American Diabetes Association

Core Research Program

2017

Postdoctoral Fellowship Award

professional.diabetes.org/grants
grantquestions@diabetes.org
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I. Postdoctoral Fellowship Application Instructions

Postdoctoral fellowship awards are designed to provide postdoctoral researchers with support for high quality training in disciplines and topics relevant to diabetes, in an environment most conducive to beginning a career in diabetes research. Postdoctoral Fellowship Awards can be used to support basic, clinical or translational research.

A. Deadline

The submission deadline is April 17, 2017 for anticipated January 1, 2018 funding. Electronic applications must be submitted online via the official Grant Management Site by 8:00 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 review process.

D. Application Addendum

An application addendum (optional) may be submitted following the close of the call for applications. Permitted addendum materials include only the following: 1) supporting manuscripts not available at the time of application (maximum combined total of two manuscripts per application), 2) proof of Institutional Animal Care and Use Committee (IACUC) and/or Institutional Review Board (IRB) approvals not available at the time of application (if applicable). Preliminary data updates will not be accepted as an addendum.

The deadline to submit an application addendum is June 1, 2017. The addendum must be submitted via the Grant Management Site, using the online addendum submission form. Applicants will receive an automated email notification when the form is available through the site, approximately four weeks following the grant application deadline. Letters of Recommendation uploaded to the site prior to submission.

E. 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 Core Research Programs website within the Application Materials of the Postdoctoral Fellowship Award.

F. Grant Support
This one-time award provides up to three years of salary support for the PI, calculated on a sliding scale based on the number of full years of relevant postdoctoral experience of the applicant at the time of award activation. In addition to salary support, PI will receive $5,000/year for training-related expenses (travel to scientific meetings, books or journals, supplies, computer, etc.) and a $5,000/year institutional allowance to cover health insurance and other fringe benefits. Indirect costs are not permitted for this award. Refer to the Budget Guidelines (page 3) for specifics regarding allowable expenses.

G. Review Criteria
The American Diabetes Association will give emphasis in the evaluation of the application to the following:

- The potential of the project and investigator to significantly impact the field of diabetes research and/or advance the prevention, cure or treatment of diabetes
- Applicant’s scientific potential and potential for establishing a successful and independent career in diabetes-related research
- Quality and originality of the research proposal and experimental approach, and its relevance to diabetes
- Tangible evidence of the applicant’s performance in research in the form of peer-reviewed scientific publications or equivalent
- Evidence of a strong commitment from the mentor toward providing quality training and support in preparation for an independent career in diabetes research

H. 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.

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 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.

Applicant 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 and that the proposed project provide a distinct research program that the applicant 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 other postdoctoral funding; however, they may have completed previous NIH or other foundation/non-profit postdoctoral funding at the time of award activation.

Postdoctoral 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 one of the following times: 1) at the time of application, 2) by the addendum deadline, or 3) 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, an award letter will not be offered and the grant will not be activated until all approvals have been received.

I. **Budget Guidelines**

Salary for Principal Investigator
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 stipend 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 stipend for each subsequent year of support will be at the next level in the stipend structure.
<table>
<thead>
<tr>
<th>Years of Postdoctoral Experience</th>
<th>Stipend Amount for 2017</th>
<th>Monthly Stipend Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$47,484</td>
<td>$3,957</td>
</tr>
<tr>
<td>1</td>
<td>$47,958</td>
<td>$3,996.50</td>
</tr>
<tr>
<td>2</td>
<td>$48,438</td>
<td>$4,036.50</td>
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<tr>
<td>3</td>
<td>$48,922</td>
<td>$4,076.83</td>
</tr>
<tr>
<td>4</td>
<td>$49,412</td>
<td>$4,117.67</td>
</tr>
<tr>
<td>5</td>
<td>$51,388</td>
<td>$4,282.33</td>
</tr>
<tr>
<td>6</td>
<td>$53,444</td>
<td>$4,453.67</td>
</tr>
<tr>
<td>7 or More</td>
<td>$55,581</td>
<td>$4,631.75</td>
</tr>
</tbody>
</table>

**Training Allowance**

The $5,000 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
- Computer (one-time purchase)
- Books (limit of $500 per year)
- Publication costs (page charges, reprint costs)
- Equipment
- Training courses/workshops
- Reagents
- Lab supplies
- American Diabetes Association annual Professional Membership fees

**Fringe Benefit Allowance**

The $5,000 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.

**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 Core 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 can 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**

**Resubmissions**
Applicants are permitted one resubmission of an application. There is no required time frame for resubmissions, but revised applications must follow the Application Instructions in effect at the time of resubmission. The revised application may be submitted to any subsequent application cycle, assuming all current eligibility requirements are met at the time of resubmission.

The title of the resubmission must be identical to the original application. All revised applications must begin with a Resubmission Summary, consisting of the original Notification Letter with complete review comments, followed by a summary response. The summary response must address substantive changes made to the application (2 page maximum, excluding the original review comments).

If the application is a resubmission, please enter the grant reference number assigned to the original application (example 1-17-PDF-001), and indicate the application deadline date of the original submission.
Only one revision of an unfunded application will be considered; the same application cannot be submitted a third time. In order to be considered a new application, at least 50% of the content in the research plan must be changed, and the title must be different.

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).

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 forward the approvals to the reviewers if received by the addendum deadline. The addendum deadline is **June 1**.

The Association will accept just-in-time submission of IRB and/or IACUC assurances. Applicants must submit approval by the funding date of January 1, 2018.
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.). 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 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.

**Header**

Applicant name and award type must be in the header of the Body of the Application, see page 12 for example. 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 required information in the **Insert Custom Text** section. See page 12 for example.
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 [Core Research Programs website](#) within the Application Materials of the Postdoctoral Fellowship Award. A sample Table of Contents is available on the following page.
**Project Title**

**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resubmission Summary</td>
<td></td>
</tr>
<tr>
<td>a. Original Status Notification</td>
<td></td>
</tr>
<tr>
<td>b. Summary Response (limit 2 pages)</td>
<td></td>
</tr>
<tr>
<td>2. Research Plan (limit 6 pages)</td>
<td></td>
</tr>
<tr>
<td>a. Specific Aims (limit 1 page)</td>
<td></td>
</tr>
<tr>
<td>b. Significance and Innovation (limit 1 page)</td>
<td></td>
</tr>
<tr>
<td>c. Research Approach (limit 4 pages)</td>
<td></td>
</tr>
<tr>
<td>3. References (limit 1 page)</td>
<td></td>
</tr>
<tr>
<td>4. Future Career Goals (limit 1 page)</td>
<td></td>
</tr>
<tr>
<td>5. Budget Form</td>
<td></td>
</tr>
<tr>
<td>6. Facilities (limit 250 words)</td>
<td></td>
</tr>
<tr>
<td>7. Environment (limit 250 words)</td>
<td></td>
</tr>
<tr>
<td>8. Biographical Sketches (5 page maximum per biosketch)</td>
<td></td>
</tr>
<tr>
<td>a. Fellow</td>
<td></td>
</tr>
<tr>
<td>b. Mentor</td>
<td></td>
</tr>
<tr>
<td>9. Mentor Training Experience</td>
<td></td>
</tr>
<tr>
<td>10. Mentor Letter of Support</td>
<td></td>
</tr>
<tr>
<td>a. Letters of Recommendation (required for all applicants)</td>
<td></td>
</tr>
<tr>
<td>11. Manuscripts – Limit, 2 (OPTIONAL)</td>
<td></td>
</tr>
<tr>
<td>12. IRB and/or IACUC Approval <em>(only if obtained by application deadline)</em></td>
<td></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, 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, more than 2 manuscripts, etc. will not be permitted and will be administratively removed from the application.

1) Resubmission Summary

Required for applicants submitting a revised application

The title of the resubmission must be identical to the original application. Revised applications are required to include a Resubmission Summary, consisting of the complete review comments from the original application, followed by a summary response to the criticisms and issues raised. Summarize substantial additions, deletions, and changes.

Substantial scientific changes must be clearly indicated in the text of the application by bracketing, indenting, or change of typography. Do not underline or shade changes. Deleted sections should be described in the summary response, but not marked as deletions. If changes are so extensive that essentially all of the text would be marked, explain this in the summary response. Ambiguity about changes from the original application will severely hamper the review process.

a) Original Status Notification

The notification sent to applicants with review critiques of the original application must be included at the beginning of the Resubmission Summary portion of the Body of the Application.

b) Summary Response (2 page maximum)

Must not exceed two pages; original critiques from reviewers do not count towards the page limit of summary response to the criticisms and issues raised. Summarize substantial additions, deletions and changes made in response to review comments.

2) Research Plan (6 page maximum)

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 the 6-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. 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 (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 pages 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.

3) **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 10. As applicable, the PI’s name must be highlighted on all publications included in the References section.

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 4) for specific budget details. The Budget Form is available for download on the Core 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.
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:

- 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

a) **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:

1. 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).

2. 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.

11) 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 required.

   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.

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 (April 15), it can be submitted by the addendum deadline (June 1) or just-in-time by start date of award (January 1). If approval is not received by the start date of the award, an award letter will not be sent and the grant will not be activated until evidence of approval is received.

   Incomplete application submissions 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 or U.S. possessions.

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. For revised applications, copies of critiques and responses to critiques included in the Body of the Application.

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

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

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


10. Proof of appropriate IRB and/or IACUC approval included in the Body of the Application; if required approval forms are not available, applicants must submit approval(s) either by addendum deadline or no later than the award start date.

11. Body of the Application is complete as described in the Application Instructions.

12. Body of the Application uploaded to the online application as an attachment.

Incomplete application submissions 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.

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 8:00 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.