American Diabetes Association

Targeted Research Program

2020

COVID-19 and Diabetes Research Award

professional.diabetes.org/grants
grantquestions@diabetes.org
Table of Contents

I. COVID-19 AND DIABETES RESEARCH AWARD

A. EXPEDITED DEADLINE ................................................................. 1
B. INSTITUTIONAL APPROVAL ....................................................... 1
C. NOTIFICATION ............................................................................ 1
D. GRANT SUPPORT ......................................................................... 2
E. REVIEW CRITERIA ........................................................................ 2
   Eligibility Stipulations .................................................................. 2
   Faculty Appointment .................................................................... 2
   Open Data and Resource Sharing .................................................. 3
   Institutional Assurances ................................................................. 3
   Confirmation of Study Drug ........................................................... 3
F. BUDGET GUIDELINES ................................................................... 3
   Salary for Principal Investigator .................................................... 3
   Technical Personnel ...................................................................... 3
   Subcontracts ................................................................................ 4
   Supplies ......................................................................................... 4
   Other Expenses ............................................................................ 4
   Prohibited Expenses ................................................................... 4
   Indirect Costs ............................................................................... 4

II. ONLINE APPLICATION INSTRUCTIONS ...................................... 5

A. PRINCIPAL INVESTIGATOR ......................................................... 5
   Contact Information ..................................................................... 5
   ORCID Identifier .......................................................................... 5
   American Diabetes Association Membership .................................. 5
   Work Permission ........................................................................... 6
B. AWARD ADMINISTRATION .......................................................... 6
   Financial Office Contact Information ............................................ 6
   Payment Information ...................................................................... 6
   Grant Administration Office Contact Information .......................... 6
C. PROPOSAL DETAILS ................................................................... 6
   Title of Proposal ........................................................................... 6
D. BUDGET ....................................................................................... 6
E. PROJECT SUMMARY .................................................................... 6
   Research Type .............................................................................. 6
   Diabetes Type of Proposed Research ............................................. 7
   Research Program Area ................................................................. 7
   Animal and/or Human Experimentation ......................................... 7
   Confirmation of Study Drug .......................................................... 7

III. BODY OF THE APPLICATION .................................................... 8

A. FILE FORMAT ............................................................................... 8
B. FORMATTING REQUIREMENTS ................................................... 8
   Table of Contents .......................................................................... 8
C. BODY OF THE APPLICATION CONTENTS .................................... 10
   1) Research Plan (2-page maximum) ............................................. 10
   2) References (1-page maximum) ................................................... 10
3) Budget Form ............................................................................................................................................ 10
4) PI Biographical Sketch (5-page maximum) .......................................................................................... 11
5) Optional Letter of Recommendation .................................................................................................. 11
6) IRB/IACUC Approval(s) ..................................................................................................................... 11
7) Confirmation of Study Drug .................................................................................................................. 11

IV. APPLICATION SUBMISSION .................................................................................................................... 12

V. QUESTIONS? CONTACT US .................................................................................................................... 12
I. COVID-19 and Diabetes Research Award

The American Diabetes Association (ADA) is requesting applications for research focused on the impact of diabetes on COVID-19 and the impact of COVID-19 on diabetes and its complications.

Recent clinical experience has shown that people with diabetes are at higher risk of death from COVID-19 and that COVID-19 drives an increased risk of hyperglycemia and other complications in those with and without diabetes. This is in addition to the risk due to advanced age and chronic disease. Both the biological mechanisms underlying this risk and how to minimize it remain poorly understood. There is an urgent need for research to understand the impact of diabetes on COVID-19 and vice versa. This is true at a basic and clinical level.

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 COVID-19 in diabetes and its complications.

Clinical research is defined as research where the effect of COVID-19 in diabetes and its complications is evaluated, and includes therapeutic interventions, health services/care delivery research and epidemiological 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 falls into two broad categories, (1) translating basic biological discoveries on of COVID-19 in diabetes and its complications from the laboratory into clinical applications that improve human health, and (2) accelerating the translation of clinical advances from research on of COVID-19 in diabetes and its complications to the community setting or enhancing the adoption of best practices in patient care.

A. Expedited Deadline

The submission deadline is May 22, 2020 for anticipated July 1, 2020 funding. Electronic applications must be submitted online 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 applying electronically. Although written confirmation is not required, PI must ensure 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 ADA Research Programs staff within one week of the application deadline. If the PI does not receive a confirmation email within the indicated time frame, please contact grantquestions@diabetes.org.

There are two expedited rounds of the review process: 1) Preliminary Review and 2) Final Review. Status notifications will be distributed via email following each round of review. Review comments will not be provided.
D. **Grant Support**

ADA COVID-19 and Diabetes Research Awards provide up to $100,000 over a twelve-month period. Indirect costs cannot exceed 10% of requested direct costs. If subcontracts are used, any associated indirect costs must be incorporated into the 10% yearly maximum.

Award funds must be used for research activities in the described project and are to be divided between the salary of the PI/collaborating investigator(s) and research support. Support for the PI’s yearly salary (including fringe benefits) cannot exceed 20% of total costs (direct plus indirect). Refer to the Budget Guidelines (page 4) for specifics regarding allowable expenses.

E. **Review Criteria**

ADA COVID-19 and Diabetes Research Award applications will be evaluated on the potential of the project to impact knowledge of COVID-19 on diabetes and its ultimate translation to advance prevention, intervention or treatment. Originality and degree of scientific rigor in study design, scientific precision and potential clinical impact of the project, applicability to the scope of the RFA and the potential impact on advancing the understanding diabetes and COVID-19 are all important to consider. Relevant experience of the Principal Investigator, availability of the appropriate facilities and resources, the ability of the investigator/site to recruit the patient population, access to, and availability of, data sources, samples and study medications (if applicable) are relevant. The specific timeline for progress of enrollment, data analyses and/or other major project milestones and an appropriate budget allowing for the completion of the proposed work need to be stated.

**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, and possess the necessary skills and training to carry out the proposed work.

Awards are limited to institutions within the United States and U.S. possessions. All investigators must be legally authorized to work in the U.S. Institutional confirmation of permission to work within the U.S. will be required for all applicants at the time of application submission.

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

Individuals may currently hold an ADA Award.

**Faculty Appointment**

At the time of application, ADA COVID-19 and Diabetes Research Award applicants must hold a full-time independent faculty 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, it must be noted on the budget form. 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 faculty position in a traditional academic institution. Any ambiguity about the applicant’s position can negatively impact the application.
Open Data and Resource Sharing
All data resulting from ADA-funded research that can be shared without compromising human subject protections must be shared to an approved open data repository within 6 months of publication or within 18 months of the conclusion of the funding period, if the study remains unpublished.

A listing of repositories recommended by NIH is available on our website under ADA-Funded Research. 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 distributing. If sharing is not possible, funded applicants will be required to provide 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 score, it is a requirement for submission.

Institutional Assurances
The ADA 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 IRB and/or IACUC approval and submit documentation of approval(s) at the time of application or by the start date of the award (July 1, 2020). Award activation is contingent upon submission of proof of approval. If approval(s) are not received by the award start date, the award letter will not be provided.

Confirmation of Study Drug
If the proposed research requires drug or drug placebo, the investigator must demonstrate having access to the needed research supplies by submitting documentation at the time of application or by the start date of the award (July 1, 2020). Award activation is contingent upon submission of proof of approval. If approval(s) are not received by the award start date, the award letter will not be provided.

F. Budget Guidelines

Salary for Principal Investigator
PI salary support, including fringe benefits, cannot exceed 20% of total costs per year. ADA staff assumes that appointments at the applicant’s organization are full-time. If an appointment is less than full-time, it must be indicated with an asterisk (*) on the Budget form.

Technical Personnel
Technical personnel can receive salary from an ADA grant in accordance with the percent effort on the grant and within allowable institutional salary guidelines. Technical personnel include any individuals working on the research project in a scientific or technical capacity. For example, collaborating investigators, postdoctoral fellows, lab technicians, nurses, statisticians, and patient recruiters are all considered technical personnel. Administrative, secretarial, and/or custodial employees are not considered technical personnel and are ineligible to receive support from an ADA grant. If technical personnel have not yet been hired or identified, simply note that the person is “TBD” (to be determined). As soon as additional personnel have been identified, PI must provide the ADA with the biographical sketch of individuals holding a graduate level degree or above.
Subcontracts
Individual subcontracts must be indicated on the main budget page and itemized subcontract budgets must be provided on a separate budget page. **Any indirect costs associated with a subcontract must be incorporated into the overall budget’s yearly maximum indirect costs allowed (i.e., 10% of total direct costs) in the main budget.** The combined indirect costs for the grant and any subcontracts cannot exceed the 10% maximum indirect rate allowed for the award.

Supplies
There is no limit on the amount of budget funds that can be used for laboratory/research supplies. A categorized supply list must be included on the budget form and required financial reports. Office supplies are not permitted to be categorized as a direct cost.

Other Expenses
Other expenses must be itemized. Some examples of additional expenses eligible to be included in this category include:

- Publication costs (page charges, reprint costs)
- Books ($500 limit)
- Animal housing and acquisition costs

Prohibited Expenses
The following items **cannot** be purchased with award funds:

- Travel
- Equipment purchases above $5,000
- Rent for office or lab space
- Computer hardware or other smart devices (e.g., desktop, laptop, printer, iPad, smart phone)
- Telephone or internet service
- Non-technical (e.g., custodial or administrative) support
- Tuition
- Relocation costs
- Memberships and subscriptions (including ADA Professional Section membership)
- IRB or IACUC administration fees
- Grantsmanship consultant fees
- Visa or legal fees
- Office supplies
- Liability insurance

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

Indirect Costs
Indirect costs are limited to 10% of direct costs, and the yearly total amount (direct plus indirect costs) cannot exceed $100,000.
II. Online Application Instructions

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

Applicants must complete the online application form and upload the complete Body of the Application (page 8) as a PDF attachment. 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. Click Create a New Application at the bottom of the section
2. Create a new user account, or log in using an existing account
3. 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
4. After successful completion of the quiz, the application process will begin
5. You may leave the site at any point by clicking Save & Finish Later at the bottom of the screen
6. After saving your work, you can log out and complete your application at a later time
7. 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 notification. 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. The membership fee cannot be paid with ADA grant funds. If selected for funding, the PI must submit proof of ADA membership prior to award activation. Membership is not required in order to submit a grant application.
Work Permission
All investigators must have permission to legally work in the United States. Institutional confirmation of work permission will be required for all applicants.

B. Award Administration

Financial Office Contact Information
Applicants must provide the name and contact information for their 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.

The institution’s 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,” type “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 total amount for 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 COVID-19 in diabetes and its complications. Clinical research is defined as research of COVID-19 in diabetes and its complications 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 of COVID-19 in diabetes and its complications 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

**Research Program Area**
Select up to three program areas that describe the type of research being proposed.

**Animal and/or Human Experimentation**
Indicate whether IRB and/or IACUC approval will be necessary for the proposed research being conducted. The ADA 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 obtain IRB and/or IACUC approval and must submit documentation of such approval prior to award activation.

**Confirmation of Study Drug**
Indicate whether drug or drug placebo will be necessary for the proposed research being conducted. The ADA requires applicants to demonstrate the ability to obtain the needed research supplies. Applicants selected for funding must provide a letter confirming drug supply and must submit documentation of such approval prior to award activation.
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 the application instructions.

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

The ADA 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.

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 at least 15 characters per inch. Since 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.

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. A sample Table of Contents is available on the following page.
### Project Title

#### Table of Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Research Plan (2-page maximum)</td>
</tr>
<tr>
<td>2.</td>
<td>References (1-page maximum)</td>
</tr>
<tr>
<td>3.</td>
<td>PI Biographical Sketch (5-page maximum)</td>
</tr>
<tr>
<td>4.</td>
<td>Budget Form</td>
</tr>
<tr>
<td>5.</td>
<td>Optional Letter of Recommendation (1 maximum)</td>
</tr>
<tr>
<td>6.</td>
<td>IRB and/or IACUC Approval <em>(if applicable and if obtained by application deadline)</em></td>
</tr>
<tr>
<td>7.</td>
<td>Confirmation of Study Drug <em>(if applicable and if obtained by application deadline)</em></td>
</tr>
</tbody>
</table>
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, Specific Aims, etc.).

*The ADA will not accept materials that are not listed in the Table of Contents Template. For example, additional data, manuscripts, etc., will not be permitted and will be administratively removed from the application.*

1) **Research Plan (2-page maximum)**

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

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 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**  
      Provide an overview of the proposed COVID-19 and Diabetes 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**  
      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.

   c) **Research Approach**  
      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 strategies to establish feasibility. Expected Outcomes should also be provided. Figures and tables must be included within the page limit.

2) **References (1-page maximum)**

The references made in the Research Plan must not exceed one page and must adhere to all formatting requirements stated on page 11. As applicable, the PI’s name must be highlighted on all publications relevant to the application submission.

3) **Budget Form**

An itemized budget using the ADA’s Budget Form must be included. Separate Budget Forms must be included for each individual subcontract. Refer to the Budget Guidelines section (page 4) for specific details regarding allowable award costs. The Budget Form is available for download within the ADA Materials of the ADA COVID-19 and Diabetes Research Award.
4) **PI Biographical Sketch (5-page maximum)**
   The ADA accepts the NIH Biographical Sketch Format. Applicants and/or technical personnel who do not have an NIH Biographical Sketch should use the automated NIH SciENcv utility to create one. The SciENcv tool is available through myNCBI at ncbi.nlm.nih.gov/sciencv.

5) **Optional Letter of Recommendation**
   One Letter of Recommendation can be submitted from qualified individuals, assessing the scientific abilities and potential of the applicant at the time of application. *The ADA does not accept letters separately after the application deadline date.*

6) **IRB/IACUC Approval(s)**
   *Required for all applicants using human and/or animal subjects*
   A copy of the IRB/IACUC approval letter should be included in the final PDF copy of the application, if available. If approval is not obtained by the application deadline, approval must be submitted by the start date of the award (July 1, 2020). Award Notification and activation is contingent upon submission of proof of approval.

7) **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 by the start date of the award (July 1, 2020). Award Notification and activation is contingent upon submission of proof of drug supply.

   *Application submissions that are incomplete or do not adhere to section page limits will be administratively disapproved.*
IV. 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, available at [professional.diabetes.org/grants](http://professional.diabetes.org/grants).

Applicants must 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 Grant Management 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 link below 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 regarding the grant application process should be sent to [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).

V. Questions? Contact Us

- Website URL: [https://professional.diabetes.org/content/targeted-rfas](https://professional.diabetes.org/content/targeted-rfas)
- For grant application and eligibility questions, please contact [grantquestions@diabetes.org](mailto:grantquestions@diabetes.org).