American Diabetes Association
Targeted Request for Applications (RFA)

2020

American Diabetes Association Cardiovascular-Metabolic Fellowship Awards, Supported by a Grant from Pfizer Inc.

professional.diabetes.org/grants
grantquestions@diabetes.org
The ADA Cardiovascular-Metabolic Fellowship Awards

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I. The ADA Cardiovascular-Metabolic Fellowship Awards Application Instructions

The ADA Cardiovascular-Metabolic Fellowship Awards are designed to support basic, clinical or translational research focused on cardiovascular disease in the context of diabetes. Applications from postdoctoral research fellows proposing fundamental biological research, mechanistic and outcome-based clinical studies, behavioral research, and epidemiologic research will be accepted.

The ADA Cardiovascular-Metabolic Fellowship Award applications may focus on, but are not limited to the following areas of investigation:

- Mechanistic studies to examine the pathophysiology of cardiovascular disease in the context of diabetes
- Clinical investigations aimed at defining the optimal therapeutic approaches for addressing cardiovascular risk factors in people with diabetes
- Strategies for improved care delivery for patients with diabetes and CVD, including the development of improved clinical decision support tools
- Studies examining the effect of treatment approaches on the progression of cardiovascular disease in people with diabetes

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

To qualify for classification as a clinical or translational project, studies are expected to involve human subjects, or human samples and/or data. For the purposes of this award, clinical research is defined as research where the effect of a change in the individual’s external or internal environment is evaluated, and includes therapeutic interventions, educational, psychosocial, and behavioral research, health services/care delivery research and epidemiology. Epidemiological research is defined as research aimed at identifying the distribution and determinants of disease in a population.

Translational research supported through this mechanism will typically involve expertise, collaboration and engagement across disciplines, and fall into two broad categories:

1) The first area includes efforts to translate basic biological discoveries from the laboratory into clinical applications that improve human health, including (but not limited to):
   - Laboratory to human studies clarifying the mechanisms of disease
   - Studies assessing the feasibility of applying laboratory discoveries to clinical investigations
   - Studies developing measures or markers of the presence, progression, or improvement of diabetes, or one or more of its complications

2) The second area is aimed at accelerating the translation of clinical advances from research settings to the community setting, and enhancing the adoption of best practices in patient care, including (but not limited to) approaches such as:
   - Qualitative determination of the best methods to promote adoption of proven practices
   - Retrospective or secondary analyses to generate future hypotheses
   - Health outcomes, comparative effectiveness or cost-effectiveness research
A. **Deadline**

The submission deadline is **October 26, 2020** for anticipated January 1, 2021 funding. Electronic applications must be submitted online via the official Grant Management Site by 5:00 PM Eastern Time on the deadline date.

B. **Institutional Approval**

The applicant, also referred to as the Principal Investigator (PI), must have the institution’s approval prior to submitting an application electronically. PI must confirm that the Sponsoring Institution is aware of the grant application and has acknowledged its intent to fully support the award. In addition, PI must attest that the application has been routed through, and approved by, the usual administrative channels of the Sponsoring Institution.

C. **Notification**

The applicant will be sent a receipt of application confirmation email from Association Research Program staff within four weeks of the application deadline. This notification will be sent to the applicant’s email address as entered into the online application form. If the PI does not receive a confirmation email within the indicated time frame, please contact grantquestions@diabetes.org.

Applicants will receive funding status notifications and written critiques following the peer review process.

D. **Status Changes**

Applicants must notify the Association in writing regarding any status changes during the review period. Status changes include the following:

**Contact Information Change**
Send an email to grantquestions@diabetes.org and specify the PI’s name, application type, application title, and contact information changes.

**Application Withdrawal**
To withdraw a pending application, the PI must complete the Grant Application Withdrawal Form and submit per the instructions on the form. The form is available for download on the [Targeted Research Programs website](https://www.diabetes.org) within the Application Materials of the ADA Cardiovascular-Metabolic Fellowship Awards.

E. **Grant Support**

This one-time award provides a maximum of $135,000 for up to two years which may include salary and fringe benefits. Indirect costs are not permitted with this award and the maximum yearly amount cannot exceed $67,500 per year. Refer to the Budget Guidelines (page 4) for specifics regarding allowable salary and other expenses.
F. **Review Criteria**

Emphasis will be given in the evaluation of the application to the following:

- Originality and degree of scientific rigor in study design;
- Potential impact of the proposed work on the understanding, treatment and prevention of cardiovascular disease and diabetes;
- Relevant experience of the fellow and their commitment to pursuing a diabetes research career;
- Relevant experience and training history of the Mentor;
- Availability of the appropriate facilities and resources.

In addition, clinical and translational projects will be evaluated on the scientific precision and potential clinical impact of the project; the ability of the investigator/site to recruit the patient population; access to, and availability of, data sources, samples and study medications (if applicable); and the specific timeline for progress of enrollment, data analyses and/or other major project milestones. These aspects of the project should be specifically addressed in the application.

G. **Eligibility Stipulations**

Applicant must hold a PhD, MD, PharmD, DO or DPM degree or, for other health professionals, the equivalent doctoral-level health- or science-related degree.

All investigators must be legally authorized to work in the U.S. Institutional certification of work permission will be required for all funded awards.

One person must be specified as the Principal Investigator; multiple PIs/co-PIs are not permitted.

**Fellowship Appointment**

At the time of award activation, applicant must be in a post-graduate research training position (postdoctoral fellow, medical research fellowship, etc.). Applications from investigators with more than six years of research training beyond conferral of terminal degree are discouraged.

At the time of award activation, applicants must hold a full-time postdoctoral fellowship position or the equivalent at a university, university-affiliated research institution or other non-profit research institution. If an appointment is less than full-time, this must be noted on the budget page. Applications from PIs with less than a full-time appointment will be considered on a case-by-case basis.

Applicants from non-university research institutions must provide a letter from the proper institutional official to explain how the position of the applicant compares to a postdoctoral position in a traditional academic institution. Any ambiguity about the applicant’s position can negatively impact the application.

While applicants must apply for this award under the guidance of a mentor, it is expected that the proposed research project be independently developed by the applicant (Fellow) and that the proposed project provide a distinct research program that the applicant (Fellow) can independently pursue.

Granted PI’s must remain at the same institution for the duration of the award and are prohibited from transferring to a new institution without their current mentor.
Other Sources of Support
Individuals may not hold an American Diabetes Association Postdoctoral Fellowship Award concurrent with another postdoctoral fellowship; however, they may have completed previous NIH or other foundation/non-profit postdoctoral funding at the time of award activation. If support for the objectives defined in this specific project is obtained from other sources at any time, the Association must be notified within 30 days.

The ADA Cardiovascular-Metabolic Fellowship Award applicants must agree to devote at least 75% of total time and effort towards research during the period of Association funding.

Institutional Assurances
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 provide evidence of appropriate IRB and/or IACUC approval (if applicable) at the time of application or just-in-time by the start date of the award. Award activation is contingent upon submission of proof of approval. If approval(s) are not received by the award start date, the grant will not be activated until all approvals have been received.

Confirmation of Study Drug
If the proposed research requires drug or drug placebo, the investigator must demonstrate their ability to obtain the needed research supplies by submitting documentation at the time of application or by the start date of the award. If proof of drug supply availability is not received by the award start date, the grant will not be activated until a confirmation of drug has been received.

H. Budget Guidelines

Salary for Principal Investigator
Applicants may request a maximum of $135,000 over two years (up to $67,500 per year) including fringe benefits. Provided salary support is calculated on a sliding scale based on the number of full years of relevant postdoctoral experience as of the award activation 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. Once the appropriate salary level has been determined, the PI will be paid at that level for the entire award year; the salary level cannot be changed mid-year. The salary for each subsequent year of support will be at the next level in the salary structure.

<table>
<thead>
<tr>
<th>Years of Postdoctoral Experience</th>
<th>Salary Amount</th>
<th>Monthly Salary Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$50,004</td>
<td>$4,167</td>
</tr>
<tr>
<td>1</td>
<td>$50,376</td>
<td>$4,198</td>
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</tr>
<tr>
<td>6</td>
<td>$59,100</td>
<td>$4,925</td>
</tr>
<tr>
<td>7 or More</td>
<td>$61,308</td>
<td>$5,109</td>
</tr>
</tbody>
</table>
Fringe Benefits
Up to 15% of the yearly maximum can be applied to fringe benefits as long as the total does not go over the $67,500.00 maximum.

Indirect Costs
Indirect costs are not permitted for this award.
II. Online Application Instructions

Applications must be submitted online via the official Grant Management Site, available through the Association’s website at professional.diabetes.org/grants. Emails and word processing files submitted outside the site will not be accepted.

Applicants must complete the online application form and upload the complete Body of the Application (page 10) as an attachment in Portable Document Format (PDF). 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 (e.g., supporting documents, page limits, font sizes).

Follow the steps below to create a new application in the Grant Management Site. If you have any difficulties accessing the site, contact grantquestions@diabetes.org for assistance.

1. Access the Targeted Research Programs website
2. Click on/expand the ADA Cardiovascular-Metabolic Fellowship Award
3. Click Create a New Application at the bottom of the section
4. Create a new user account, or log in using an existing account
5. Complete the Eligibility Quiz to confirm your eligibility status – be sure to respond candidly for accurate results. Submitted applications that do not meet eligibility criteria will be administratively disapproved
6. After successful completion of the quiz, the application process will begin
7. You may leave the site at any point by clicking Save & Finish Later at the bottom of the screen
8. After saving your work, you can log out and complete your application at a later time
9. To resume an in-progress application, access professional.diabetes.org/grants and select Grant Management Site on the navigation menu

Required details for each section of the online form are outlined below.

A. Principal Investigator

Contact Information
The applicant must provide the institution’s Tax ID and full legal name of the institution where the research will be conducted. Incorrect or incomplete information may 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.

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. PIs are required to have an ORCID identifier at the time of application. Registration is available free of charge online at orcid.org.
American Diabetes Association Membership
Award recipients are required to become members of and/or maintain membership in the Professional Section of the American Diabetes Association for the duration of their award. Association membership fees cannot be paid with Association grant funds. If selected for funding, the PI must submit proof of Association membership prior to award activation.

Work Permission
All investigators must have permission to legally work in the United States. Institutional certification of work permission will be required for all funded awards.

B. Award Administration

Financial Office Contact Information
Applicants must provide the name and contact information for the institution’s financial officer. All applicants must have the institution’s approval prior to submitting an application electronically; however, a signature page is not required. Incorrect or incomplete information may cause a delay in correspondence and payments.

Payment Information
Applicants must provide the institution name and the current complete mailing address for award payments. Checks will be made payable to the institution as entered in the “Payee Institution Name” field. The institution name should be entered as it appears on the institution’s W-9 Tax Certification Form. Incorrect or incomplete names may 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 American Diabetes Association, Research Foundation. Keep in mind there is a character count limit of 39 characters for this field. Please provide appropriate abbreviations if available (example: ADA Research Foundation).

Grant Administration Office Contact Information
Applicants must provide the grant administration office email address and phone number. Individual names and/or email addresses should be avoided.

C. Proposal Details

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 “β.” Instead of the symbol, type the full name. For example, instead of “β,” use the term “beta.” The Grant Management Site cannot support symbols, and any non-ASCII characters will be converted to question marks (“?”) upon submission.

D. Budget

Enter the requested amounts for the total amount and each year of the award. An itemized budget form must be included in the Body of the Application. A separate itemized Budget Form must be uploaded in Excel (.xls or .xlsx) for administrative purposes.
E. Project Summary

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

Responses to this section will allow the Association to respond to external and internal inquiries regarding the funding percentage the Association provides for each type of diabetes.

Research Program Area
Select up to three program areas that describe the type of research being proposed. Topic areas are used primarily to categorize funding within the Association’s research portfolio and to assist in fielding external and internal inquiries regarding the various program areas we fund. 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.

Scientific Abstract
(250-word limit)
Proposal abstracts should 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 not exceed 250 words. 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.” The Grant Management Site cannot support special characters, and any non-ASCII symbols will be converted to question marks (“?”) upon submission. Use the full term instead of the symbol, e.g., use the term “alpha” instead of “α.”
Lay Abstract
(250-word limit)
Proposal abstracts should 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, 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 the award is funded, the lay abstract will become public information. The lay abstract must be written in the third person.

Abstracts should not include symbols, such as “β.” The Grant Management Site cannot support special characters, and any non-ASCII symbols will be converted to question marks (“?”) upon submission. Use the full term instead of the symbol, e.g., use the term “beta” instead of “β.”

Animal and/or Human Experimentation
Indicate whether IRB and/or IACUC approval will be necessary for the proposed research being conducted. The Association requires IRB and IACUC assurances for human and animal subjects, respectively, if these are used in the funded research experiment/protocol. Applicants selected for funding must provide evidence of appropriate IRB and/or IACUC approval prior to award activation.

If applicant already has IRB and/or IACUC approval for the project, it should be included in the Body of the Application. If the approval is pending, the Association will accept just-in-time submissions.

Confirmation of Study Drug
If the proposed research requires drug or drug placebo, the investigator must demonstrate their ability to obtain the needed research supplies by submitting documentation.

If the applicant already has confirmation of the study drug for the project, it should be included in the Body of the Application. If confirmation is pending, the Association will accept just-in-time submissions.
III. Body of the Application

A. File Format

Applicants must combine all requisite components of the application into one 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.

The Association advises that applicants complete and acquire all required documents before creating the PDF. Hardcopy materials must be converted into electronic format (scanned) before combining into the single PDF 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 grants.gov for a list of suggested PDF conversion programs. The Adobe® Acrobat® Reader free version will not create a PDF. You can use Adobe Acrobat version 6.0 or later to 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 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 format) and type of application submitted (ADA Cardiovascular-Metabolic Fellowship Award). 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.

B. 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. Type may be no more than six lines per inch. Because font size can appear larger on a 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.

- **Font for Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes:** Label fonts may be a smaller point size, but must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

- **Margins:** Margins must be at least one-half inch.

- **Spacing:** Single-spacing is acceptable.
• **Legibility**: The PDF document should be easy to read. Research Grant Review Committee members read many applications and respond favorably to clear, organized, well-written proposals.

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

Applicants can use Adobe Acrobat 6.0 or later to create the header across the entire combined PDF by following the steps below (instructions vary by software versions; refer to program’s ‘Help’ function for assistance):

1. Select **Document**, followed by **Add Headers and Footers**.
2. Select the **Headers** tab.
3. Select left 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 or later to create the header across the entire combined PDF by following the steps below (instructions vary by software versions; refer to program’s ‘Help’ function for assistance):

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 application contents. Each section of the Table of Contents must include the page number according to the final Body of the Application PDF document. 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 in the final combined Body of the Application PDF file. The Table of Contents Template is available for download on the [Targeted Research Programs website](#) within the Application Materials of the ADA Cardiovascular-Metabolic Fellowship Award. A sample Table of Contents is available on the following page.
The ADA Cardiovascular-Metabolic Fellowship Award

Last name, First name

Project Title

Table of Contents

1. Research Plan

   a. Specific Aims (1-page maximum)
   b. Significance and Innovation (1-page maximum)
   c. Research Approach (4-page maximum)

2. Open Data and Resource Sharing Plan

3. References

4. Future Career Goals

5. Budget Form

6. Facilities

7. Environment

8. Biographical Sketches
   a. Fellow
   b. Mentor

9. Mentor Training Experience

10. Mentor Letter of Support

11. Letters of Recommendation (required for all applicants)

12. IRB and/or IACUC Approval (only if obtained by application deadline)

13. Confirmation of Study Drug (only if obtained by application deadline)
C. Body of the Application Contents

Specifications for Body of the Application contents are described below. Begin each text section in the PDF file with the section label (e.g., Resubmission Summary, Research Plan, etc.).

The Association will not accept materials that are not listed in the Table of Contents Template. For example, an appendix with graphs/tables, additional data, etc. will not be permitted and will be administratively removed from the application.

1) Research Plan

Complete a plan of the proposed research following the outline below. Figures and tables must be included within each section page limit. Applications that do not conform to these guidelines or exceed the page limits will be administratively disapproved.

The overall proposal should be kept as brief as possible while still presenting the complete research plan. Because a panel of experts in the field 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 format must be used for the Research Plan:

a) 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 work and summarize the expected outcome(s).

b) Significance and Innovation (1-page maximum)

(i) Significance

Explain the importance of the problem or barrier to progress in the field of diabetes research addressed by the project, and 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.

(ii) Innovation

Describe any novel theoretical concepts or approaches utilized or developed by the proposed work, and any new applications/improvements in methodologies, instrumentation or interventions.

c) 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. Particularly 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 4-page limit.

2) Open Data and Resource Sharing Plan (1-page maximum)

The data and resource sharing plan must not exceed one 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 6 months post-publication or 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); and (4) justification for why the data and resource sharing plan is strong.

Applicants should also address whether a data-sharing agreement will be required and, if so, provide a brief description of such an agreement (including the criteria for deciding who can receive the data and whether 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 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. Upon application review, if a request for waiver is not approved and the grant is approved for funding, the PI will be required to submit a data and resource sharing plan. If a plan is not received, the grant will be declined for funding.

3) References (1-page maximum)
The references made in the Research Plan must not exceed one page. As applicable, the PI’s name must be highlighted on all publications included in the References section. References must adhere to all formatting requirements. Many reference generating software automatically change font size. It is the applicant’s responsibility that formatting requirements are met at time of submission.

4) Future Career Goals (1-page maximum)
Describe your long-term commitment to diabetes research, outlining future career plans, and explain how this ADA Cardiovascular-Metabolic Fellowship Award will further those objectives. Demonstrate the relevance of your background and/or mentor’s background to the proposed work.

5) Budget Form
A categorical budget form must be included. Refer to the Budget Guidelines section (page 4) for specific budget details. The Budget Form is available for download on the Targeted Research Programs website within the Application Materials of the ADA Cardiovascular-Metabolic Fellowship Awards.

6) Facilities (250-word maximum)
Describe the facilities available for research and training and how they will be used by the Fellow. Must not exceed 250 words.

7) Environment (250-word maximum)
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.

8) Biographical Sketch (5-page maximum per biosketch)
Required for PI and Mentor
The Association accepts the NIH Biographical Sketch Format. Applicants and/or technical personnel that do not have an NIH Biosketch should use the automated NIH SciENcv utility to create one. The SciENcv tool is available through myNCBI at ncbi.nlm.nih.gov/sciencv.
a) **Fellow**
Include relevant research and teaching experience.

b) **Mentor**
Mentor biosketch must include a list of current funding.

9) **Mentor Training Experience**
Sponsoring Mentor must provide documentation of prior mentorship experience by listing the names of all fellows now in training and those previously trained within the last five years. The following information must be included for each fellow:

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

10) **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. Letter should be addressed as “Dear Research Grant 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, and 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

11) **Letters of Recommendation**
*Required for all applicants*
In addition to the Mentor Letter of Support, three Letters of Recommendation assessing the scientific abilities and potential of the applicant are required at the time of application. The Grant Management Site allows for blind submission of Letters of Recommendation. Each recommender must individually upload his/her Letter of Recommendation to the candidate’s application in the Grant Management Site. All three letters must be uploaded to the application prior to submission. **The system will prevent submission of any application without all three Letters of Recommendation uploaded by the recommenders by the application deadline.**

It is the responsibility of the candidate to ensure that all three recommenders have submitted their letters on time. It is strongly suggested that all Letters of Recommendation be uploaded to the Grant Management Site a week before the deadline date. The Association will not accept letters separately after the application deadline.
Letters should be addressed as “Dear Research Grant Review Committee” and must specifically address the following points:

- Applicant’s potential to make significant contributions to diabetes research
- Applicant’s ability to innovate and collaborate
- Assessment of applicant’s intellectual capacity and research potential in comparison with others at an equivalent career stage (percentile ranking - i.e. in the top 10% of previous trainees)

Letters of Recommendation must be submitted in the following categories:

a) PhD Advisor or Medical Training Advisor
   Applicant’s PhD or Medical Training Advisor must provide a letter of recommendation. If applicant cannot provide a reference from their direct graduate or medical training advisor, it must come from another individual specifically involved in the applicant’s research or medical training at the graduate level, and the individual providing the reference must explain their relationship with applicant (e.g. thesis committee member, or investigator other than advisor that was a close collaborator/co-author, or that worked closely with the applicant during their graduate training).

b) Two additional letters of recommendation
   Two additional letters of recommendation must be submitted from qualified individuals, other than the Sponsoring Mentor, who can evaluate the applicant’s qualifications for the proposed research and assess the applicant’s potential for a successful independent career in diabetes research.

12) IRB/IACUC Approval
   Required for all applicants using human and/or animal subjects
   Evidence of appropriate IRB/IACUC approval for the proposed research should be uploaded to the final PDF copy of the application, if available. If evidence of approval is not available at the application deadline, proof of IRB/IACUC approval must be submitted just-in-time by the start date of the award. An award letter will not be offered and the grant will not be activated until evidence of approval is received.

13) Confirmation of Study Drug
   Required for all projects utilizing drug or drug placebo
   If the proposal requires drug or drug placebo, investigator must demonstrate the ability to obtain the needed research supplies. A letter confirming drug supply must be included in the Body of the Application, if available. If confirmation is not obtained by the application deadline, proof of drug supply must be submitted just-in-time by the start date of the award. An award letter will not be offered and the grant will not be activated until proof of drug supply is received.

Application submissions that are incomplete or do not adhere to section page limits will be administratively disapproved.
IV. Application Checklist

Prior to submission, all applicants should check their application for the following:

1. PI does not hold an existing Postdoctoral Fellowship Award that does not expire by the start date of this award .................................................................

2. PI is legally authorized to work in the United States ......................................................

3. Proposal has been routed through and approved by the usual administrative channels of the sponsoring institution prior to application submission to ADA .................................................................

4. Required questions answered on the online form ........................................................

5. PI holds an MD, PhD, DO, DPM or PharmD degree or the equivalent health-or science-related degree ........

6. Appropriate budget form is complete and included in the Body of the Application PDF ........................................

7. Letters of Recommendation are uploaded to the site prior to submission ........................................

8. Letter from the Mentor included in the Body of the Application PDF file ........................................

9. Proof of appropriate IRB and/or IACUC approval and/or Confirmation of Study Drug included in the Body of the Application; if required approval forms are not available, applicants must submit approval(s) no later than the award start date ..............................................................................................................

10. **Body of the Application** is complete as described in the Application Instructions and uploaded to the online application as an attachment ..............................................................................................................

*Application submissions that are incomplete or do not adhere to section page limits will be administratively disapproved.*
V. Application Submission

To complete the online application process at a later date, select **Save and Finish Later** at any point during the online application process. Saved applications can be accessed through the Grant Management Site at [professional.diabetes.org/grants](http://professional.diabetes.org/grants).

Select **Review & Submit** when ready to submit an application. **Changes cannot be made to submitted applications.** The PI must have approval from the sponsoring institution prior to application submission. Upon application submission, the Sponsoring Institution agrees to accept responsibility for the scientific and technical conduct of the research project and accepts all terms and conditions of the award.

**Submission Issues? Troubleshooting Tips**

1. The Online Grant Application Site utilizes cookies on your computer. To access the online application, you may need to:
   a. Close all open browser windows
   b. Clear your cache and cookies
   c. Open a new browser window
   d. Paste the following ink into the address bar: [www.grantrequest.com/SID_320](http://www.grantrequest.com/SID_320)
   e. Change your security setting to allow cookies

2. Applications will not be saved unless applicant creates an account before beginning the process. Applications created without user accounts will have to start over with the online application process.

3. Changes cannot be made to submitted applications. Be sure to proofread your application carefully prior to submission.

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).

VI. Questions? Contact Us

- For answers to Frequently Asked Questions, please access FAQ’s on our website.
- For grant application and eligibility questions, please contact [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).