

American Diabetes Association

Innovation Awards

Online Application Instructions

For July 1, 2010 Funding
Application Deadline: January 15, 2010

2 0 1 0

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

American Diabetes Association

Innovation Awards

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

Henry Becton Innovation Award

ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology

For application and eligibility questions, please contact:

- Magda Galindo, Associate Manager, Research Programs
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
703-549-1500, ext. 2260

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

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B. APPLICATION CHECKLIST

I. General Application Information

A. Deadlines

Online Application

The submission deadlines for all Innovation Award applications are **January 15 for July 1 funding** and **July 15 for January 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 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 Principal Investigator (i.e. Mentor/Applicant 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.

Addendum Materials

The deadline dates for addendum materials are **February 28 for the January 15** application deadline and **August 31 for the July 15** deadline. The applicant must email all addendum materials to grantquestions@diabetes.org and type **Addendum** in the subject line. In the email text, the applicant must type the Principal Investigator's (PI's) name, type of award application, title, and type of addendum material(s).

Addendum materials may **ONLY** include reference letters, manuscripts, and/or Institutional Animal Care and Use Committee (IACUC) and/or Institutional Review Board (IRB) approvals. Applicants can submit only two manuscripts per application. If one manuscript was included in the body of the application, only one manuscript is allowed by the addendum deadline. Manuscript submissions have no page limit.

B. Resubmissions

A PI can submit **only one** ADA Innovation application at each funding cycle regardless of the nature of the work proposed. Resubmittals of unfunded applications **are not** allowed in this award category, and an unfunded application cannot be resubmitted under the name of a different PI.

C. Notification

The PI will be sent a receipt application 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

There are two rounds of the review process, 1. Preliminary and 2. Final. Following the Preliminary round, applications will either be triaged or move forward to the final round. Triaged applications will go no further. The Association will email triaged applicants brief comments (strengths and weaknesses) within four to five months of the application deadline.

Applicants making it to the final round will be notified by email following the Preliminary round. After the Research Grant Review Committee meets, finalist applicants selected for funding will be sent an Intent to Fund Letter and those not selected for funding will be notified by email. The Association will email **all** finalist applicants detailed comments within five months of the application deadline.

D. Changes

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 and specify the PI's name, application type, application title, and contact information changes.

Application Withdrawal

Send an email to grantquestions@diabetes.org and indicate the PI's name, application type, application title, and the reason for withdrawal.

II. Award Guidelines

A. Eligibility Stipulations

The following stipulations apply to the Innovation, Henry Becton Innovation, and ADA-ASP Young Investigator Innovation in Geriatric Endocrinology Awards:

During these times of fiscal restraint in research funding being experienced nationally, the American Diabetes Association has implemented a temporary change in applicant eligibility to some of our research grant programs. The purpose of this change is to maximally support young investigators, as well as established investigators who are at a higher level of need in order to maintain their research programs. This interim change in applicant eligibility affects the following grant programs: **Basic Science, Clinical/Translational, Innovation, Junior Faculty Award and Career Development Awards.** Investigators with personal grant funding (identified as Principal Investigator on non-profit foundation, governmental, or investigator-initiated pharmaceutical/industrial grants) exceeding \$500,000 in direct costs per year at the time of application are **not** eligible to apply to the aforementioned research grant programs. Multi-center and industry-sponsored clinical trial grants, and grants in which the investigator serves in a role other than Principal Investigator, are excluded from the calculation of the \$500,000 cap. Accurate representation of all current grant funding (with detail of direct cost support), including designation of PI or other capacity, for all other support must be included on the "All Sources of Support" page of the application.

- One person must be specified as the principal investigator. **The ADA does not permit Co-Principal Investigators.** Applicants must hold an PhD, MD, PharmD, DO or DPM degree or, for other health professionals, an equivalent health- or science-related degree.
- 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, clinical 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 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.
- Applications from investigators with less than two years of postdoctoral research experience are required to submit **three** letters of recommendation. These letters must be sent by these references directly to grantreferences@diabetes.org by the application deadline (January 15 or July 15). In addition, a letter from the chairman of the applicant's department must be submitted. The letter from the chair should outline the institution's

commitment to the applicant’s career development and provide assurance of adequate space and facilities for conducting the research proposal. The chair’s letter should be uploaded to the final PDF copy of the application. Submitted applications without the letters of recommendation are considered incomplete. Incomplete applications will be administratively disapproved.

- 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 principal investigator in each grant. Ambiguity in the matter of other funding will result in administrative disapproval of the application.
- 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 Association’s core research awards fall into two categories, as shown in the Table below

<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-Takeda Pharmaceuticals Beta Cell Postdoctoral Fellowship Award
Career Development Award	ADA-Merck Clinical/Translational Postdoctoral Fellowship Award
Distinguished Clinical Scientist Award	

- **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 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 can 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 checks for awards starting on January 1 and July 1 are sent February 15 and August 15, respectively.
- If support for the project is obtained from other sources at any time, funds awarded by the American Diabetes 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.
- 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. The second year of funding for this award 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 a 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 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>.
- Carryover of unexpended funds from year one to year two is automatic as long as a carryover justification is submitted in the allotted report space so that ADA can maintain accurate funding records. **No-cost extensions are not granted for the Innovation awards.**
- 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, photograph of PI (300 DPI) in 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 American Diabetes 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. Please contact Angela Van Valkenburg at avanvalkenburg@diabetes.org for more information about transfers or review the instructions on our web site at <http://professional.diabetes.org>.
- Budget revisions greater than 25% in any budget category (PI salary, Technical Personnel, Supplies, Equipment, Other) require written approval from ADA staff. Please be sure to submit the request in writing prior to proceeding with the changes. Under no circumstances will the total budget for a project be increased beyond the terms origi-

nally 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 American Diabetes Association must be made when findings are reported or publicity is given to the work.
-

B. Budget Guidelines

The following budget stipulations apply to the Innovation, Henry Becton Innovation, and ADA-ASP Young Investigator Innovation in Geriatric Endocrinology Awards:

Salary for Principal Investigator

Principal Investigator salary and fringe benefits are limited to \$10,000/year. ADA staff assume 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 your 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". You must provide the ADA with the CV of all individuals with a graduate degree or above who are receiving a salary as soon as they have been identified.

Supplies

A brief itemization should be included in the budget form and the required financial report. There is no limit to the amount of funds within the budget that can be used for supplies.

Equipment

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

Other Expenses

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

- Publication costs (page charges, reprint costs)
- Books (limit of \$500 per year)
- Travel to diabetes-related scientific meetings (limit of \$1,000 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 ADA
- 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
- Office supplies

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 recipient's grant account.

Indirect Costs

Indirect costs *are not* allowed for the Innovation awards.

C. Henry Becton Innovation Award Stipulations

Purpose

The Henry Becton Innovation Award is funded by a donation from Becton Dickinson. This pilot and feasibility grant supports clinical research in the areas of:

- **Use of medical informatics in direct patient therapy,**
- **Advanced methods of insulin delivery,**
- **Community-based care,**
- **Role of allied health professionals, and**
- **Care of children with type 2 diabetes**

Eligibility

Please refer back to [Eligibility Stipulations](#) starting on page 7 for general eligibility requirements applicable to this award.

Support

Henry Becton Innovation Award applications for up to two years of support for amounts up to \$50,000 per year will be considered. In no case will more than two years of support be provided for a project. Any funds remaining at the end of the award must be returned; no extensions are allowed under the terms of this award. No expenses incurred *after* the award end-date can be charged to the American Diabetes Association.

No more than \$10,000 of the funds may be used for the principal investigator's salary and fringe benefits, and investigators may not spend more than 20% of award funds per year on equipment purchases. The award does **NOT** allow for indirect costs.

D. ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology Stipulations

Purpose

The ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology supports entry-level faculty, with a MD or DO degree, to conduct novel research by integrating geriatrics and basic, clinical, or health sciences diabetes research. These awards support pilot studies that may lack preliminary data, but offer considerable promise for the cure, prevention, or treatment of diabetes in an aging population.

Eligibility

Applicants must 1) hold an MD or DO degree, and 2) have completed a subspecialty internal medicine fellowship leading to certification by the American Board of Internal Medicine. The main focus for the applicant is to 1) pursue a basic, clinical, or health services research project and 2) create a career development plan.

The **Career Development Plan** must focus on the geriatric aspects of the applicant's subspecialty. While there is no page limit for the career development plan, it must include: information regarding the organization of your mentorship team and how the members will interact. The team should include, at a minimum, a geriatrician, a subspecialist in the applicant's field, and one other member. The applicant's research mentor must be the leader of this team. Specific measures for the continued involvement of the applicant in structured geriatrics activities including, for example, developing appropriate educational resources, teaching the geriatric medicine aspects of the applicant's specialty, or developing specialty clinical services focused on geriatric patients.

Please refer back to [Eligibility Stipulations](#) starting on page 7 for general eligibility requirements applicable to this award.

Support

ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology applications for up to two years of support for amounts up to \$75,000 per year will be considered. In no case will more than two years of support be provided for a project. Any funds remaining at the end of the award must be returned; no extensions are allowed under the terms of this award. No expenses incurred *after* the award end-date can be charged to the American Diabetes Association.

No more than \$10,000 of the funds may be used for the principal investigator's salary and fringe benefits, and investigators may not spend more than 20% of award funds per year on equipment purchases. The award does **NOT** allow for indirect costs.

III. Application Preparation

A. Accessing the Online Grant Application

Go to the American Diabetes Association Research home page at <http://professional.diabetes.org>

- Select **Research Grant Applications and Administration** from the lefthand navigation.
- Choose **Current Grant Opportunities**
- Select the **Access the Online Application** link for the application you chose
- 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

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

Research Program Area

Select up to three program areas that describe the type of 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 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.

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 , type beta. The database system will convert all unfamiliar characters into illegible symbols.

Animal and/or Human Experimentation

Indicate the type of institutional approval 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 deadlines are **February 28** for January applicants and **August 31** for July applicants.

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

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 deadlines are **February 28** for January applicants and **August 31** for July applicants.

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

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.

Scientific Abstract

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 have symbols, such as β . Instead of the symbol, type the full name. For example, instead of β , 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 the 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 β . Instead of the symbol, type the full name. For example, instead of β , 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

Applicants must convert the necessary components of their application into a Portable Document Format (PDF). 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. The completed body of the application **must include a table of contents** so the reviewers can easily find the application's contents. A footer must be added containing the page number and a header must include the applicant's name. The applicant's last name must be before the first name. For example: Smith, John.

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 the 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. **For example, an appendix with graphs/tables, additional data, more than 2 manuscripts, etc. will not be accepted.**

Table of Contents: Body of the Application

	Page #
1. Research Plan (limit 5 pages)	_____
2. References (limit 2 pages).....	_____
3. Career Development Plan (no page limit)- only for ADA-ASP Young Investigator Innovation Award Applicants.....	_____
4. Budget.....	_____
5. Facilities.....	_____
6. Professionals Associated with the Project.....	_____
7. Biographical Sketch(es)	_____
a. PI.....	_____
b. Technical Personnel.....	_____
8. Seeking Other Support for this Project.....	_____
9. All Sources of Support (for PI only).....	_____
10. Previous American Diabetes Association Support.....	_____
11. Abstracts.....	_____
a. Other Support for this Project.....	_____
b. All Sources of Support (for PI only).....	_____
c. Previous American Diabetes Association Support.....	_____
d. Relevant Publications - where applicant is author (prel. data section)	_____
12. Letters.....	_____
a. Collaborative.....	_____
b. Chair.....	_____
13. Manuscripts (limit 2 manuscripts).....	_____
14. Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) Approval.....	_____
(Note: IRB and IACUC approval, if received by the application deadline, must be included in the <i>body</i> of the application)	

1) Research Plan

(5 page maximum)

Required for all applicants

Complete a detailed plan of the proposed research following the Research Plan Outline below. The overall proposal should be kept as brief as possible while still presenting the complete research plan. ***The Research Plan must not exceed five pages: Applications over this limit will not be considered. Figures and tables must be included within the five page limit.***

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. New methodology or novel approaches should be described in detail. In general, the scope of the proposal should match the program budget.

Innovation proposals focusing on clinical research for **pilot studies** should provide a clear plan for subsequent use of the results (e.g., as the basis for a larger randomized clinical trial). Both precision and potential clinical impact of the project will be weighed during the review process and should be discussed in the application. The proposal should include appropriate goals and deliverables for the entire project and, where appropriate, for each year of funding. Deliverables may include estimates of response to an intervention and variation there in as well as such things as well-designed manuals, survey protocols, and/or data abstraction forms. If these manuals, protocols or forms are the only projected study results, the proposal should clearly justify why they represent significant research progress and how they will be used after the completion of the study.

Research Plan Outline

- A. Specific Aims (1/2 page recommended)
- B. Background & Significance (1/2-1 pages recommended)
- C. Preliminary data pertinent to the application (1-2 pages recommended)
Abstracts of relevant publications should be included in the abstract section of the body of the application.
- D. Research Design & Methods (2-3 pages recommended)

2) References

(2 page maximum)

Required for all applicants

The references made in the Research Plan must not exceed two pages.

3) Career Development Plan

Only required for ADA-ASP Young Investigator applicants

The **career development plan** must focus on the geriatric aspects of the applicant's subspecialty. While there is no page limit for the career development plan, it must include: information regarding the organization of your mentorship team and how the members will interact. The team should include, at a minimum, a geriatrician, a subspecialist in the applicant's field, and one other member. The applicant's research mentor must be the leader of this team. specific measures for the continued involvement of the applicant in structured geriatrics activities including, for example, developing appropriate educational resources, teaching the geriatric medicine aspects of the applicant's specialty, or developing specialty clinical services focused on geriatric patients.

4) Budget

Required for all applicants

An itemized budget and budget justification must be included. 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 American Diabetes 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 of the *Online Application Instructions* for more information about the budget guidelines.

5) Facilities

Describe the facilities available to you for performing this research at the institution. The American Diabetes Association expects that PIs have independent lab and office space.

6) Professionals Associated with the Project

List the name, position, organization, role, and capacity of each professional associated with the project according to the following format:

Jane Smith, PhD, Assistant Professor, Division of Endocrinology, State University, PI
<Describe capacity here>

John Grant, PhD, Assistant Professor, Division of Physiology, University of State, Consultant
<Describe capacity here>

Examples of professionals include the following:

Principal Investigator (PI): The one applicant from the sponsoring institution that is responsible for the project's research design and technical direction. PIs must have a doctorate-level degree (e.g. MD, PhD, DPM, etc.) **The American Diabetes Association does not recognize Co-Principal Investigators (Co-PIs).**

Collaborating Investigator: A person who devotes a considerable percent effort toward developing and/or implementing the research project. Collaborating investigators usually have doctorate or other professional degrees.

Consultant: A person who has an independent role in developing or implementing the research project. Consultants tend to provide separate services that are performed within a certain amount of time or intermittently provide a certain technique and/or analysis for the project. Consultants usually have doctorate or other professional degrees.

Technician: A person who provides ongoing technical services for the research project. Examples of technicians would be laboratory/clinical technicians, graduate research assistants, postdoctoral research associates, and postdoctoral fellows who work on the project in a research capacity.

Other Professional: A person with qualifications in a specific area, such as biostatisticians, epidemiologists, etc.

7) Biographical Sketch(es)

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 American Diabetes 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.

8) Seeking Other Support for this Project

Applicants must indicate if they are seeking other support for their project. 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 in the following order:

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

9) All Sources of Support (For Principal Investigator Only)

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 American Diabetes Association will withdraw any funds awarded.

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

- Granting agency
- Start and end dates
- Title of the project
- 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

In addition, the applicant must include a table listing all **CURRENT** sources of support (where applicant is the PI), containing the information listed below. All award amounts as well as direct and indirect costs **MUST** include a **TOTAL** sum and must be only for the year period of the application deadline submission. **Applications submitted without the information being requested, will be administratively disapproved.**

Granting Agency	Project Title	Start and End Dates	Total Award Amount	Yearly Direct Costs	Yearly Indirect Costs

10) Previous American Diabetes Association Support

If the applicant previously received support from the American Diabetes Association, list the type of grant award, title of project, amount of total funding, and inclusive funding dates.

11) Abstracts

a) Abstracts from Other Support for this Project

Abstracts from other support applicants are seeking for their project must be included. Please organize the abstracts in the same order as outlined in the online application (Section 8). Clearly identify each abstract in this section.

b) 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 in the online application (Section 9). Clearly identify each abstract in this section.

c) 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 (Section 10). Clearly identify each abstract in this section

d) Relevant Publication Abstracts (Only where PI is author)

Relevant abstracts from the publications cited in section 1C (preliminary data) of the Research Plan Outline must be included. Please organize the abstracts in the same order as discussed in section C of the Research Plan. Clearly identify each abstract in this section.

12) Letters

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 (including letter from the Chair if required) and applicants with less than 2 years of postdoctoral training, which should be emailed directly to grantreferences@diabetes.org (see instructions on page 7).** Address the letters “Dear ADA Research Grant Review Committee.”

a) Collaborative Arrangement

Required for all applicants working with collaborators

The collaborators must confirm participation and amount of time devoted to the proposed research project.

b) Letter from the Chair

Required for all applicants with less than 2 years of postdoctoral research experience

The Chair of the applicant’s department must outline the institution’s commitment to the applicant’s career development. Additionally, the letter must provide assurance of adequate space and other facilities for conduct of the research proposal.

13) Manuscripts

(Limit 2 manuscripts)

Applicants are allowed to include manuscripts that describe previous work related to the proposed research. Applicants must not submit manuscripts that are intended to extend the 5-page limit of the Research Plan and no more than two manuscripts can be included per application.

The Association will forward the manuscript(s) to the reviewers if received by the addendum deadline, **February 28** for January applicants and **August 31** for July applicants. Please keep in mind applicants must still adhere to the limit of two manuscripts per application. If one manuscript was submitted in the body of the application, only one manuscript is allowed by the addendum deadline.

14) 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 or July 15), approval can be submitted by the addendum deadline (February 28 for January 15 deadline or August 31 for July 15 deadline) or just-in-time by start date of award (January 1 or 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.

15) 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, 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 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.**

16) Additional Requirements

Letters of Recommendation

Three letters of recommendation are required for applicants with less than 2 years of postdoctoral research experience

The letters of recommendation must assess the applicant's scientific abilities and potential. Letters from the individuals providing the recommendations **should be emailed directly to grantreferences@diabetes.org (see instructions on page 7)**. Address the letters "Dear ADA Research Grant Review Committee."

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

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 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

B. Application Checklist

All applicants should check their submission for the following:

- _____ 1. Required questions were answered on the online form.
- _____ 2. Appropriate Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee approval form(s) are included in the body of the application. If the approval form(s) is (are) unavailable, applicants must submit these approvals by addendum deadline or no later than start date of award.
- _____ 3. Three letters of recommendation and a letter from the department Chair must be submitted for all applicants with fewer than two years of postdoctoral research experience.
- _____ 4. Abstract pages from all other sources of support (pending or current) are included in the body of the application.
- _____ 5. The body of the application as described in the *Online Application Instructions* is completed and converted to a PDF.
Note: This must include the Career Development Plan.
- _____ 6. Proof of permanent resident status (if applicable) is included as an attachment.
- _____ 7. Personal Data Form is included as an attachment.