

# Easy Steps to Application Submission

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Online submission is available 24 hours, seven days a week until the deadline date. Online applications must be received electronically by **8 p.m. Eastern Time on January 15, 2010**. Applicants are strongly advised to submit their application early in case of technical difficulties. All questions should be directed to **Magda Galindo** ([grantquestions@diabetes.org](mailto:grantquestions@diabetes.org)).

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## Important Online Application Details

- 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.
- **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.
- **Changes cannot be made to submitted applications.**

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## Pre-Application Steps

**Step 1:** Download a PDF version of the grant-specific **Application Instructions\***. Read the instructions *thoroughly* before accessing the online application.

**Step 2:** Obtain **all required materials** for the body of the application before accessing the application. Examples of required materials include the research plan, letters, approval forms, etc. The online application will request that you upload your completed PDF document in the attachment section (page 3 of the online application).

**Step 3:** Download and complete the **Budget Form\***.

**Step 4:** Download and complete the **Personal Data Form\***.

**Step 5:** Consolidate all required materials into one document (the body of the application), and convert the document into PDF format. Conversion issues should be addressed by your institution's network administrator. U.S. Permanent residents must scan and upload proof of residency separately. To do so, select the appropriate icon on the drop-down box on page 3 of the online application.

**Step 6:** Refer to the **online application checklist** on the Application Instructions to ensure all items required for the award have been completed.

**Step 7:** Submit requests for **reference letters**. Reference letters are **ONLY** required for Career Development and Junior Faculty applicants **or** any Research/Development applicant with less than two years of postdoctoral experience). Reference letters (i.e. Letters of Recommendation) should be sent via email to [grantreferences@diabetes.org](mailto:grantreferences@diabetes.org) by **January 15, 2010**. Refer to the Application Instructions for details.

\* *Note:* Grant-specific Application Instructions, Budget Forms, and Personal Data Forms can be found under each Award Description at [http://professional.diabetes.org/Diabetes\\_Research.aspx?cid=60656](http://professional.diabetes.org/Diabetes_Research.aspx?cid=60656).

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## The Online Application Process

**If all Pre-Applications Steps have been completed, Access the Online Application** you must create and save your account. **Applicants who do not create accounts will have to start over with the online application process.** To complete the online application process at a later date, select **Save and Finish Later**. Applicants that created an account can access their saved online application by copying and pasting the following link into a new web browser window:

[www.grantrequest.com/sid\\_320](http://www.grantrequest.com/sid_320).

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## Submitting your Application

Select **Review & Submit** when you are ready to submit an application. **ALL ATTACHMENTS MUST BE INCLUDED BEFORE SUBMITTING.** **CHANGES CANNOT BE MADE TO SUBMITTED ONLINE APPLICATIONS.**

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