

# American Diabetes Association

## Distinguished Clinical Scientist Award

### Online Application Instructions

For July 1, 2010 Funding  
Application Deadline: January 15, 2010  
(Note: This award is only available for application in January)

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2010

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1701 North Beauregard Street • Alexandria, Virginia 22311  
• 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

## Research Funding

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

### Distinguished Clinical Scientist 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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# I. General Application Information

## A. Deadlines

### **Online Application**

The submission deadline for the Distinguished Clinical Scientist Award applications is **January 15 for July 1** funding. The American Diabetes Association (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 all attachments 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 applicant Principal Investigator (PI) should have the institution’s approval prior to submitting an application electronically. The Association does not require a signature page from the Institution.

## B. Notification

The PI will receive a confirmation email from the Association’s Research Program staff within four weeks of the application deadline. This notification will be sent to the email address the PI indicates 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

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

### **Contact Information Change**

PI must send an email to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) specifying PI’s name, application type, application title, and contact information changes.

### **Application Withdrawal**

PI must send an email to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) indicating PI’s name, application type, application title, and the reason for withdrawal.

## **D. Review Criteria**

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Particular attention will be paid to:

- The quality and activity of the applicant investigator's clinical diabetes research program.
- The applicant investigator's past training and mentoring record.
- Demonstration of the applicant's seminal contributions to patient-oriented diabetes research.
- Evidence of sufficient research support and adequate facilities to continue providing contributions to the field of diabetes research.

## II. Award Guidelines

### A. Distinguished Clinical Scientist Award Stipulations

#### **Purpose**

The purpose of the Distinguished Clinical Scientist Award Program is to recognize outstanding researchers and thought leaders who have advanced the field of patient-oriented diabetes research. This award is therefore both a research grant and an honor, and as such can only be given once to any individual investigator. It provides flexible funding for established full-time investigators who have made novel or watershed contributions to clinical diabetes research and who will continue to provide leadership in their research area.

#### **Support**

This is a four-year research grant. The total amount of the award will not exceed \$200,000 per year (this sum includes 15% indirect costs). Funds must be used to further the investigators work in clinical diabetes research and training. Normal budget restrictions apply to some categories, i.e. travel limit, equipment limit, and the 15% cap on indirect costs. There are no other budget restrictions.

#### **Eligibility Requirements**

This is a **Mid-Career Award**. The awarded investigator must hold a MD, PhD, and/or DO or equivalent clinical degree. Applicants must be **55 years of age or younger by the application deadline date, or be within 20 years of first funding as a PI by a national peer-reviewed funding agency**, to be eligible to apply. Applicants should demonstrate excellence in clinical research, mentoring and training. Candidates will generally have at least 10 years of experience beyond receipt of their “terminal” doctoral degree and will have obtained the rank of Associate Professor or higher. Applicants are expected to provide evidence of past accomplishments and, more importantly, demonstrate potential for continued enriching contributions. **This is a one-time only award. Past Distinguished Clinical Scientist Award recipients may not reapply.**

**Holders of NIH K24 awards are not eligible to apply for, or to hold, a Distinguished Clinical Scientist Award.**

Eligibility requirements are listed below. Failure to comply will result in automatic administrative approval.

- Awards are limited to institutions within the United States and U.S. possessions. Applicants must be United States citizens or possess (or have applied for) permanent resident status. Applicants who are not U.S. citizens must provide 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) stating that the application has been received. **Permanent residency proof must be uploaded to page 3 of the online application as a PDF attachment.**
- Applicants must hold faculty positions or the equivalent at university-affiliated institutions or other nonprofit research institutions within the United States and U.S. possessions. **ADA staff expects that appointments at the applicant organization are full-time. If an appointment is less than full time, this must be noted on the budget page and fully explained on the budget justification page. Applications from PIs with less than full-time appointment will be considered on a case-by-case basis.**
- Applicants from non-university research institutions should provide a letter from the proper institutional official to explain how the position of the applicant compares to a faculty position in a traditional academic institution. Any ambiguity about the applicant’s position status **can negatively impact the application.**
- Applicants 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 PI’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 (January 15 and July 15 deadlines) award and one Core Training Award (available only January 15 deadline) per grant application cycle.
- The Association's core research awards fall into two categories, as shown in the Table below.

<b><u>Core Research/Development Awards</u></b> <b><u>(January 15 and July 15)</u></b>	<b><u>Core Training Awards</u></b> <b><u>(January 15)</u></b>
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-Takeda Pharmaceuticals Beta Cell Postdoctoral Fellowship Award
Career Development Award	
Distinguished Clinical Scientist Award	

- **Applicants cannot hold or apply for more than one ADA Targeted Award or Federal Co-Support at a time.**
- **At most, awardees can hold 3 ADA awards at any point in time: 1) one Core Research/Development award, 2) one Core Training award, and 3) one Targeted or Federal Co-Support Award.**
- Applications must include accurate and complete information regarding all other applications for and sources of research grant support (current or pending) including titles of grants, abstract page(s), annual and total amounts of direct and indirect support and inclusive funding periods, and the role of the PI in each grant. Ambiguity in the matter of other funding will result in administrative disapproval of the application.
- 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), or 3) just-in-time approval by the start date of the award (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 not be activated.
- Award recipients are required to become members of and/or maintain membership in the Professional Section of the 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: February 15, May 15, August 15, and November 15. The first check is sent August 15 .
- If support for the project is obtained from other sources at any time, any funds awarded by the Association will be terminated. Any remaining uncommitted funds must be returned. ADA Awards may not have to be relinquished provided there is no direct budget overlap with subsequent awards from other sources.
- The PI 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 your 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 the 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 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 PI will not be eligible to apply for any future ADA awards until these obligations are discharged. Additionally, if the PI 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>
- Unexpended funds can be automatically carried over from Year 1 to Year 2 as long as a carryover justification is submitted in the allotted report space so that ADA can maintain accurate funding records. Carryover of funds in subsequent years is discouraged and determined on a case-by-case basis.
- Activation of award is contingent upon receipt of the research profile, photograph of PI (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.
- Recipients may not transfer awards, in whole or in part, between institutions without prior written approval of the Association. Awards that are in the process of transferring will be placed on hold and will not receive further payment until all financial and administrative matters have been handled at each institution. Transfer requests should indicate:
  1. Anticipated transfer date
  2. Position at the new institution
  3. Name and address of the new institution
  4. Contact information of the financial officer and grant administrator at the new institution

In addition, please provide a letter from the department chair at the new institution confirming departmental support for your research and availability of necessary space, facilities, etc.

- PI's should contact Angela Van Valkenburg at [avanvalkenburg@diabetes.org](mailto:avanvalkenburg@diabetes.org) with all requirements or for more information about transfers. All transfer instructions are available on our web site at <http://professional.diabetes.org>.
- No expenses incurred *after* the award end-date can be charged to the Association.
- Budget revisions greater than 25% in any budget category (PI salary, Technical Personnel, Supplies, Equipment, Other) require written approval from ADA staff. PI's must submit requests in writing before proceeding with the

changes. Under no circumstances will the total budget for a project be increased beyond the terms originally applied for and approved by the Association. Written approval is not required if the budget revision is less than 25% of each budgetary category, but a revised copy of the budget must be submitted.

- Acknowledgment of support from the Association must be made when findings are reported or publicity is given to the work.

## **B. Budget Guidelines**

### **Salary for Principal Investigator**

There is no limit on the PI's salary and fringe benefits. However, PI salary should be in keeping with the percent effort for this project. ADA staff expect that appointments at the applicant organization are full time. If an appointment is less than full time this must be indicated with an asterisk (\*) on the budget page and fully explained on the budget justification page.

### **Technical Personnel**

Technical personnel can receive salary from an ADA grant. Technical personnel include any individuals working on the research project in a scientific or technical capacity. For example, collaborating investigators, postdoctoral fellows, lab technicians, nurses, statisticians, and patient recruiters are all considered technical personnel. Administrative, secretarial, and custodial staff at the institution are not considered technical personnel and are ineligible to receive salary from an ADA grant. If technical personnel have not yet been hired or identified, simply note that the person is "to be named". Applicants must provide the Association with the biographical sketch of any personnel included in the budget with a graduate degree or above as soon as they have been identified.

### **Supplies**

No limit applies on the amount of funds within the budget that can be used for supplies. A brief itemized list should be submitted along with required financial reports.

### **Equipment**

All pieces of equipment must be itemized. Investigators may not spend more than 20% of direct costs per year on equipment purchases.

### **Other Expenses**

Other expenses must be itemized. Some examples of additional expenses that can be included in this category are:

- Travel to diabetes-related scientific meetings (limit of \$2,000 per year)
- Publication costs (page charges, reprint costs)
- Books (limit of \$500 per year)

### **Direct Costs**

Direct costs include any direct expenses toward performing and completing your research. The following items may NOT be purchased with direct cost 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 Association in writing prior to the purchase
- Non-technical (e.g., custodial or administrative) support
- Tuition
- Relocation costs
- Memberships and subscriptions (including ADA Professional Section membership)
- Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) administration fees
- Grantsmanship consultant fees

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.

### **Indirect Costs**

For Distinguished Clinical Scientist Awards indirect costs are limited to 15% of the total costs, and the total award amount per year cannot exceed \$200,000. For example, if one wanted to budget \$200,000 per year, the total indirect costs (at 15% of direct) could not exceed \$26,086.96.

## **III. Application Preparation**

### **A. Accessing the Online Grant Application**

- Go to the American Diabetes Association Research home page at <http://professional.diabetes.org>
- Select **Diabetes Research** from the lefthand navigation.
- Choose **Current Grant Opportunities**
- Select the **Access the Online Application** link for the Distinguished Clinical Scientist Award application
- Take the eligibility quiz for the online application
- 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)

### **B. Required 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. The institution's name should not be abbreviated.**

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 the 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. The PI must keep in mind the character space limit for this field and provide appropriate abbreviations if available. (Example: ADA Research Foundation.)

In addition to the financial institution's name, the PI must provide the name of the responsible financial officer, current complete mailing address where checks should be sent, phone number, fax number, and email address. 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**

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

*Updated October 2009*

## C. Proposal Details

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### **Type of Support**

Select Distinguished Clinical Scientist.

### **Title of Proposal**

Only the first letter of the title's first word should be capitalized. The letters in the remaining words of the title must be in lower case, except for proper names.

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 eligible 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 the applicant already has 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 or insulin resistance
- Obesity

Responses to this section will help the 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 Association fulfill external and internal inquiries about its different program areas. It also helps to find potential donors for those particular areas.

## Research Type

Is the 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 the proposed work that includes: Background, Hypothesis, Supporting rationale, Specific aims, 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 that members of the general public who do not have a scientific background can understand. The non-technical description must include the study's purpose and significance to diabetes. The lay abstract must not include any confidential information because if your award is funded, it 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

The requested amounts for the total award and for each year of the award should be entered on page 2 of the online application. Additionally, each item in the budget must be justified. If there is existing funding for a related project(s), it must be declared and explained in full. An itemized budget form and budget justification must be included in the body of the application.

## D. Body of the Application

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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 applicant completes and acquires 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 Grant Review Panel 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. The following steps should be followed:

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:** Pages should be numbered sequentially in the footer of the body of the application. Adobe Acrobat® Version 6.0 may be used to create the page numbers. The following steps should be followed:

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 Association recommends creating the PDF document (without the Table of Contents) first, then inserting the page numbers and header. After a PDF document is created, page numbers should be entered on the Table of Contents page. Finally, Table of Contents page should be merged with the PDF to create the final PDF document.

## **Body of the Application Contents**

Descriptions of the contents of the body of the application are provided on the page following the Table of Contents example. The Association will not accept materials additional to those listed in the Table of Contents example.

## Table of Contents: Body of the Application

Page #

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2. References (1 page maximum).....	_____
3. Training Experience .....	_____
4. Mentoring Experience.....	_____
5. Mentoring Plan (3 page maximum) .....	_____
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13. Institutional Review Board (IRB) and Institutional Animal Care Use Committee (IACUC) Approval.....	_____
14. Additional Attachments.....	_____

## **1. Significant Research Accomplishments**

### **(3 page maximum)**

The applicant must highlight the most significant research accomplishments and training successes to date.

## **2. References**

### **(1 page maximum)**

The references cited in the Significant Research Accomplishments section must not exceed one page.

## **3. Training Experience**

The applicant should list the names of all fellows now in training and those previously trained under his/her direction **within the last ten years**. Each student's name, training period, degree, year, institution, current position, and source of support should be included.

## **4. Mentoring Experience**

The applicant should list the names of all junior faculty he/she currently mentors and those previously mentored **within the last ten years**. Each junior faculty member's name, mentoring period, institution, current position, and source of support should be included.

## **5. Mentoring Plan**

### **(3 page maximum)**

The PI must provide the names of all patient-oriented clinical fellows and junior faculty he/she intends to mentor with this award, a description of the mentoring plan for each of these individuals, and a description of the expected outcomes for each mentored individual (e.g. obtaining a faculty position, promotion, successful grant funding, etc.).

## **6. Environment**

The applicant should describe the facilities, faculty, and overall environment available to him/her at his/her institution (e.g. other laboratory/department faculty and fellows, lectures/seminars).

## **7. Research Plan**

### **(5 page maximum)**

The applicant should provide a research plan of the proposed clinical research to be conducted during the course of this award.

Since a panel of experts in the field will review the proposal, established methods may be referred to by reference rather than described in detail in the proposal. This section should be as detailed as possible within the page limitation given.

## **8. Budget**

### ***Required for all applicants***

An itemized budget must be attached to the online application. The Excel spreadsheet budget form can be accessed at <http://professional.diabetes.org>

- Select **Diabetes Research** from the lefthand navigation
- Choose **Current Grant Opportunities**
- Select the link for the **Budget Form** for your particular award

**The Association requires applicants to complete the itemized budget on the Excel spreadsheet and also include a budget justification page.**

**Please refer to the [Budget Guidelines](#) on the *Online Application Instructions* for more information about the budget guidelines.**

## **9. Applicant's Biographical Sketch**

*Biographical Sketches must be provided for 1) the applicant and 2) any personnel included in the budget with a graduate degree or above.* Biosketches are not required for personnel who are not listed in the budget. The Association accepts NIH Biographical Sketches. Applicants and/or technical personnel that 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 applicant's present position, list in chronological order previous employment since obtaining the doctorate degree, experience, and honors. Additionally, 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.

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

The applicant must list all 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 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 applicant
- Percent of time devoted to the proposed study

**Abstracts for all pending and current support must be included in the Abstracts section (11a/b) of the body of the application.**

## **11. Previous American Diabetes Association Support**

Applicants that have previously held American Diabetes Association awards must list the following for each award:

- Award type
- Start and end dates
- Title of the project
- Award amount

**Abstracts for all previous American Diabetes Association support must be included in the Abstracts section (11a/b) of the body of the application.**

## **12. Abstracts**

### **a) Abstracts from All Sources of Support**

Abstracts from all sources of support (pending and current) must be included. Please organize the abstracts in the same order as outlined above. Clearly identify each abstract in this section.

### **b) Previous American Diabetes Association Support**

Abstracts from previous American Diabetes Association support must be included. Please organize the abstracts in the same order as outlined above. Clearly identify each abstract in this section.

### 13. Institutional Review Board (IRB) and Institutional Animal Care and 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.

### 14. Additional Attachments

#### **Personal Data Form**

##### *Required from all Applicants*

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://professional.diabetes.org/Diabetes\\_Research.aspx?typ=18&cid=60656](http://professional.diabetes.org/Diabetes_Research.aspx?typ=18&cid=60656), complete it and upload on page 3 of the online application as a separate attachment.

#### **Permanent Resident Status Proof**

##### *Required from all U.S. Permanent Residents*

Applicants who 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 who 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 PI has the institution's approval. Upon submitting the application, the 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:

#### **FUNDING APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Required questions were answered on the online form.
- \_\_\_\_\_ 2. Budget was included in the body of the application.
- \_\_\_\_\_ 3. Proof of permanent resident status was uploaded to page 3 of the online application (if applicable).
- \_\_\_\_\_ 4 Personal Data Form is included as an attachment.