

Pre-Award FAQ Application Process in SmartSimple

National Office 2451 Crystal Drive Suite 900 Arlington, VA 22202 1-800-DIABETES (800-342-2383)

diabetes.org

Creating or Logging into a SmartSimple Account

To apply for an ADA funding opportunity, you need to have an account in SmartSimple, ADA's new grant management system.

- 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.
- 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.

| American Diabetes Association. | |
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| Login | Welcome to American Diabetes Association |
| 💌 Email | Please login to access the system. If you do not have an account, please create an account using the Register Here button below. |
| Password | Our Website: Research Grants |
| Log In Forgot Password? | Questions? Contact us at: Pre-Award: g <u>rantquestions@diabetes.org</u> Post-Award: <u>grantadministration@diabetes.org</u> |
| Privacy & Policies New to the System? Privacy & Security policies Register Here | |

Updating Your SmartSimple Account Profile

 Once you have logged into SmartSimple, click on the red circle icon at the top of the page. A dropdown menu will appear; select 'My Profile' from the options.

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- The page will refresh, displaying your account information. To update this information, click the 'Update Profile' button at the bottom of the page. The information entered into your account profile will automatically be included in any future applications you submit in SmartSimple.
- Once you have finished entering your information, scroll to the bottom of the page, click the 'Save Draft' button, and then click the 'Submit Profile' button.

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| ORCID | Import your ORCID data Clok on the DRCD link in the left nergation bar to import your profile. | | | | |
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Connecting your ORCID Account to your SmartSimple Account Profile

- After updating your contact information in your account profile, select 'ORCID' from the side panel. The grant management system can import a user's ORCID account information, including funding and publication data, into their SmartSimple profile.
- To use this feature, click the 'Create or Connect your ORCID ID' button.

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| ORCID Applications 8 | Connect with ORCID ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn more at <u>prod organizations</u> | | |
| | Create or connect your ORCD /D | | |
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• A pop-up window will appear, prompting you to enter your ORCID account credentials.

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| | | | Sign in to ORCID | |
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• After logging in, the pop-up window will refresh. Scroll to the bottom and click the

'Authorize Access' button. Once authorized, the window will refresh again, displaying your ORCID ID number.

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| ORCID Applications # | Connect with ORCID ORCID is an independent rom profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn m | You are currently signed in as: |
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| | | American Diabetes Association Show socialis |
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Click the 'Continue to Import your ORCID Data' button. Your SmartSimple account profile will refresh, displaying your ORCID account information and data.

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If you wish to re-import your data or unlink your account, click either button at the top of the page.

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| ORCID | A 🗉 🖽 | |
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How do I open an application in SmartSimple?

- To view the latest ADA funding opportunities, please visit the 'Current Funding Opportunities' page on our website and review the eligibility requirements:
 - Link to Current Funding Opportunities:

https://professional.diabetes.org/research-grants/current-funding-opportunities.

- All applications must be submitted through SmartSimple, ADA's grant management system. ADA does not accept application submissions outside of this system.
 - a. Link to SmartSimple Portal:
 - https://diabetes.us2.smartsimple.com/s Login.jsp?lang=1&prole=0
- After logging into your SmartSimple account, click on 'Research Portal' at the top of the page. Then, click on the speaker icon labeled 'Funding Opportunities'.

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| 13 Funding Opportunities | Institution Profile | | Î | | | |
| Events in Progress | | | | | | |
| Applications | 0 Activites | 0 Payments | | | | |

Select the funding opportunity you wish to apply for. You can download the application instructions to check your eligibility by clicking 'View'. Click 'Apply' to open a new application.

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| | | | | | ×Q | 1-13 of 13 | $\langle \rangle$ |
| | RFA Name | Application Type | Description | 4 | Submission de Deadline | Guidelines | 5 |
| | Pathway to Stop Diabetes (2025): Initiator Award | Pathway Initiato | The Pathway to have distinguis research invest programs and in r These awards a transformation emphasis on th the needle?) to support for app research facult | Step Diabetrelli Initiator award is designed to support early career researchers who the themselves during their research training as acceptionally laviteted and argumising igators with a high likelihood of establishing successful, independent research award service and the support of the support particularly intervaling and a liable for this exploration is in diabetes research. The islastic particular is additional support particularly intervaling and islastic particular is additional support particularly intervaling and islastic particular is additional support particularly intervaling and is investigator's potential to significantly transform diabetes through research interve the lives of people with diabetes. These awards provide salary and research iliceant during late stages of mentored training through establishment as independent y. | 07/23/2025 12:00am | View | Apply |

You will then be prompted to complete the eligibility quiz. Once finished, click 'Begin Application'.

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| be you currently held a PAD, MAD, PharmBL DD, DPM degree or an equivalent doctoral-bealth or science-related degree, and possess the necessary skills and training to carry suit the proposed work? - Select One - |
| - Select One • • • • Eligibility Pl |
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| Are you the only person specified as the Principal Investigator (P)? |
| Select One - • |
| * Eligibility Position |
| Do you have a full-time faculty level appointment? |
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Within the application, you will be asked to fill out and complete the information in each tab. Remember to click the 'Save Draft' button regularly to ensure your progress is saved.

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| Please complete The system will y | e the questions listed on the validate your application to | e following tabs. look for any missing inform | nation. or any items that need to be correcte | d. | | | | | | |
| If there is any mi | issing information when the | e application is submitted, o | click on the error message to navigate direct | ly to the related question on t | he page to make the correction before | ore submission. | | | | |
| If you have any q | questions, please refer to th | nis funding opportunity's ma | aterials on our website (<u>https://professiona</u> | l.diabetes.org/research-gra | nts) or contact grantquestions@dia | abetes.org. | | | | |
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| * Organization: | University of ADA | | | | | | | | | |
| * Principal Investigator: | Charles Best | | | | | | | | | |
| * Status: | Draft | | | | | | | | | |
| Grant ID: | 1-26-INI-000 | | | | | | | | | |
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How do I add my collaborators to a proposal?

Within the application, click on the 'Project Contacts' tab and locate the 'Collaborators' section. To add collaborators <u>not affiliated with your institution</u>, such as Co-Principal Investigators or Key Personnel, you will need to send them an invitation.

To send an invitation, click the red button that looks like a letter.



A pop-up window will appear where you can enter their contact information and press 'Save'. Invite them to your application by clicking the 'Invite' button. Click the '+' to add more contacts to the invitation list.



Your collaborators will receive a system-generated email with a link to either accept or decline the invitation. Once they click the 'Accept' button, their name will appear under the collaborators section of your application with the status 'Accepted'.

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| * Organization: | University of ADA | | | | | | |
| * Principal Investigator | : Charles Best | | | | | | |
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How do I add key personnel at my institution to a proposal?

Within the application, click on the 'Project Contacts' tab to add collaborators <u>affiliated with your</u> <u>institution</u>, such as Co-Principal Investigators or Key Personnel, you can either search to see if they have an account in SmartSimple or will need to send them an invitation under the 'Collaborators' section.

How do I add my RO (Research Office contact) and FO (Finance Officer) to a proposal?

Within the application, click on the 'Project Contacts' tab to add a Research Officer (RO) contact and a Finance Officer (FO) contact from your institution. You cannot proceed with the submission process without providing these contacts. All applications must be reviewed and submitted by a Research Officer from your institution's office of sponsored research or similar department.

- To add an RO or FO contact, you can search to see if they have an account in SmartSimple by clicking on the binoculars icon, select the appropriate role in the dropdown menu then click on the 'add contact' button.
- If they do not have an account in the system, please email <u>grantquestions@diabetes.org</u> with their contact information to have an account created for them.

| Find Contact | | | | | |
|--|----------------|----------------------------|---------|-------|----|
| Full Name: Charles Best | Add C | ontact | | | |
| Organization Name: University of ADA Roles: External Reviewer, External User | | | 0 of | 0 < > | |
| Status: Active | Institution | Email | \$ Role | \$ | |
| Full Name: Jami Goodman - FO smalt:- kepanization Name: University of ADA boles: ExternalUsec, FinanceOfficer | No Results For | und | | | |
| datus: Activo | | | | | |
| Full Name: Jami Goodman - RO Email: Organization Name: University of ADA | B Save Draft | August to Research Officer | | | NE |

Letters of Recommendation

For certain grant mechanisms, three (3) **Letters of Recommendation** assessing the scientific abilities and potential of the applicant must be submitted. Please note that the recommendation letters are confidential and will not be released to the applicant. 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.

Letter of Recommendations: Completed by Applicant

The applicant must request **Letters of Recommendation** through SmartSimple, ADA's grant management system, by entering the recommender's email address in the *Letters of Recommendation* tab within the online application. The recommender will receive a system generated email with a customized SmartSimple link to login and upload the letter directly to your application.

Applicant: Sends a Request to the Referees 1. Access the **Letters of Recommendation** tab.

2. Click on the red 'Add' button

| ELIGIBILITY QUIZ | PRINCIPAL INVESTIGATOR | PROJECT CONTACTS | SPONSORING MENTOR | PROJECT DETAILS | RESEARCH OVERVIEW | LETTERS OF RECOMMENDAT | TION BUDGET | ASSURANCE |
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| Letters c At the ti These le Each rec All three The syst It is the deadline | f Recommendation the of application, three (3) letters tters must be uploaded and subr ommender must individually uplo letters must be uploaded before ern will prevent submission of an andidate's responsibility to ensu- ntic Association will not accept | s of recommendation, excludi nitted directly through Smart sad their Letter of Recommer the application can be subm y application without all three re that all three recommende letters separately after the a | ng the Department Chair, are simple by the referees. Please idation to the candidate's app tited. I Letters of Recommendation rs have submitted their letter pplication deadline. | required to assess the ap o note that the recommen illication in Smartsimple. I uploaded by the recomm s on time. It is strongly su | plicant's scientific abilities an dation letters are confidential senders by the application de ggested that all Letters of Re | d potential. and will not be releated b app utiline. commendation be up 5 Sm | plicant. nartsimple at least two | o (2) weeks before the |
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3. Enter the name and email address of the recommender then press 'Save' and close the pop-up window. The recommender will receive a system generated email with a customized SmartSimple link to login and upload the letter directly to your application. It is highly recommended that you notify the recommender to expect the email. * Please Note: Applicants are unable to access or view Letters of Recommendation that have been uploaded to the application.

| References | |
|---|---------------|
| Please use the + button to add the details of the Referees. | |
| Reference Details | |
| Referee Name | Referee Email |
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4. Within the main application, click the '*Save Draft'* button. The page will refresh, and the recommenders' names will appear with a '*pending'* status. The status will update once the referees submit their letters in the system.

Letter of Recommendations: Completed by Recommender

The Recommender will receive an automated email request from SmartSimple. The email will contain a unique link for the recommender to upload their **Letter of Recommendation** to the application. If you the recommender has any questions or difficulties with the website, please contact the ADA Research Programs team at grantquestions@diabetes.org.

To upload a Letter of Recommendation:

1. Click the unique link contained in the email message.

Dear Charles Best,

You have been added as a referee for application: no idea-000 - by lauren pincus

Below is the link for your letter of reference upload. Please click on it and complete your reference. https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp? token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c% <u>3D&enparen-</u> tids=Zk5rEERMGF1fNhO@C1ROATcUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6Ij8TRnI5JBAVHEoillw@ZBgvH2JYWEFAZFpa

- 2. Upload your letter of recommendation in PDF file format and press 'Save Draft'
- 3. Once completed, press the 'Submit' button.

How can I add additional documents to my application?

Please upload any additional documents you would like to include in your application under the Additional Attachments tab.

How do I complete the application budget?

When completing the budget, navigate to the 'Budget' tab of the application.

| · Organization: | University of ADA | | | | | | | | |
|----------------------|------------------------|------------------|------------|----------------------|-------------------------|---------------------------|--------------|------------------------|---|
| * Principal Investig | ator: Charles Best | | | | | | | | |
| * Status: | Draft | | | | | | | | |
| Grant ID: | 1-26-INI-388 | | | | | | | | |
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Instructions for each award can be found at the top. Scroll down the screen, to click on the 'Open Application Budget' button.



A new window will open for the applicant to add all the budget details. Click the '+' for each section to add expenses for each year. Some fields require details in order for the item to be added. The costs are tabulated at the bottom.



Click the 'Save' button before moving on to the Year 2 or Year 3 budget by selecting the 'Period 2' tab. Applicants have the option of selecting the 'Copy Period from Previous Year' button to autofill previously added details.

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| General Instru Applicants may request u \$600,000 USD over three | p to three (3) year (3) years. | rs of funding support. The pro | posed project budget should | not exceed \$200,0 | 10 USD per year (including 10% | indirect costs) |
| General Instru Applicants may request u \$600,000 USD over three Personnel Ins | p to three (3) year (3) years. | rs of funding support. The pro | oposed project budget should | d not exceed \$200,0 | 10 USD per year (including 10% i | indirect costs) (naximum total budget up 1 |
| General Instru Applicants may request a 5600,000 USD over three Personnel inst Personnel salaries and wa credentials, position, per then their base salary is is confirm that all salaries r | iction p to three (3) years (3) years. cruction ges include wage ent effort) and in 0.00 but a percen rquested are for p | rs of funding support. The pro s earned by an employee and the personnel justification. If it effort and justification must eresonnel at the grantee institu | oposed project budget should may include fringe benefits. a position is currently vacan still be provided. The percer ution. | d not exceed \$200,00 All personnel listed t, list it as TBD. If th t effort listed in the | 10 USD per year (including 10% i In the grant (including all key pe Principal Investigator or key pr justification should match the p | indirect costs) e analmum total budget up i risonnel) must be included in the budget (name risonnel are not taking a sakay from the grant, ercent effort in the line item budget. Finally. |
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Click the 'Save' button throughout the process and before leaving the page. Review the completed budget details on the summary page and click close when complete.

Ful Proposal Submission Process

1-26-INI-387 - Title

Before submitting your full proposal, please ensure you have reviewed all uploaded materials and completed the necessary fields. If any information is missing, an error message will appear at the top of the screen. The application will only be successfully submitted once all errors are corrected. Once finalized, press the red "Submit to Research Officer" button to proceed to the next step in the submission process.

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The Research Officer will receive an email notification when it's time to review the application. They should log into their research portal and click on the "Applications" folder. The application will be located in the "Research Officer Review" section.

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If the Research Officer identifies any areas that need editing, they can switch to 'Annotation Mode' by clicking the pencil icon. In 'Annotation Mode', the Research Officer can navigate to the section that needs to be revised, click on it, and leave comments or questions for the Principal Investigator to address.

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| * Principal Investigator: | Charles Best | | | | |
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Once all comments have been added, the Research Officer can click "Send for Revisions" to allow the Principal Investigator to make the suggested changes and return the application. The Research Officer can then either mark the revisions as resolved or send the application back to the Principal Investigator.

When the Principal Investigator logs into the grant management portal to edit the application, it will be located in the "Applications" folder under the "Revisions" tab. After making the necessary edits, the applicant can send the proposal back to the Research Officer for further edits or final submission.

If no further edits are needed, the Research Officer will press the submission button to complete

the application process.

The applicant will receive a confirmation email from the online application system to verify the successful submission of their proposal. Please note that any application-related files or materials submitted outside of SmartSimple will not be accepted.

Please note that changes cannot be made to applications once they have been submitted. The application will appear in the "Under Review" section of the application folder in the research portal.