

# American Diabetes Association

## Mentor-Based Minority Postdoctoral Fellowship Funding

### 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

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

## Mentor-Based Minority Postdoctoral Fellowship

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. Deadline**

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### **Online Application**

The submission deadline for the Mentor-Based Minority Postdoctoral Fellowship applications is January 15 for July 1 funding. The Association's website provides a link for electronic submission at <http://professional.diabetes.org>. Applicants submitting electronic applications must follow the instructions for online submission.

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

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

The Principal Investigator (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.

## **B. Notification**

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

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

## **C. Changes**

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

### **Contact Information Change**

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

### **Application Withdrawal**

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

## **D. Review Criteria**

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Particular attention will be paid to:

- The quality and activity of the applicant investigator's diabetes research program.
- The likelihood that the fellow trained by the mentor will actively pursue a career in

diabetes and cardiovascular disease research.

- The applicant investigator's past training record.
- Evidence of sufficient research support and adequate facilities to provide an appropriate training environment for a postdoctoral fellow.

## **II. Award Guidelines**

### **A. Mentor-Based Minority Postdoctoral Fellowship Stipulations**

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#### **Purpose**

The purpose of the Mentor-Based Minority Postdoctoral Fellowship Program is to support the training of minority scientists who are underrepresented in the field of diabetes research. Eligible minorities include: African American; Spanish, Hispanic or Latino; American Indian or Alaskan Native; and Native Hawaiian or Pacific Islander. The fellow must be a US citizen or permanent resident. The award will be given to an established and active investigator in diabetes research for the annual stipend support of a postdoctoral fellow to work closely with the mentor. The applicant investigator will be responsible for the application and selection of the qualified fellow. **The term of the award is two to three years.**

#### **Support**

The award will be made for the stipend support of a single postdoctoral fellow in a given year, as well as laboratory supplies and travel costs. The salary of the fellow is to be determined by the mentor applicant, but the total amount of the award will not exceed \$45,000 per year. Laboratory supply costs are restricted to a maximum of \$3,000 per year and travel for the fellow to attend diabetes-related scientific meetings is restricted to a maximum of \$1,000 per year. Book purchases may not exceed \$500 per year. The salary portion of the award may include health insurance and social security benefits, if applicable. **The American Diabetes Association does not pay indirect costs for this award.**

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

- Rent for office or lab space
- Computer hardware (e.g., laptop, desktop, printer) or telephone service support, unless adequately justified and approved by the ADA
- Non-technical (custodial or administrative) support
- Tuition
- Relocation costs
- Subscriptions and memberships (including ADA Professional Section membership.)

**This is not a complete list. If you have any questions about whether you can purchase a particular item or service, please contact the ADA Research Programs Department. The Association reserves the right to refuse to pay for items or services.**

#### **Eligibility Requirements**

Please read -the following eligibility requirements carefully. Failure to comply will result in automatic administrative approval.

#### **Mentor**

- 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 Principal Investigator’s time must be dedicated to research. This percentage includes time spent on all ADA-funded grants *in addition to* grants funded by other agencies.
- Potential applicants already holding two different ADA Core awards are **NOT** eligible to apply unless one or both of these awards will expire by the start date of the new award(s) being applied for.
- Applicants may apply for a **maximum** of one Core Research/Development award and one Core Training Award per deadline date (January 15 and July 15).
- The 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-Merck Clinical/Translational Postdoctoral Fellowship Award
Career Development 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), 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.
- All award guidelines and stipulations for preparing applications must be followed (e.g., supporting documents, page limits, font sizes). Failure to follow these stipulations will result in administrative disapproval of the application submitted.
- Award funds are paid to the recipient's financial institution in quarterly payments on the following dates: August 15, and November 15, February 15, and May 15. The first check is sent on August 15.
- 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 in a case-by-case basis.
- 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 your request in writing prior to 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.
- No expenses incurred after the award end-date can be charged to the American Diabetes Association.
- Each grantee is required to submit an Annual Progress Report to the ADA, which includes a scientific and a financial portion, 30 days after the end of each previously committed funding year. Each year of funding after the first is contingent upon approval of the Annual Progress Report and the availability of funds. ADA reserves the right to reduce 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 your complete report not be received within 90 days after the due date, your award will be terminated.
- After the completion of the first and only year of the grant, a Cumulative Final Report, which includes a scientific and a financial portion, is due within 60 days after the expiration date of the grant. Any funds not expended at the end of the final year **MUST** be returned to the American Diabetes Association. Any and all adjustments must be incorporated into this final reconciliation and accounting. Any claims not brought within 6 months of the end date shall be deemed waived. No expenses incurred after the award end-date can be charged to the American Diabetes Association.
- If the complete final report is not received by the due date, you will not be eligible to apply for any future ADA awards until the obligations for this award are complete. Additionally, if you have 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>.
- 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](mailto:avanvalkenburg@diabetes.org) for more information about transfers or review the instructions on our web site at <http://professional.diabetes.org>.
- Activation of award is contingent upon receipt of the research profile, photograph of PI with fellow (a 250 x 300 pixel JPG in laboratory setting), CV of fellow (if not designated at time of submission), and IRB/IACUC approval (if applicable). Research profile forms are sent to all new grant recipients within the first month of notification.

- Acknowledgement of support from the American Diabetes Association must be made when findings are reported or publicity given to the research and in all research publications arising, in whole or in part, from funds provided by this award.

### **Fellow**

- The fellow selected by the awarded investigator must hold a MD, PhD, DO, DPM or PharmD degree and must not be serving an internship or residency during the fellowship period.
- The fellow **must be** a US Citizen or permanent resident of the US.
- The fellow must be an eligible minority which includes: African American; Spanish, Hispanic or Latino; American Indian or Alaskan Native; and Native Hawaiian or Pacific Islander.
- The fellow can not have more than three years of postdoctoral research experience at the commencement of this fellowship. Fellows with three years of postdoctoral experience cannot receive support from this program for more than two years.
- Although clinical training to meet the requirements for certification in endocrinology and metabolism is acceptable, the fellow must devote at least **80% of time and effort to his or her diabetes research** under this fellowship.
- A different fellow may be designated at any time with the approval of the American Diabetes Association.

## **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 Mentor-Based Minority Postdoctoral Fellowship Award application
- Take the eligibility quiz
- After the system determines that you are eligible, the application process will begin

If you have any problems accessing the online grant application, please contact Magda Galindo at [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org)

### **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 Ameri-

can 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**

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### **Type of Support**

Select ADA Mentor-Based Minority Postdoctoral Fellowship

### **Title of Proposal**

Only the first letter of the title's first word should be capitalized. The title of the application should not have symbols, such as,  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta. The database system will convert all unfamiliar characters into illegible symbols.

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

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

### **Vertebrate Animals Research**

Select yes if the proposed research involves animal subjects.

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

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

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

### **Area 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

*Updated October 2009*

- Gestational Diabetes
- Pre-Diabetes/Insulin Resistance
- Obesity

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

### **Research Program Area**

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

### **Research Type**

Is your proposed research basic or clinical? For the purpose of this award, clinical research is defined as research directly involving humans, and includes educational, psychosocial, behavioral, epidemiologic, and health services research as well as clinical studies of normal physiology and mechanisms of disease.

### **Scientific Abstract**

The scientific abstract must not exceed 250 words. The scientific abstract must be a technical description of your proposed work that includes a background, hypothesis, supporting rationale, specific aims, research design, and relevance to a cure, prevention, and/or treatment of diabetes. The abstract should be written in the third person by the mentor. Abstracts should not have symbols, such as  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta.

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

### **Lay Abstract**

The lay abstract must be a non-technical description of the proposed work, not to exceed 250 words. This description must not repeat the scientific abstract. Instead, use non-technical language so the general public that does not have a scientific background can understand. The non-technical description must include the study's purpose and significance to diabetes. Do not include confidential information in the lay abstract because if your award is funded, the lay abstract will become public information. The lay abstract must be written in the third person by the mentor. Abstracts should not have symbols, such as  $\beta$ . Instead of the symbol, type the full name. For example, instead of  $\beta$ , type beta.

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

### **Budget**

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

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

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

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

The Association advises that the applicants complete and acquire all of the required documents before creating the PDF. Hardcopy materials must be converted to electronic files before merging in one PDF document. Applicants must scan

their hardcopy materials in order to create the required electronic files. Adobe Acrobat® Version 6.0 can merge the electronic files in a PDF document by the following steps:

1. Click on the **Create PDF** button from the toolbar
2. Select **From Multiple Files**
3. Browse for all of the required files that should go in your application.
4. Arrange the files in order by selecting the **Move Up** and **Move Down** options.  
(Section D of the *Online Application Instructions* explains the order of the body of the application components.)
5. Select **OK** after all the documents are in order.
6. The body of the application PDF document is created.

## **Format**

Applicants must follow the following instructions when formatting their application:

**Font size:** All text should be typed using Arial or Times New Roman font, and should be at least 12 pt. typeface with no more than 15 characters per inch. Text included with figures should also be typed using Arial or Times New Roman and should range in size from 8 pt. to 12 pt. typeface. Because the font size can appear larger on the computer screen, applicants are responsible for printing the PDF and measuring the font size. Applications that do not adhere to these formatting requirements will not be reviewed.

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

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

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

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

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

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

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

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

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

**Body of the Application Contents**

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

*EXAMPLE*

Last name, First name

**Table of Contents: Body of the Application**

	Page #
1. Research Plan (limit 2 pages).....	_____
2. References (limit 1 page).....	_____
3. Training Experience.....	_____
4. Biographical Sketches.....	_____
a. Mentor (limit 4 pages).....	_____
b. Fellow (limit 4 pages).....	_____
5. Submitted Abstracts.....	_____
6. Current Research Support.....	_____
7. Facilities.....	_____
8. Environment.....	_____
9. Mentor/Fellow Relationship (limit 1 page).....	_____
10. Budget .....	_____
11. Abstracts from all Current Sources of Support.....	_____
12. Institutional Review Board & Institutional Animal Care & Use Committee Approval.....	_____
13. Additional Attachments.....	_____

**1) Research Plan**  
**(2 page maximum)**

Briefly describe the projects available to the fellow.

**2) References**  
**(1 page maximum)**

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

**3) Training Experience**

List the names of all fellows now in training and those previously trained under your direction within the last five years. You must include the following information for each fellow:

- Student Name
- Training Period
- Degree
- Year
- Institution
- Current Position/Source of Support

**4) Biographical Sketches**

*Biographical Sketches must be provided for 1) the mentor applicant and 2) fellow (if designated at time of application submission).* Biosketches are not required for personnel who are not listed in the budget. The Fellow Biosketch is only necessary if the fellow is designated at the time of application submission. All mentor biographical sketches must identify all previous Fellow trainees by using a bold font in the list of publications. The American Diabetes Association accepts NIH Biographical Sketches. Mentor applicants 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.

**5) Submitted Abstracts**

Provide a citation list of all abstracts submitted to the American Diabetes Association Scientific Session by your fellows in the past three years. Identify fellow trainees by using bold font. If there is more than one proposed fellow included in this application, note in bolded text before each abstract which fellow submitted it.

**6) Current Research Support**

The applicant must list all current sources of support including federal (NIH, VA, NSF, etc), nonprofit, industry, or other. **Abstracts of all current support must also be included in this section.**

List each current support in the following order:

- Granting agency
- Start and end dates
- Title of the project
- Total direct and indirect funding requested or granted
- Role of the applicant
- Percent of time devoted to the proposed study

## 7) Facilities

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

## 8) Environment

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

## 9) Mentor/Fellow Relationship

Describe the proposed relationship of the mentor with the fellow (e.g. frequency of regular meetings, extent of time spent doing research together, other forms of close interaction). **Must not exceed 1 page.**

## 10) 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.

## 11) Abstracts from All Current Sources of Support

Only provide copies of abstracts from all current sources of support which have not appeared in press as part of a manuscript. There is no page limit for these abstracts.

## 12) Institutional Review Board (IRB) & Institutional Animal Care & Use Committee (IACUC)

### **Approval**

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

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

### 13) Additional Attachments

#### **Personal Data Form**

##### ***Required for all Mentors and Fellows***

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#Training%20Awards](http://professional.diabetes.org/Diabetes_Research.aspx?typ=18&cid=60656#Training%20Awards), 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.**

## IV. Application Submission

### A. Electronic Submission

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

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

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

### Important Online Application Details

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

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

### B. Application Checklist

*All* applicants should check their submission for the following:

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