American Diabetes Association

Targeted Request for Applications (RFA)

2018

Cardiovascular Complications in Type 1 Diabetes
Postdoctoral Fellowship Award

professional.diabetes.org/grants
grantquestions@diabetes.org
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I. Cardiovascular Complications in Type 1 Diabetes Postdoctoral Fellowship Award Application Instructions

The Cardiovascular Complications in Type 1 Diabetes Postdoctoral Fellowship Awards are designed to support clinical or translational research focused on understanding the mechanisms triggering the development of cardiovascular complications in people with type 1 diabetes and improving the prevention, treatment and management of cardiovascular complications in these individuals.

The Cardiovascular Complications in Type 1 Diabetes Postdoctoral Fellowship Awards applications may focus on, but are not limited to the following areas of investigation:

- Mechanistic clinical/translational studies aimed at delineating the factors underlying the development and progression of cardiovascular complications in type 1 diabetes, particularly systems biology approaches (metabolomics, functional genomics, proteomics, etc.) to elucidate novel factors and pathways that impact macrovascular systems in type 1 diabetes and to identify targets for the development of novel therapeutic approaches.

- Studies aimed at identifying differences between cardiovascular disease pathophysiology in type 1 diabetes and type 2 diabetes.

- Studies examining the relationships between diabetes, hypoglycemia, cardiac autonomic neuropathy and cardiovascular events, especially those leading to sudden death.

- Studies aimed at identifying biomarkers that predict cardiovascular disease progression with the intent to improve diagnosis and disease characterization, identify progressors and non-progressors, and monitor treatment responses.

- Studies aimed at developing the evidence base for cardiovascular risk factor targets to avoid cardiovascular complications in type 1 diabetes.

- Studies to examine the effect of autoimmunity and inflammation in type 1 diabetes in the development and progression of vascular disease, including studies aimed at identifying the benefits of screening and early treatment to control glucose levels in people with autoantibody positive (stage 2) type 1 diabetes on the development of complications.

- Comparative effectiveness studies of different pharmacological treatment strategies including metformin, GLP-1 agonists and SGLT-2 inhibitors, for glucose control, lipids, blood pressure, and other cardiovascular risk factors in subpopulations of people with type 1 diabetes and comorbidities.

- Translational studies examining clinical efficacy of novel candidates for treatment of cardiovascular disease; including studies utilizing non-traditional biomarkers or surrogate endpoints to detect early signals of potential benefit and to inform drug development decision making.

- Studies to identify effective strategies for individualizing treatment, (status assessment and treatment plan, development of decision support tools) and to improve the efficacy and efficiency of coordinated care and manage appropriate care transitions for people with cardiovascular disease and type 1 diabetes (coordination and composition of care team/medical home, integration of behavioral and nutritional therapy, transition from diabetes care to cardiology, etc.).

- Studies examining optimal methods for assessing glycemic control in the setting of cardiovascular disease and other comorbidities.

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) 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 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 **May 1, 2018** for anticipated September 1, 2018 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 Postdoctoral Fellowship 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 within the Application Materials of the Postdoctoral Fellowship Award.

E. Grant Support
This one-time award provides support for two- to three-years for a maximum budget of up to $250,000. Salary support is allowed up to $65,000 per year. In addition to salary support, PI will receive up to $5,000 per year in fringe benefit allowance, up to $5,000 per year training allowance and up to $10,000 per year research allowance. Indirect costs are not permitted with this award and the maximum yearly amount cannot exceed $85,000 per-year. Refer to the Budget Guidelines (page 5) for specifics regarding allowable 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;
- Applicability to the scope of the RFA and potential impact of the proposed work on the understanding, treatment and prevention of cardiovascular disease in type 1 diabetes;
- Relevant experience of the fellow (Principal Investigator); training history of the Mentor;
- Availability of the appropriate facilities and resources.

In addition, clinical or 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); 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. 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, and possess the necessary skills and training to carry out the proposed work.

Awards are limited to institutions within the United States. 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.

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.

Applicants must agree that if awarded the grant, they will attend the American Diabetes Association Scientific Sessions each year during the term of the grant. Fellow travel expenses to this meeting can be covered by the training allowance. In addition, the Association highly recommends that the mentor attend Scientific Sessions in conjunction with the fellow.

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.

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 one of the following times: 1) at the time of application or 2) just-in-time submissions by the start date of the award (September 1, 2018). Award activation is contingent upon submission of proof of approval. If approval(s) are not received by the award start date, an award letter will not be offered and 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 one of the following times: 1) at the time of application or 2) just-in-time submission by the start date of the award (September 1, 2018). If proof of drug supply availability is not received by the award start date, the award letter will not be offered and the grant will not be activated until a confirmation of drug has been received.
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, the application must include an acceptable explanation and request for waiver.

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

H. Budget Guidelines

Salary for Principal Investigator
Applicants may request a up to $65,000 per year for salary. The maximum award amount is $250,000 for up to three years. The yearly requested amount cannot exceed $85,000 per year including fringe benefits as well as research and training allowances.

Fringe Benefit Allowance
The up to $5,000/year fringe benefit allowance may be used to defray the costs of health insurance and other fringe benefits for the Fellow. This allowance may not be used for institutional overhead, postdoctoral registration fees or postdoctoral fellowship taxes.

Training Allowance
The up to $5,000/year training allowance may be used to support the educational and scientific expenses of the Fellow. Examples of expenses eligible to be included in this category are as follows:
   • Travel to diabetes-related scientific meetings
   • Books (limit of $500 per year)
   • Publication costs (page charges, reprint costs)
   • Training courses/workshops
   • American Diabetes Association Annual Professional Membership fees

Research Allowance
The up to $10,000/year training allowance may be used to support the educational and scientific expenses of the Fellow. Examples of expenses eligible to be included in this category are as follows:
   • Computer and/or software (one-time purchase)
   • Equipment
   • Reagents
   • Lab supplies
Prohibited Expenses
The following items cannot be purchased with award funds:

- Rent for office or lab space
- Other computer hardware or smart devices (e.g., printer, iPad, smart phone)
- Telephone or internet service
- Non-technical (e.g., custodial or administrative) support
- Relocation costs
- Memberships and subscriptions (not including American Diabetes Association Annual Professional Membership fees)
- IRB or IACUC administration fees
- Consultant 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 Association’s Research Programs Office. The Association reserves the right to refuse to pay for items or services. Unsanctioned purchases will be deducted from the recipient’s grant.

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 Postdoctoral 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 and budget justification 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).

**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 (e.g., Postdoctoral Fellowship Award, Innovative Basic Science, etc.). 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 Postdoctoral Fellowship Award. A sample Table of Contents is available on the following page. **Applications that do not include a Table of Contents will be administratively disapproved.**
Cardiovascular Complications in Type 1 Diabetes Postdoctoral Fellowship Award

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. References (1-page maximum)........................................................................................................
3. Open Data and Resource Sharing Plan (1-page maximum)...........................................................
4. Future Career Goals (limit 1 page).................................................................................................
5. Budget Form.................................................................................................................................
6. Facilities (limit 250 words)...........................................................................................................
7. Environment (limit 250 words)......................................................................................................
8. Biographical Sketches (5-page maximum per biosketch)..............................................................
   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. The Research Plan must not exceed six pages. Figures and tables must be included within each section of the Research Plan. *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. 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) **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 softwares automatically change font size. It is the applicant’s responsibility that formatting requirements are met at time of submission.
3) **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 or not 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 or not any conditions will be placed on their use). References to data and resource sharing may also be appropriate in other sections of the application.

A 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.

4) **Future Career Goals (1-page maximum)**

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

5) **Budget Form**

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

6) **Facilities (limit 250 words)**

Describe the facilities available for research and training and how they will be used by the Fellow. Must not exceed 250 words.

7) **Environment (limit 250 words)**

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.

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

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

The Association will forward manuscript(s) not included at the time of application submission to the reviewers if received by the addendum deadline (June 1). All applications must still adhere to the limit of two manuscripts per application.

13) 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.

14) 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 www.grantrequest.com/SID_320.

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
   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.

VI. Questions? Contact Us

- Website URL: http://professional.diabetes.org/grants.
- For answers to Frequently Asked Questions, please access FAQ's on our website.
- For grant application and eligibility questions, please contact grantquestions@diabetes.org.