current) in the following order:

- Granting agency
- Start and end dates
- Project title
- Total direct and indirect funding requested or granted
- Specify areas where there are overlaps in budget requests
- Role of the sponsor
- Percent of time devoted to the proposed study

## **11. Abstracts**

Provide abstracts for all pending and current support.

## **12. Budget**

### ***Required for Clinical Scholars and Clinical Scientist Training Applicants***

An itemized budget and budget justification must be included. The Excel spreadsheet budget form can be accessed at [http://professional.diabetes.org/Diabetes\\_Research.aspx?typ=18&cid=64383](http://professional.diabetes.org/Diabetes_Research.aspx?typ=18&cid=64383)

**The American Diabetes Association requires applicants to complete the itemized budget on the Excel spreadsheet and to create the budget justification in a Word document.** Please refer to the [Budget Guidelines](#) of the *Online Application Instructions* for more information about the budget guidelines.

## **13. Academic Record**

### ***Required for Clinical Scholars and Clinical Scientist Training Students***

A copy of the applicant's official transcript must be included.

## **14. Faculty Sponsor Letter**

### ***Required for Clinical Scholars and Clinical Scientist Training Students***

The sponsor must provide a letter indicating his/her intent to work with the student for the designated research period.

## **15. Academic Standing Letter**

### ***Required for Clinical Scholars and Clinical Scientist Training Students***

Applicants must include a letter from a school official confirming good academic standing.

## **16. Support Letters**

### ***Optional for Clinical Scholars and Clinical Scientist Training Students***

Up to two letters of support may be included. Please note that the American Diabetes Association does not accept letters separately after the application deadline date. All letters must be included in the PDF document. Address the letters as "Dear Reviewers."

## 17. Institutional Review Board (IRB) & Institutional Animal Care & Use Committee (IACUC) Approval

### *Required for all applicants using human and/or animal subjects*

A copy of the IRB/IACUC approval letter should be uploaded to the final PDF copy of the application if available. If approval is not obtained by the application deadline (January 15), approval can be submitted by the addendum deadline (February 28) or just-in-time by start date of award (July 1). If approval is not received by the start date of the award, no award letter will be sent and the grant will not be activated until approval is received.

## 18. Additional Attachments:

### **Personal Data Form**

#### *Required from the Faculty Sponsor and Student*

The American Diabetes Association has a continuing commitment to monitor the operation of its review and award processes to detect—and deal appropriately with—any instances of real or apparent inequities with respect to age, sex, race, or ethnicity of the proposed principal investigator(s)/program director(s).

To provide the ADA with the information it needs for this important task, download the form at <http://www.diabetes.org/diabetes-research/research-grant-application-forms/ADA-grant-opportunities/forms-guidelines-FAQs.jsp>, complete it and upload on page 3 of the online application as a

### **Permanent Resident Status Proof**

#### *Required from all U.S. Permanent Resident Faculty Sponsors Only*

Applicants that are not U.S. citizens must provide proof of their permanent resident status. If the applicant is a permanent resident, he/she must submit a photocopy of his/her Permanent Resident Card. If the application to become a permanent resident in the United States is pending, the applicant must submit a letter from the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) that the application has been received. **Scan the proof, convert to a PDF, and upload on page 3 of the online application as a separate attachment.**

## **IV. Application Submission**

### **A. Electronic Submission**

Applicants can select **Save and Finish Later** if they want to complete the online application process at a later date. After applicants select **Save and Finish Later**, the system will prompt the applicants to create an account. Subsequently, the system will email the applicants their password. Applicants can access their saved online application via the following link [www.grantrequest.com/sid\\_320](http://www.grantrequest.com/sid_320)

**Applicants must not exit the online application process without creating an account. Applicants that do not create accounts will have to start over with the online application process.**

Applicants must select **Review & Submit** when they are ready to submit an application. **Changes cannot be made to submitted online applications.** Prior to submitting an application electronically, applicants must be certain that The Principal Investigator (PI) has the institution's approval. Upon submitting the application, the American Diabetes Association recognizes that the institution agrees to accept responsibility for the scientific and technical conduct of the research project and agrees to all terms and conditions of the award.

### **Important Online Application Details**

1. This process utilizes "cookies" on your computer. **To access the online application**, you may need to 1) close all open Web browser windows, 2) re-open a new Web browser window, 3) paste the above link into the address bar, and 4) change your security setting to allow cookies,
2. **Applications will not be saved unless applicants create an account before beginning the process.** Applicants without saved accounts will have to start over with the online application process.
3. Changes cannot be made to submitted applications.

Electronic applications must be submitted by 8:00 PM Eastern Time on the deadline date. Any questions about the online grant application should be referred to Magda Galindo at [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org)

### **B. Application Checklist**

*All* applicants should check their submission for the following

- \_\_\_\_\_ 1. Required questions were answered on the online form.
- \_\_\_\_\_ 2. The body of the application as described in the *Online Application Instructions* is completed and converted to a PDF.
- \_\_\_\_\_ 3. Proof of permanent resident status (if applicable) is included as an attachment.
- \_\_\_\_\_ 4. A Personal Data Form is included as an attachment.