




# **POSTDOCTORAL FELLOWSHIP AWARDS**

## **Application Instructions**

  
American Diabetes Association  
2451 Crystal Drive  
Suite 900  
Arlington, VA 22202  
1-800-DIABETES (800-342-2383)

diabetes.org  
@AmDiabetesAssn

## Postdoctoral Fellowships Application Instructions

Applications must be submitted online via SmartSimple, ADA's grant management system. Any application related files and other materials submitted outside the site will not be accepted.

For a detailed guide on how to log in to SmartSimple, create a new account, connect your user account to your Institution, and how to submit an application, see the *Pre-Award FAQ: Application Process* in SmartSimple document, available on the ADA website.

Applicants must complete the online application form and upload the complete *Body of the Application* as an attachment in pdf file format. Applicants must convert the necessary components of the application into a single PDF document; multiple attachments and other formats will not be accepted. All award guidelines and stipulations for preparing applications must be followed (i.e. supporting documents, page limits, font sizes).

Follow the steps below to open an application in SmartSimple. If you have any difficulties accessing the SmartSimple website, contact [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) for assistance.

1. To apply for an ADA funding opportunity, you need to have an account in SmartSimple, ADA's new grant management system.
2. If you have previously applied to or worked with ADA, you are likely already in our system. Please enter your email address and click 'Forgot Password' to proceed.
3. If you have never applied for a grant, received an award, or reviewed proposals for ADA, click the 'Register Here' button to start and complete the required fields to create your account.
4. Complete the eligibility quiz to confirm your eligibility status. Be sure to respond candidly for accurate results. Submitted applications that do not meet the eligibility criteria will be administratively disapproved.
5. After successful completion of the quiz, the application process will begin.
6. Save your work by clicking the '**Save Draft**' button located towards the bottom of each application tab. You can log out and complete your application at a later time.
7. To resume an in-progress application, please log-in to your SmartSimple user account using this link: [https://diabetes.us-2.smartsimple.com/s\\_Login.jsp](https://diabetes.us-2.smartsimple.com/s_Login.jsp)

**Required details for each section of the online application form are outlined below:**

### Principal Investigator

#### Contact Information

The applicant must share updated contact details from their user profile so that up-to-date information is reflected in the application. For a detailed guide on how to update contact details and important information related to the Principal Investigator, see the *Pre-Award FAQ: Application Process* in SmartSimple document, available on the ADA website.

For administrative purposes, a current copy of the applicant's biosketch must be uploaded on their contact profile as a separate PDF file. The Association accepts the NIH Biographical Sketch Format.

#### ORCID Identifier

[ORCID](#) (Open Researcher and Contributor ID) provides a unique, persistent identifier for researchers that supports automated linkages to the investigator's digital research output. Principal Investigators are required to have an ORCID identifier at the time of application. [Registration](#) is available free of charge.

#### ADA Professional Membership

All funded investigators will be required to be current ADA professional members of during the grant period. Professional membership is not required at the time of application. For more information, please refer to our website: <https://professional.diabetes.org/membership>.

### Work Permission

All investigators must be at university-affiliated institutions or other non-profit research institutions within the United States and U.S. possessions. There are no citizen requirements for this award. However, individuals must have permission to work within the United States., either as U.S. citizens or permanent residents, or with appropriate work visas and permits. Institutional confirmation of permission to work within the United States will be required at the time of application submission.

### Project Contacts

#### Project Collaborators

Project Collaborators can be added to the application. Collaborators are affiliated with your institution, such as Key Personnel.

#### Project Contacts

All applications must be submitted by a Research Officer from institution of the Principal Investigator. For detailed instructions on how to add key personnel to the application, review the Pre-Award FAQ: Application Process in SmartSimple document, available on the ADA website.

### Sponsoring Mentor

#### Mentor Training Experience

The **Sponsoring Mentor** must provide a listing of prior mentorship experience by listing the names of all fellows currently in training and those previously trained **within** the last five (5) years. The following information is required to be included for each trained fellow:

- Fellow Name
- Training Period (start and end dates of training period)
- Fellow's Highest Degree and Year Received
- Institution (institution where the fellowship occurred)
- Fellow's Current Position/Source of Support

#### Mentor Letter of Support: *Required for all applicants*

The **Sponsoring Mentor** must provide a letter outlining their commitment to the applicant's training and development. The letter must be included in the *Body of the Application* pdf file within the online application. Letter should be addressed as '*Dear Review Committee*' and must specifically address the following points:

- Describe prior mentoring experience.
- Provide assurance of an academic commitment to the applicant and to the applicant's research proposal. Confirm commitment of both adequate space and facilities for the conduct of the proposed work.
- Provide assurance that the proposed project was developed primarily by the Fellow and will provide a distinct research program that the Fellow can independently pursue at the completion of their training.
- Describe the applicant's qualifications for the proposed research.
- Describe the applicant's potential for a successful independent career in diabetes research.
- Outline plans for the longer-term development and training of the applicant.

### Proposal Details

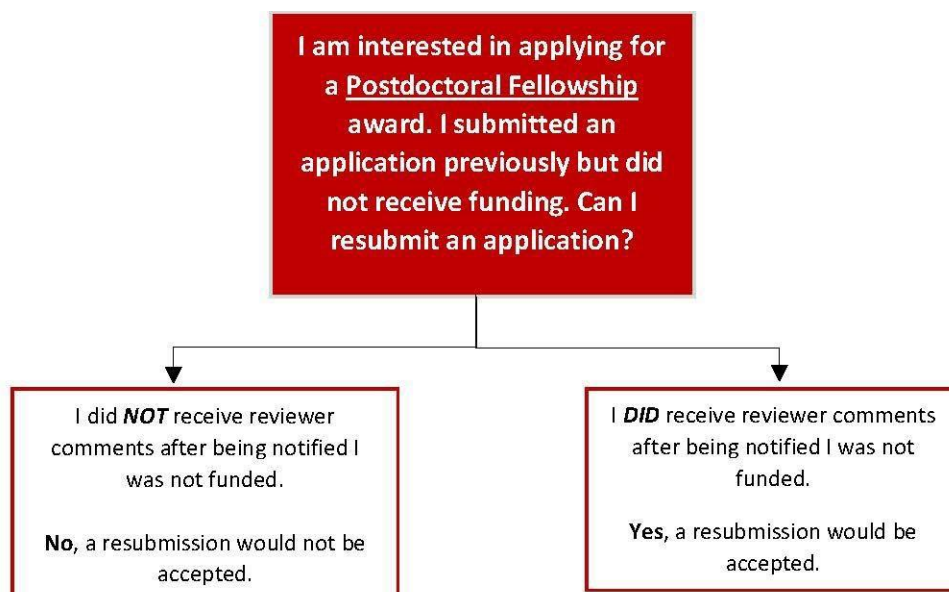
#### Title of Proposal

Only the first letter of the title's first word should be capitalized. The application title should not have symbols, such as "□." Instead of the symbol, type the full name. For example, instead of "□," use the term "beta."

#### Application Resubmission

The project title of the resubmitted application must be identical to the original application. All revised applications must begin with a Resubmission Summary. The resubmission summary must address substantial changes made to the application (2 page maximum). If the application is a resubmission, please

enter the grant reference number assigned to the original application (example: 11-23-PDF-00).



## Project

### Research Type

Characterize the proposed research as basic, clinical, or translational.

For the purposes of this award, basic research is defined as investigation into the fundamental cellular, molecular, and biochemical mechanisms underlying the development, detection, treatment and management of diabetes and its complications.

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.

Translational research is defined as research that accelerates the transition of scientific discoveries into clinical applications by efficiently advancing knowledge of efficacy to the next level of clinical application (bench to bedside, clinic to community).

## Diabetes Type of Proposed Research

Select the diabetes category relevant to the proposed research:

- Both Type 1 and Type 2 Diabetes
- Type 1 Diabetes
- Type 2 Diabetes
- Gestational Diabetes
- Obesity
- Pre-diabetes/insulin resistance
- Monogenic

## Research Program Area

Select up to three (3) program areas that describe the type of research being proposed. Topic areas are used primarily to categorize funding within the Association's research portfolio. While the program areas are used as a general guide to help match grant applications to appropriate reviewers, selecting any given area does not limit the proposal to a specific reviewer pool.

## Therapeutic Goal

Select the therapeutic goal most relevant to the proposed research:

- Cure Diabetes
- Manage Diabetes
- Prevent Diabetes
- N/A

## Research Overview

### Scientific Abstract (250 Word Limit)

Proposal abstracts must be included only in the online portion of the application. Abstracts must *not* be included as separate attachments or in the *Body of the Application*. 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 include symbols, such as "α." Use the full term instead of the symbol, e.g., use the term "alpha" instead of "α." The scientific abstract must not exceed 250 words.

### Lay Abstract (250 Word Limit)

Proposal abstracts must be included only in the online portion of the application. Abstracts must *not* be included as separate attachments or in the *Body of the Application*. The lay abstract must be a non-technical description of the proposed work. This description must not repeat the scientific abstract. Instead, use non-technical language so that individuals without a scientific background can understand. The non-technical description must include the study's purpose and significance to diabetes. If the award is funded, the lay abstract will become public information so do not include confidential information. The lay abstract must be written in the third person. Abstracts should not include symbols, such as "β." Use the full term instead of the symbol, e.g., use the term "beta" instead of "β." The lay abstract must not exceed 250 words.

## Animal and/or Human Experimentation

*IRB/IACUC Approval is required for all applicants using human and/or animal subjects.*

ADA requires IRB and IACUC assurances for human and animal subjects if these are utilized in the funded research experiments and protocols. Please indicate the type of IRB and/or IACUC approval that corresponds with the proposed research being conducted. If applicants already have ethical approval for the proposed project, it should be included in the *Body of the Application* and a copy of the IRB/IACUC approval letter, study protocol, and consent forms (if applicable) should be uploaded to the final PDF copy.

Funded applicants must obtain institutional IRB and/or IACUC approval and must submit documentation of this approval at one of the following times: 1) at the time of application or by the award's start date. ADA requires IRB and/or IACUC approval within ninety (90) days of the award funding letter being sent. Award payments will be held until necessary approvals are received.

### **Open Data and Resource Sharing**

All data resulting from ADA funded research that can be shared without compromising human subject protections must be provided to an approved open data repository within six (6) months of publication or within eighteen (18) months of the conclusion of the funding period, if the study remains unpublished.

A listing of repositories recommended by NIH is available within the *Postdoctoral Fellowship Application Materials* on the ADA website. Awardees are encouraged to use the repository most appropriate for the subject matter of the research conducted.

Resources developed with ADA grant funding are required to be made available to the broader scientific community. ADA funded projects expected to generate unique model organism resources or genomic data must include specific plans for sharing and distribution. If this is not possible, the application must include an acceptable explanation and request for waiver.

In general, to the extent possible, ADA grantees are expected to share all scientific resources upon request for the advancement of research progress. While the data and resource sharing plan will not impact the application's score, it is a requirement for submission.

### **Full Proposal Research Plan**

The overall proposal should be kept as brief as possible while still presenting the complete research plan. As a panel of experts in the field will review these proposals, 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. Full proposals that do not conform to these guidelines or exceed the maximum page limits within each section will be administratively disapproved.

### **File Format**

Applicants must combine all requisite components of the application into **one (1) PDF document**, ordered and named in accordance with application instructions.

***Hard copies, multiple attachments, or other formats will not be accepted and will result in administrative disapproval of application.***

ADA advises that applicants complete and acquire all required documents before creating the PDF. Hardcopy materials must be converted into electronic format before combining into the single PDF file. Applicants must scan hardcopy materials to create the required electronic file.

PDF-creation software is necessary to create a single merged PDF document. There are many options for PDF generator software, many of which are free or can be purchased at a nominal cost. Refer to [www.grants.gov](http://www.grants.gov) for a list of suggested PDF conversion programs. The Adobe® Acrobat® Reader free version will **not** create a PDF. Adobe Acrobat version 6.0 or later can merge electronic files into a PDF document by following these steps:

1. Click 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. Use the *Table of Contents* to determine page order.
5. Select **OK** after all the documents are in order.
6. The *Body of the Application PDF* document is created.
7. Save the combined file according to the following naming convention: **Last Name, First Name - Project Title**. If the project title is too long for the file name, use just the first five words.

The document header must include the applicant's name (last name, first name) and type of application submitted (Postdoctoral Fellowship). The footer must contain the page number. The header and footer should be added to the PDF file *after* all sections have been merged and collated.

### Formatting Requirements

Applications must abide by the following format specifications:

- **Font:** Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) 'Type density', including characters and spaces, must be no more than 15 characters per inch and 'Type' may be no more than six lines per inch. Since font size can appear larger on a computer screen, applicants are responsible for printing the PDF and measuring the font size.
- **Font for Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes:** Font may be a smaller point size, but it must be in a black font color, readily legible, and follow the font typeface requirement. All text must be in a black font color, clear, and legible. However, color can be used in figures.
- **Margins:** Margins must be at least one-half inch.
- **Spacing:** Single-spacing is acceptable.
- **Legibility:** The PDF document should be easy to read.

### Header

Applicant name and award type must be in the header of the *Body of the Application*. Please format as last name, first name. For example: Smith, John.

Applicants can use Adobe Acrobat to create the header across the entire combined PDF. 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.

### Footer

Number the pages sequentially in the footer of the Body of the Application. The Table of Contents must be numbered as page 1 of the application, in order to correspond to the PDF file page. Applicants can use Adobe Acrobat 6.0 to create page numbers across the entire combined PDF. 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.

### Table of Contents

The completed *Body of the Application* must include a *Table of Contents* so reviewers can easily locate the different sections of the application. Each section of the *Table of Contents* must include the page number according to the final *Body of the Application* pdf file. If a section does not apply to the proposal, the applicant should enter “N/A” rather than leaving the page number blank. The *Table of Contents* must be numbered as page 1 of the application, in order to correspond to its position within the final *Body of the Application* pdf file.

The Table of Contents Template specific for the Postdoctoral Fellowship Award is available for download within the *Postdoctoral Fellowship Application Materials* located on our website. An example of the *Table of Contents* is available below. Applications that do not include a Table of Contents will be administratively disapproved.

### EXAMPLE

Postdoctoral Fellowship Award

Last name, First name

*Project Title*

### Table of Contents

	Page #
1. Resubmission Summary.....	_____
a. Summary Response (2 Page Max).....	_____
2. Research Plan.....	_____
a. Specific Aims (1 Page Max).....	_____
b. Significance and Innovation (1 Page Max).....	_____
c. Research Approach (4 Page Max).....	_____
3. Open Data and Resource Sharing Plan (1 Page Max).....	_____
4. References (1 Page Max).....	_____
5. Future Career Goals (1 Page Max).....	_____
6. Facilities (250 Word Max).....	_____
7. Environment (250 Word Max).....	_____
8. Manuscripts (Limit of 2 - Optional) .....	_____
9. IRB and/or IACUC Approval ( <i>only if obtained by application deadline</i> ).....	_____



## Letters of Recommendation

Three (3) **Letters of Recommendation** assessing the scientific abilities and potential of the applicant must be submitted. The recommendation letters must be uploaded and submitted directly through SmartSimple by the referee.

It is the responsibility of the applicant to ensure that all three (3) recommenders have uploaded and submitted their letters prior to the submission deadline. Otherwise, the system will prevent the submission of the application.

It is strongly suggested that all **Letters of Recommendation** be uploaded to the online application **at least two (2) weeks** prior to the submission deadline. Due to potential institutional firewall issues, we propose asking your recommenders for a personal email address versus work email address.

For a detailed guide and troubleshooting tips related to uploading Letters of Recommendation to SmartSimple, see the *Pre-Award FAQ: Application Process* in SmartSimple document, available on the ADA website.

## Budget Guidelines

Please enter a categorized budget with written justifications within the budget section of the application. For a detailed guide on how to create the budget in SmartSimple, see the *Pre-Award FAQ: Application Process* in SmartSimple document, available on the ADA website.

***The following budget stipulations apply to Postdoctoral Fellowship Awards:***

### Salary for Principal Investigator

Provided salary support is calculated based on the number of full years of relevant postdoctoral experience as of the award start date. Relevant experience may include research experience, teaching assistantship, internship, residency, clinical duties, or other time spent in a health- related field beyond that of the qualifying doctoral degree.

The fellowship term is twelve (12) months for each fellowship year. Once the appropriate salary level has been determined, the Principal Investigator will be paid at that level for the entire award year, and it cannot be changed mid-year. The salary for each subsequent year of support will be at the next level in the salary structure. Please note that only one person must be specified as the Principal Investigator. Co-Principal Investigators and/or Key Personnel are not permitted for Postdoctoral Fellowship awards.

The Principal Investigator's annual salary provided by the ADA award may be separately supplemented with funding provided by the **Sponsoring Mentor** and/or **Sponsoring Institution**. However, the application budget should only reflect the fellowship costs being requested from the ADA and not include any supplemental funding sources.

Years of Postdoctoral Experience	2025 Stipend Amount for Awards
0	\$71,008
1	\$73,428
2	\$74,884
3	\$75,356
4	\$76,492
5	\$78,964
6	\$81,532

7 of More	\$84,088
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### Percent Effort

The Principal Investigator must agree to devote **at least 75%** of their total time and overall effort towards research.

### Training Allowance

The **\$8,000 annual training allowance** may be used to support the educational and scientific expenses of the Fellow. Examples of expenses eligible to be included in this category are as follows:

- Travel to Diabetes Related Scientific Meetings.
- Computer (*one-time purchase*)
- Books (*limit of \$500 per year*)
- Publication Costs (*page charges, reprint costs*)
- Equipment
- Training Courses & Workshops
- Reagents
- Lab Supplies
- American Diabetes Association Professional Membership Annual Fees

### Fringe Benefit Allowance

The **\$7,000 annual fringe benefit allowance** may be used to defray the Fellows health insurance costs and other fringe benefits. This allowance may not be used for institutional overhead, postdoctoral registration fees, or postdoctoral fellowship taxes.

### Indirect Costs

Indirect costs are not permitted for Postdoctoral Fellowship awards.

### Prohibited Expenses

The following items cannot be purchased with award funds:

- Rent for Office or Lab Space
- Other Computer Hardware or Smart Devices (*e.g., printer, iPad, smart phone*)
- Telephone or Internet Service
- Non-Technical Support (*i.e. custodial, or administrative*)
- Relocation Costs
- Memberships and/or Subscriptions (*Please note that this does not include the ADA's annual Professional Membership fees*)
- IRB or IACUC Administration Fees
- Consultant Fees
- Visa or Legal Fees
- Office Supplies
- Liability Insurance

This is not a complete list of unallowable costs. Any questions about whether a particular item or service may be purchased with direct costs should be referred to the ADA's Research Programs team. ADA reserves the right to refuse to pay for items or services. Unsanctioned purchases will be deducted from the recipient's grant.

### Applicant Assurance

The Principal Investigator must confirm that she/he is submitting their own work and has the support of their institution.

### Body of the Application Contents

Specifications for *Body of the Application* contents are described below. Begin each section in the pdf file with the section label (e.g., Biographical Sketch, Annotated Publications, etc).

**Please note that ADA will not accept other materials that are not listed in the Table of Contents. Inclusion of any additional materials will result in administrative disapproval of application.**

**Resubmission Summary:** *Required for applicants submitting a revised application.*

The project title of the resubmitted application must be identical to the original application. Applications are required to include a 'Resubmission Summary' which includes substantial additions, deletions, and changes.

**Substantial scientific changes must be clearly indicated in the application text by bracketing, indenting, or change of typography.** Do not underline or shade changes. Deleted sections should be described in the summary response but not marked as deletions. If changes are so extensive that essentially all of the text would be marked, please explain this in the summary response. Ambiguity about changes from the original application will severely hinder the review process.

### **Research Plan**

Complete a plan of the proposed research following the outline below. Figures and tables must be included within the maximum page limits for each section of the *Research Plan*.

The overall proposal should be kept as brief as possible while still presenting the complete research plan. Since a panel of experts will review proposals, 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.

*The following must be included in the Research Plan:*

- **Specific Aims (1 Page Maximum; 1 Figure Maximum)**

Provide an overview of the proposed project including a high-level summary of the problem, relevance to the disease state and theoretical framework. Concisely state the goals of the proposed work and summarize the expected outcome(s).

- **Significance and Innovation (1 Page Maximum)**

- **Significance:** Explain the importance of the problem or barrier to progress in the field of diabetes research addressed by the project, as well as the necessity of the proposed work to the development of new knowledge in this research area. Describe how the expected results will make a clear and significant contribution to the field of scientific knowledge, technical capabilities, and/or clinical practice for people with diabetes.
- **Innovation:** Describe any novel theoretical concepts or approaches utilized or developed by the proposed work. Plus, any new applications/improvements in methodologies, instrumentation, or interventions.

- **Research Approach (4 Page Maximum)**

Describe the overall strategy, methodology, and analyses used to accomplish the specific aims of the project, integrating any preliminary data into discussion of the specific aim(s). Discuss any potential pitfalls and outline contingency plans. If the project is in the early stages of development, address the management of any high-risk aspects of the proposed work and describe any strategy to establish feasibility. Any figures and tables must be included within the four (4) page limit.

- **Open Data and Resource Sharing Plan (1 Page Maximum)**

The data and resource sharing plan must not exceed one (1) page. It must address (1) a brief summary of data outputs and/or resources that the proposed research will generate; (2) anticipated date when data and resources will be shared (no later than six (6) months post-publication or eighteen (18) months from the award end date); (3) proposed repository for data sharing (applicants should reference the list of ADA approved repositories. If use of an unapproved repository is desired, the applicant will be required to request approval before funding commences. Finally, (4) justification for why the data and resource sharing plan is strong.

Applicants should also address whether or not a data-sharing agreement will be required. If so, provide a brief description of such an agreement; including the criteria for deciding who can receive the data and whether or not any conditions will be placed on their use. References to data and resource sharing may also be appropriate in other sections of the application.

A one (1) page maximum request for waiver may be submitted in place of the *Open Data and Resource Sharing Plan*, in only one of the following categories:

- Human Subject Protection (Privacy Regulations or Consent of Research Participants)
- Superseding Regulations (Laws or Institutional Policies)
- Intellectual Property (Existing IP Rights)

A *Waiver Request Form* is available for download within the application materials on our website. Upon application review, if a request for waiver is not approved and the grant is approved for funding, the Principal Investigator will be required to submit a data and resource sharing plan. If the plan is not received, the grant will be declined for funding.

- **References (1 Page Maximum)**

The references made in the Research Plan must not exceed one page and must adhere to all formatting requirements. As applicable, the Principal Investigator's name must be highlighted on all publications included in the *References* section.

- **Future Career Goals (1 Page Maximum)**

Describe your long-term commitment to diabetes research, outlining future career plans, and explain how this Postdoctoral Fellowship Award will further those objectives. Demonstrate the relevance of your background and/or mentor's background to the proposed work.

- **Facilities (250 Word Maximum)**

Describe the facilities available for research/training and how they will be used by the Fellow.

- **Environment (250 Word Maximum)**

Describe other features of the educational environment that are available to the Fellow (i.e. other laboratory/department faculty and fellows, lectures/seminars).

- **Manuscripts (Limit 2 - Optional)**

Applicants cannot submit more than two (2) manuscripts per application. Manuscript submissions do not have a page limit and are not required to be published at the time of submission. Please note that manuscript is not required for application submission.

## Application Submission

The Principal Investigator must submit the completed application to a Research Officer at their institution prior to full submission to the ADA. The Research Officer is responsible for completing the submission to the ADA in SmartSimple, ADA's grant management system. Any application related files or other materials submitted outside of SmartSimple will not be accepted. ***Changes cannot be made to submitted applications.***

### SmartSimple Link:

[https://diabetes.us-2.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://diabetes.us-2.smartsimple.com/s_Login.jsp?lang=1&prole=0)

Electronic applications must be submitted by **5:00 PM Eastern Time** on the deadline date. Any questions about online grant applications should be sent to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).