



## **Pre-Award FAQ Application Process in SmartSimple**

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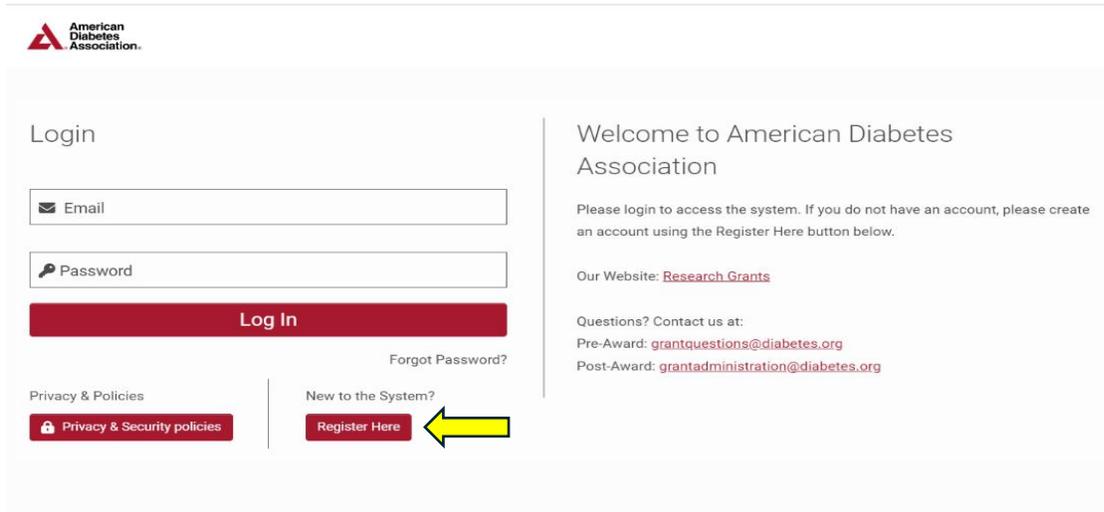
National Office 2451 Crystal Drive  
Suite 900  
Arlington, VA 22202  
1-800-DIABETES (800-342-2383)

[diabetes.org](http://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

Login

Email

Password

Log In

Forgot Password?

Privacy & Policies

Privacy & Security policies

New to the System?

Register Here

Welcome to American Diabetes Association

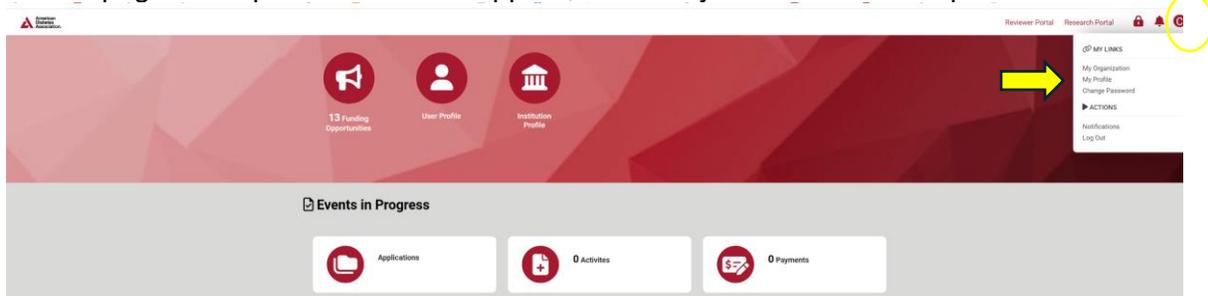
Please login to access the system. If you do not have an account, please create an account using the Register Here button below.

Our Website: [Research Grants](#)

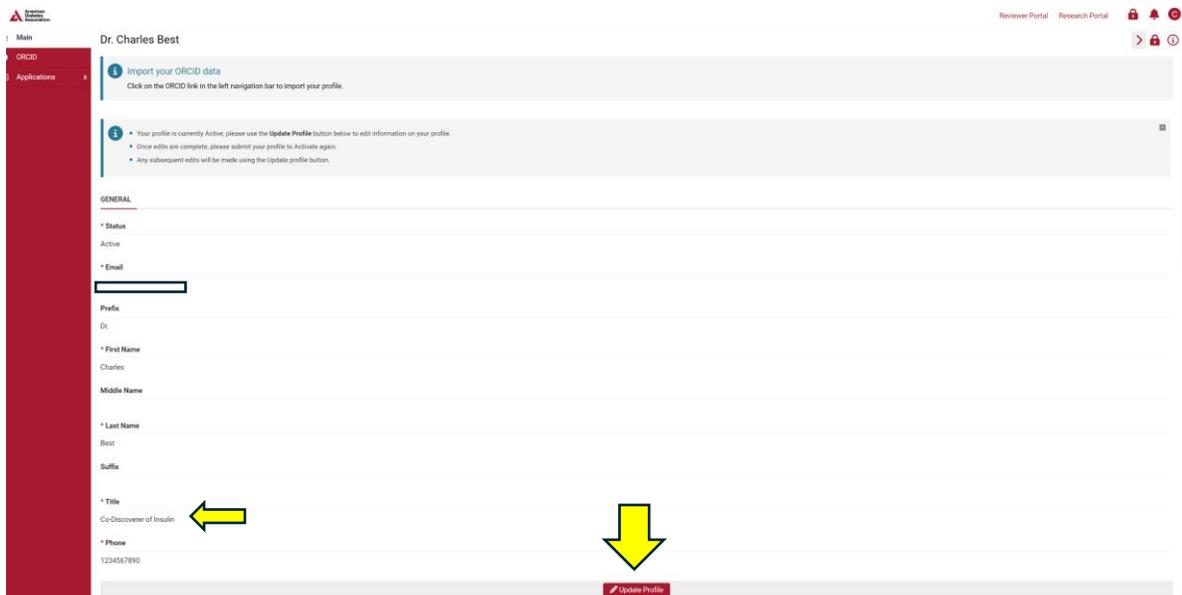
Questions? Contact us at:  
Pre-Award: [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org)  
Post-Award: [grantadministration@diabetes.org](mailto:grantadministration@diabetes.org)

## 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.

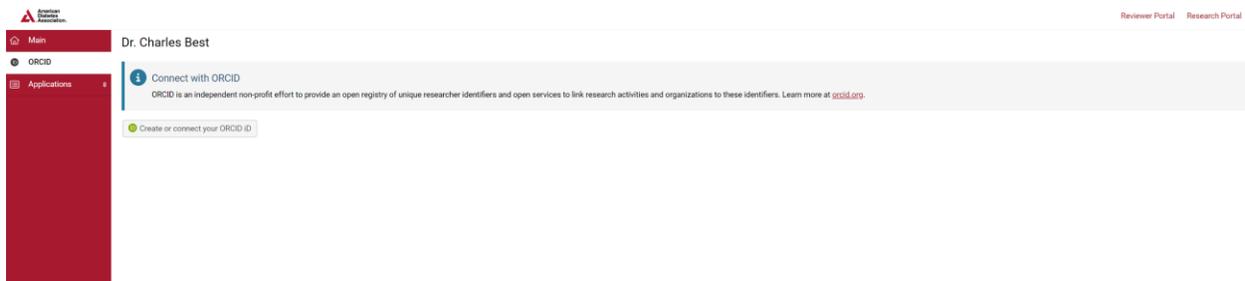


- The page will refresh, displaying your account information. To update this information, click the 'Update Profile' button at the bottom of the page. The information entered into your account profile will automatically be included in any future applications you submit in SmartSimple.
- Once you have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

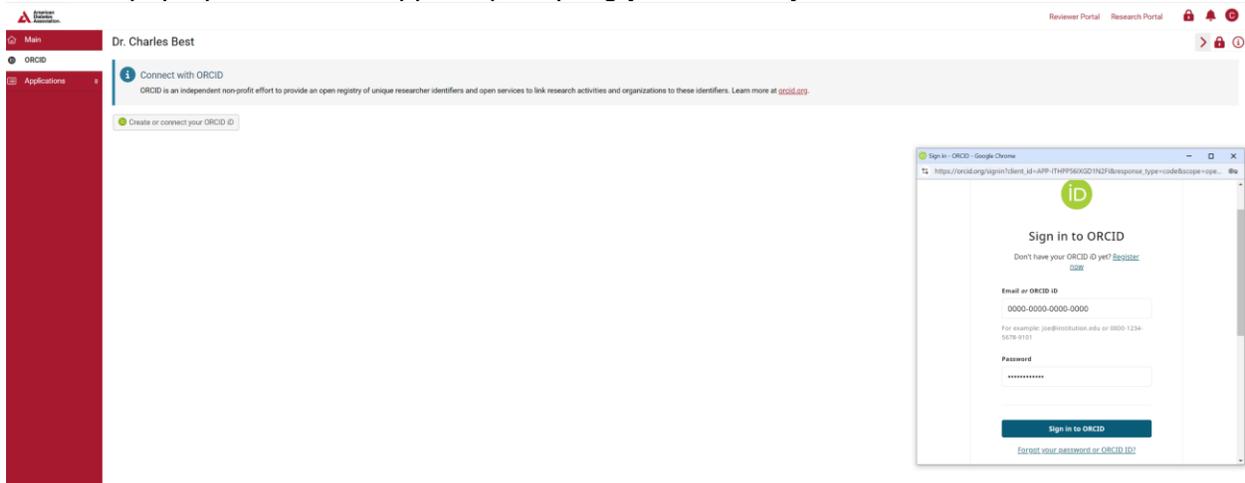


## Connecting your ORCID Account to your SmartSimple Account Profile

- 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.



- A pop-up window will appear, prompting you to enter your ORCID account credentials.

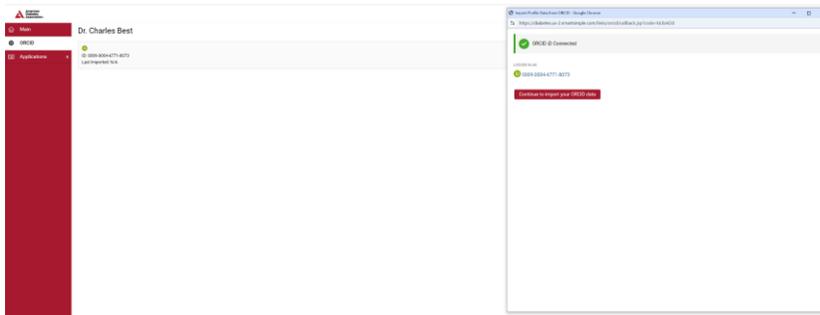


- After logging in, the pop-up window will refresh. Scroll to the bottom and click the

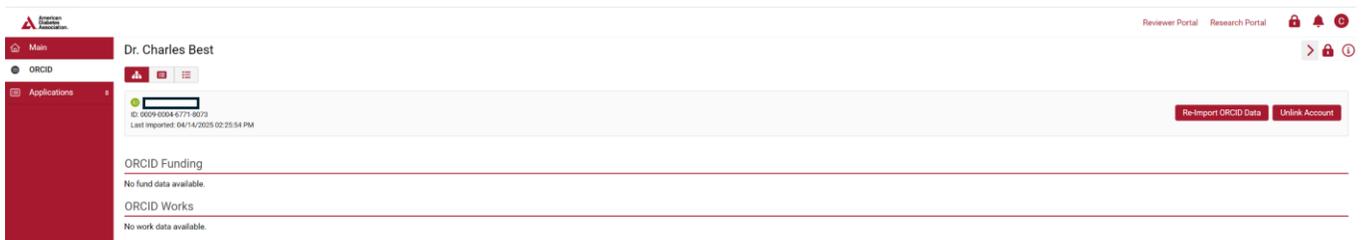
'Authorize Access' button. Once authorized, the window will refresh again, displaying your ORCID ID number.



Click the 'Continue to Import your ORCID Data' button. Your SmartSimple account profile will refresh, displaying your ORCID account information and data.



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

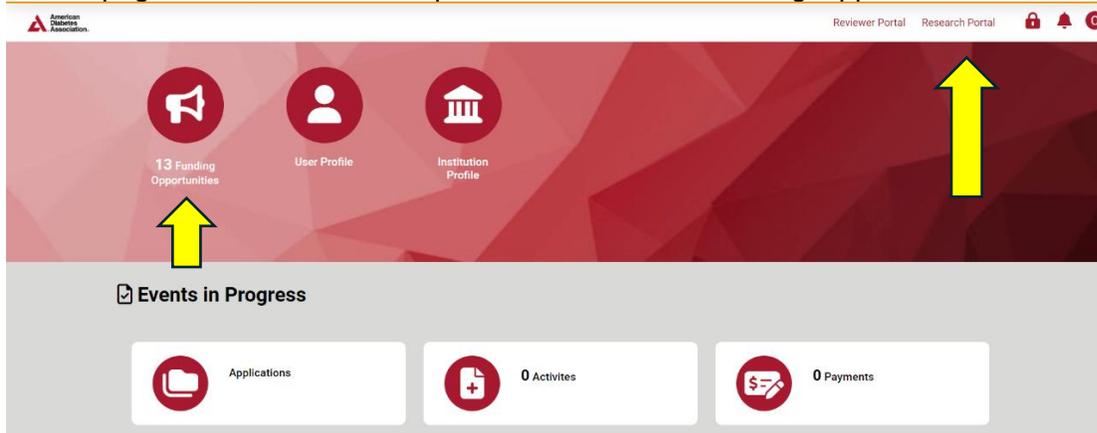


### How do I open an application in SmartSimple?

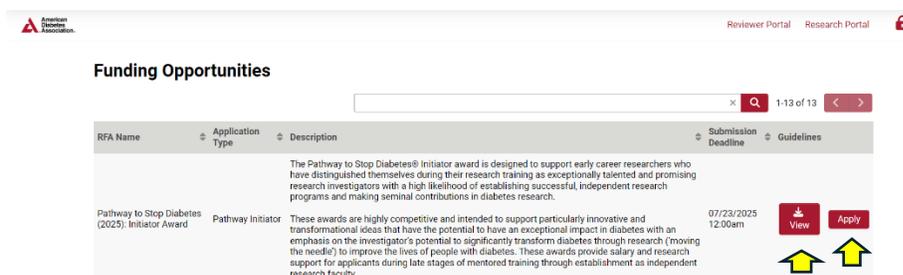
- To view the latest ADA funding opportunities, please visit the 'Current Funding Opportunities' page on our website and review the eligibility requirements:
  - **Link to Current Funding Opportunities:**

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

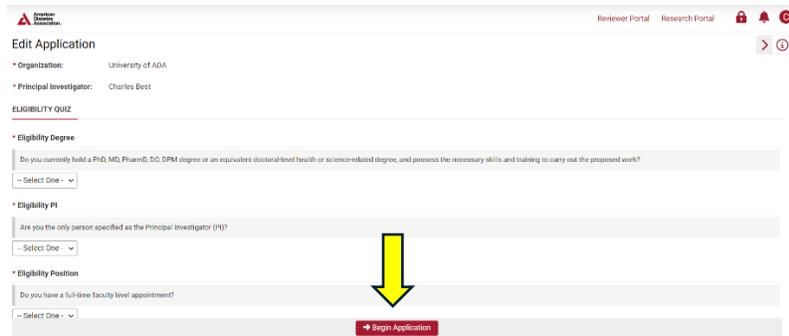
- All applications must be submitted through SmartSimple, ADA's grant management system. ADA does not accept application submissions outside of this system.
  - a. **Link to SmartSimple Portal:**  
[https://diabetes.us2.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://diabetes.us2.smartsimple.com/s_Login.jsp?lang=1&prole=0)
- 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'.



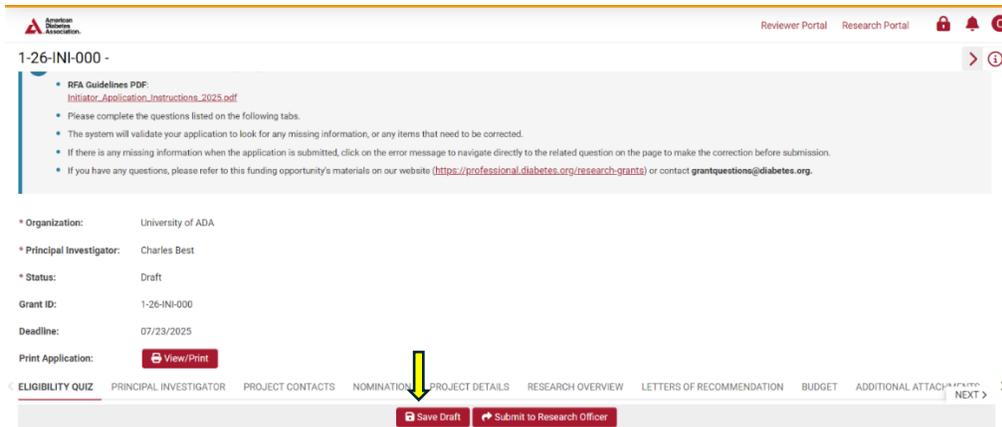
Select the funding opportunity you wish to apply for. You can download the application instructions to check your eligibility by clicking 'View'. Click 'Apply' to open a new application.



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



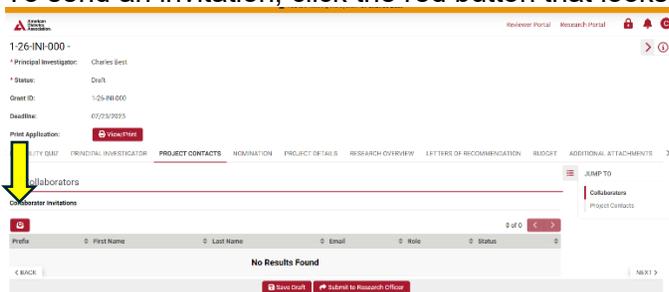
Within the application, you will be asked to fill out and complete the information in each tab. Remember to click the 'Save Draft' button regularly to ensure your progress is saved.



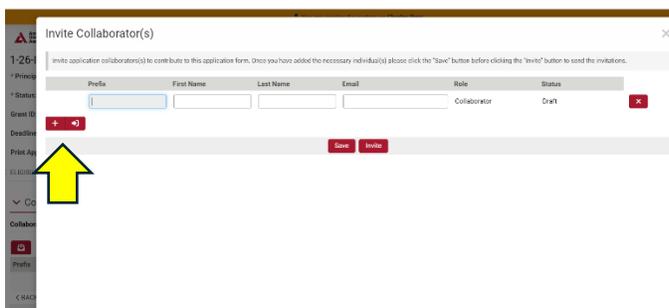
## How do I add my collaborators to a proposal?

Within the application, click on the 'Project Contacts' tab and locate the 'Collaborators' section. To add collaborators not affiliated with your institution, 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'.

**1** **RFA Call Name:** Pathway to Stop Diabetes (2023) Initiator Award

**RFA Guidelines PDF:** [Initiator Application Instructions 2023.pdf](#)

- Please complete the questions listed on the following tabs.
- The system will validate your application to look for any missing information, or any items that need to be corrected.
- If there is any missing information when the application is submitted, click on the error message to navigate directly to the related question on the page to make the correction before submission.
- If you have any questions, please refer to this funding opportunity's materials on our website (<https://www.nidDKID.org/research-grants>) or contact [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).

**\* Organization:** University of ADA

**\* Principal Investigator:** Charles Best

**\* Status:** Draft

**Grant ID:** 1-26-2023

**Deadline:** 07/28/2025

**Print Application:** [Print Application](#)

ELIGIBILITY QUIZ   PRINCIPAL INVESTIGATOR   **PROJECT CONTACTS**   NOMINATION   PROJECT DETAILS   RESEARCH OVERVIEW   LETTERS OF RECOMMENDATION   BUDGET   ADDITIONAL ATTACHMENTS   ASSURANCE

**Collaborators**

**Collaborator Invitations**

ID	First Name	Last Name	Email	Role	Status
D-	Frederick	Barling		Collaborator	Accepted

**Project Contacts**

**1** **The Research Officer (RO)** is designated by the Grantee institution and is responsible for the proper administration of the application and/or grant including, but not limited to, overseeing the submission of applications and grant activation, renewals, expenditure reports and other additional materials. Additionally, the RO is required to complete the budget and general details for grant activation and renewal, certifying that all information reported is accurate and up to date. Please note that only an authorized institutional official within your Institution's Office of Sponsored Research or equivalent can approve a full proposal submission to ADA. After submitting the full proposal to your RO, please work with them to ensure that the final submission is submitted by the funding opportunity deadline. Note that the RO submission approval is not required for the Letters of Intent (LOI) stage.

**The Principal Officer (PO)** is designated by the Grantee institution and is responsible for the proper accounting of grant funds. In this role, the individual is required to complete and certify the required annual Compliance Reports.

**Key Personnel** are individuals who play a significant role in the scientific development or execution of a project within an application or funded award. They are expected to dedicate a specified percentage of effort to the project, regardless of whether they receive salary support from the grant. Key Personnel will not have access to view or edit the proposal. For a full proposal application, please upload a biosketch for any faculty-level collaborators listed as key personnel in the Additional Attachments section.

[Save Draft](#) [Submit to Research Officer](#)

## How do I add key personnel at my institution to a proposal?

Within the application, click on the 'Project Contacts' tab to add collaborators affiliated with your institution, 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 [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org) with their contact information to have an account created for them.

**Find Contact**

[Add Contact](#) [Add Contact](#)

Full Name: Charles Best  
 Email: [Email](#)  
 Organization Name: University of ADA  
 Role: Institutional/Research, Institutional User  
 Status: Active

Full Name: Jami Goodman - FO  
 Email: [Email](#)  
 Organization Name: University of ADA  
 Role: External User, Finance Officer  
 Status: Active

Full Name: Jami Goodman - RO  
 Email: [Email](#)  
 Organization Name: University of ADA

**No Results Found**

[Save Draft](#) [Submit to Research Officer](#)

## 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.

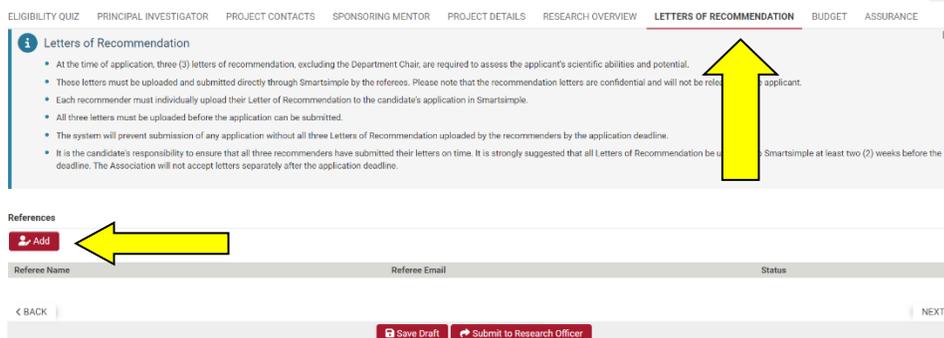
It is strongly suggested that all **Letters of Recommendation** be uploaded to the online application **at least two (2) weeks** prior to the submission deadline. Due to potential institutional firewall issues, we propose asking your recommenders for a personal email address versus work email address.

### 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



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.**



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](mailto: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?](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa)

[token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa)

[3D&enparen-](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa)

[tids=Zk5rFERMGF1fNhQ@C1ROAT-](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa)

[cUOgYFf-](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa)

[CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@ZBgVH2JYWEFAZFpa](https://diabetes.us-2.smartsimple.com/ex/ex_Evtpage.jsp?token=GAgKSR4GZVhcQhJaXxdWQ1ZQY1c%3D&enparen-tids=Zk5rFERMGF1fNhQ@C1ROAT-cUOgYFf-CFpH2JdUEJBZ1IZ&codedid=XXBxHRx6lj8TRnI5JBAVHEoillw@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?

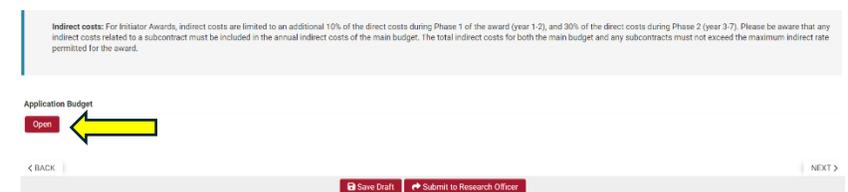
Please upload any additional documents you would like to include in your application under the Additional Attachments tab.

## How do I complete the application budget?

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



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.

Application Budget

Period 1 Period 2 Period 3 Summary

Collapse All

**General Instruction**  
Applicants may request up to three (3) years of funding support. The proposed project budget should not exceed \$200,000 USD per year (including 10% indirect costs) for a maximum total budget up to \$600,000 USD over three (3) years.

**Personnel Instruction**  
Personnel salaries and wages include wages earned by an employee and may include fringe benefits. All personnel listed in the grant (including all key personnel) must be included in the budget (names, credentials, position, percent effort) and in the personnel justification. If a position is currently vacant, list it as TBD. If the Principal Investigator or key personnel are not taking a salary from the grant, then their base salary is \$0.00 but a percent effort and justification must still be provided. The percent effort listed in the justification should match the percent effort in the line item budget. Finally, confirm that all salaries requested are for personnel at the grantee institution.

**Personnel**

Justification	Title	Person Name	% Effort	Salary	Fringe Benefits	Cost
PI	PI	Charles Best	75.00%	\$64,356.00	\$5,000.00	\$52,017.00

Personnel Subtotal: \$52,017.00

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.

Application Budget

Period 1 Period 2 Period 3 Summary

Collapse All

The following errors must be corrected prior to submission:  
• The entered budget for indirect costs for year 1 exceeds the 10.00% of the total direct cost threshold per year.

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**Personnel**

Justification	Title	Person Name	% Effort	Salary	Fringe Benefits	Cost
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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

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.

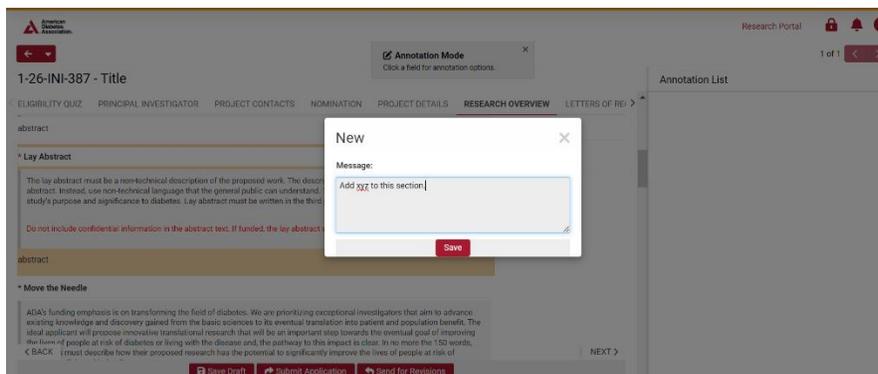
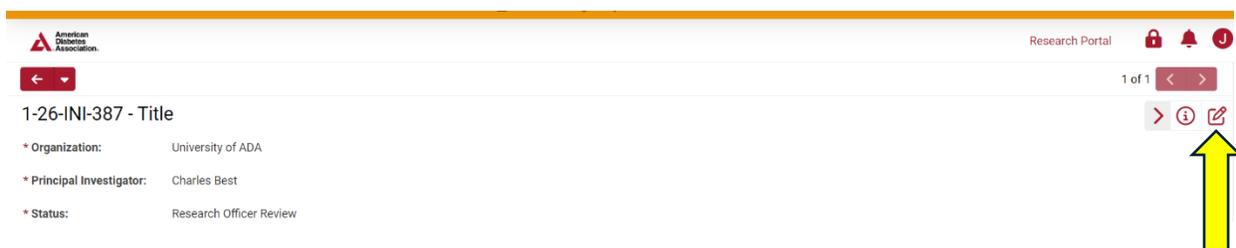
1-26-INI-387 - Title

- Submission Failed:**
- Nomination cannot be empty.
  - Nomination Number cannot be empty.
  - Nominee Type cannot be empty.
  - The project end date cannot take place before project start date.
  - Please review the contacts added in the Project Contacts section. There must be at least one Financial Officer added to the application.

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.



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.



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.