

American Diabetes Association

American Diabetes Association- Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Program

Online Application Instructions

For July 1, 2008 Funding
Application Deadline: January 15, 2008
(Note: This award is only available in January)

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• Tel: (703) 549-1500 • FAX: (703)-549-1715
• Web Address: www.diabetes.org/research

MISSION STATEMENT: To prevent and cure diabetes and
to improve the lives of all people affected by diabetes.

American Diabetes Association

This application packet contains instructions for the following online grant application:

American Diabetes Association-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Program

For application and eligibility questions, please contact:

- Magda Galindo, Specialist, Research Programs

mgalindo@diabetes.org

703-549-1500, ext. 2362

For budget-related questions, please contact:

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I. General Application Information

A. Deadline

Online Application

The submission deadline for the American Diabetes Association-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Program applications is January 15 for July 1 funding. The Association's website provides a link for electronic submission at www.diabetes.org/research. Applicants submitting electronic applications must follow the instructions for online submission.

Electronic applications must be submitted by 8:00 PM Eastern Standard Time on the deadline date. If the deadline falls on a Saturday, Sunday or holiday, the application must be submitted by the following business day.

The Principal Investigator (PI) should have the institution's approval prior to submitting an application electronically. The American Diabetes Association does not require a signature page from the Institution. Instead, the American Diabetes Association will send an acknowledgement email to the Grants Financial Officer that the PI designates.

B. Format

Applicants must follow the following instructions when formatting their application:

Font size: All text should be at least 12 pt. typeface and no more than 15 characters per inch.

Margins: Margins must be at least half an inch.

Spacing: Single-spacing is acceptable.

Page numbering: Number the pages sequentially in the footer of the body of the application.

Header: The applicant's name must be in the header of the body of the application. Please type the last name and then the first name. For example: Smith, John.

C. Notification

The PI will receive a confirmation email from the American Diabetes Association within three weeks of receipt of the application. This notification will be sent to the email address the PI indicated in the online application. Additionally, the American Diabetes Association will send an acknowledgement email to the Grants Financial Officer that the PI designates.

D. Changes

Applicants must notify the Association in writing about any changes made to their application. These changes include the following:

Institution Transfer

Send an email to mgalindo@diabetes.org and indicate the following:

1. Anticipated transfer date
 2. Position at the new institution
 3. Name and address of the new institution
 4. Contact information of the financial officer and grant administrator at the new institution
- In addition, please provide a letter from the department chair at the new institution confirming departmental support for your research and availability of necessary space, facilities, etc.

We will complete the transfer as soon as the financial report and possible refund from the "old" institution is received.

Contact Information Change

Send an email to mgalindo@diabetes.org and specify the PI's name, application type, application title, and contact information changes.

Application Withdrawal

Send an email to mgalindo@diabetes.org and indicate the PI's name, application type, application title, and the reason for withdrawal.

II. Award Guidelines

A. ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Stipulations

Purpose

The purpose of the ADA-Takeda Pharmaceuticals Cardiovascular Complications In Diabetes Postdoctoral Fellowship Program is to support the training of scientists in an environment most conducive to beginning a career in diabetes research and cardiovascular disease. An award will be given to an established and active investigator in diabetes and cardiovascular research for the annual stipend support of a postdoctoral fellow to work closely with the mentor. The applicant investigator will be responsible for the selection of the qualified fellow. The term of the award is 2 years. Funding for each year will be contingent upon submission of the following materials by **August 1 each year:**

- Name and CV of the fellow
- Progress Report

Eligibility

Applicant investigators already holding two different ADA Mentor awards, for example, a Mentor-Based Postdoctoral Fellowship award and a Mentor-Based Minority Postdoctoral Fellowship Award, are NOT eligible to apply.

ADA grant awardees cannot hold more than two core awards of different program category at the same time. Awardees can hold one regular and one training award, or two training awards. No other combination of core awards is allowed. Core Program categories are as follows:

Regular:

Research Award
Clinical Research Award
Innovation Award
ADA-ASP Young Investigator Innovation Award in Geriatric Endocrinology
Henry Becton Innovation Award
Junior Faculty Award
Career Development Award
Distinguished Clinical Scientist Award

Training:

ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Award
ADA-Takeda Pharmaceuticals Beta Cell Award
Mentor-Based Postdoctoral Fellowship Award
Mentor-Based Minority Postdoctoral Fellowship Award
Physician-Scientist Training Award
Medical Scholars Award

Applicants cannot hold more than one ADA Targeted Award at a time. Examples of targeted awards include Novo Nordisk Clinical Research, Islet Cell Replacement in Type 1 Diabetes, ADA Healthy Food Choices, AIC Project, or The Richard & Susan Smith Family Foundation Award.

At most, applicants can hold 3 awards: 1) **one targeted award** (as defined above) and 2) **up to two core awards** (of different program category as defined above).

ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship awardees can, in turn, receive ADA funding for this award in addition to one other training award *or* one regular award, *and/or* one targeted award.

The fellow selected by the awarded investigator must hold a MD or PhD degree and must not be serving an internship or residency during the fellowship period. The fellow must not have more than three years of postdoctoral research experience in the field of diabetes/endocrinology at the commencement of this fellowship and cannot receive support from this program for more than two years. Although clinical training to meet the requirements for certification in endocrinology and metabolism is acceptable, the fellow must devote at least 80% of time and effort to his or her diabetes research under this fellowship. A different fellow may be designated at any time with the approval of the American Diabetes Association. A maximum six month overlap for a funded mentor who holds a standard award is allowed.

There are no citizenship requirements for the fellow. However, the applicant investigator must be a U.S. citizen or permanent resident. Applicant investigators that are not U.S. citizens must provide proof of their permanent resident status. If the applicant investigator is a permanent resident, he/she must submit a photocopy of his/her Permanent Resident Card. If the application to become a permanent resident in the United States is pending, the applicant must submit a letter from the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) that the application has been received. The proof must be included in the body of the application. The applicant investigator must also hold an appointment at a U.S. research institution and have sufficient research support to provide an appropriate training environment for the fellow. This must be documented by the head of the investigator's administrative unit at the institution. The applicant investigator must be a member of the Professional Section of the American Diabetes Association; the fellow must also be, or agree to become, a member.

Support

The award will be made for the stipend support of a single postdoctoral fellow in a given year, as well as laboratory supplies and travel costs. The salary of the fellow is to be determined by the applicant investigator, but the total amount of the award will not exceed \$45,000 per year. Laboratory supply costs are restricted to a maximum of \$3,000 per year and travel for the fellow to attend diabetes-related scientific meetings is restricted to a maximum of \$1,000. Book purchases may not exceed \$500 per year. The salary portion of the award may include health insurance and social security benefits, if applicable. The American Diabetes Association does not pay indirect costs.

The following items may **NOT** be purchased with ADA funds:

- Rent for office or lab space
- Computer hardware (e.g., laptop, desktop, printer) or telephone service support, unless adequately justified and approved by the ADA
- Non-technical (custodial or administrative) support
- Tuition
- Relocation costs
- Subscriptions and memberships (including ADA Professional Section membership.)

This is not a complete list. If you have any questions about whether you can purchase a particular item or service, please contact the ADA Research Programs Department. The Association reserves the right to refuse to pay for items or services.

Terms

Award funds are paid to the recipient's financial institution in quarterly payments on the following dates: February 15, May 15, August 15, and November 15. The first checks for awards starting on January 1 and July 1 are February 15 and August 15, respectively.

Each Annual Progress Report is due to ADA 30 days after the ending of each previously committed funding year. ADA reserves the right to reduce your current award year by 5% if the progress report is not received on or before the due date. The reduction shall be deducted from the next scheduled payments. Should your complete report not be received within 90 days after the due date, your award will be terminated.

After the completion of the final year of the grant, the Cumulative Final Report, which includes a scientific and a financial portion, is due within 60 days after the expiration date of the grant. Any funds not expended at the end of the final year **MUST** be returned to the American Diabetes Association. Any and all adjustments must be incorporated into this final reconciliation and accounting. Any claims not brought within 6 months of the end date shall be deemed waived. No expenses incurred *after* the award end-date can be charged to the American Diabetes

If the complete final report is not received by the due date, you will not be eligible to apply for any future ADA awards until the obligations for this award are complete. Additionally, if you have other ADA awards, those awards will be placed on hold until the proper Final Report is received. The required reporting forms and further grant details can be found on our web page at www.diabetes.org/research.

Your research profile, fellow's CV, and photograph (a 250 x 300 pixel PDF in laboratory setting) is due on **August 1st** in the first year of the award. Research profile forms are sent to all new grant recipients within the first month of notification.

Acknowledgement of support from the American Diabetes Association and Takeda Pharmaceuticals must be made when findings are reported or publicity given to the research and in all research publications arising, in whole or in part, from funds provided by this award. The fellow must agree to inform the American Diabetes Association of his or her professional status, research support, and all publications for a period of five years following completion of the fellowship.

Awards are limited to institutions within the United States and U.S. possessions. Recipients may not transfer awards between institutions without prior written approval of the American Diabetes Association.

At any time, revisions or transfers greater than 25% of each budget category also require written approval and must adhere to category funding limits. Critiques of the application will not be provided to the applicant investigator.

Review Criteria

Particular attention will be paid to:

- The quality and activity of the applicant investigator's diabetes research program.
- The likelihood that the fellow trained by the mentor will actively pursue a career in diabetes and cardiovascular disease research.
- The applicant investigator's past training record.
- Evidence of sufficient research support and adequate facilities to provide an appropriate training environment for a postdoctoral fellow.

III. Application Preparation

A. Accessing the Online Grant Application

- Go to the American Diabetes Association Research home page at www.diabetes.org/research
- Select **Research Grant Application Forms**
- Choose **ADA Grant Opportunities**
- Select the online application link for the American Diabetes Association-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship Program application
- Follow the steps
- Take the eligibility quiz
- After the system determines that you are eligible, the application process will begin

If you have any problems accessing the online grant application, please contact Magda Galindo at mgalindo@diabetes.org or 703-549-1500, ext. 2362.

B. Contact Information

Principal Investigator's Contact Information

The applicant must provide the institution's Tax ID and full name of the institution where the research will be conducted. Incorrect or incomplete information can 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.

Financial Officer's Contact Information

The applicant must provide the full financial institution's name to which checks should be made payable as it appears on your institution's W-9 Tax Certification Form. Incorrect or incomplete names can 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 space limit for this field. Please provide appropriate abbreviations if available. (Ex: ADA Research Foundation.)

In addition to the financial institution's name, enter the name of the responsible financial officer, current complete mailing address where checks should be sent, phone number, fax number, and email address must be provided. Please note that the PI must have the institution's approval prior to submitting an application electronically. The American Diabetes Association does not require a signature page from the Institution. Instead, the American Diabetes Association will send an acknowledgement email to the Grants Financial Officer that the PI designates. **Incorrect or incomplete information can cause a delay in correspondence and payments.**

Grant Administrator's Contact Information

Applicants must provide the grant administrator's name, email address, and phone number who will keep full account of disbursements.

B. Proposal Details

Type of Support

Select ADA-Takeda Pharmaceuticals Cardiovascular Complications in Diabetes Postdoctoral Fellowship

Title of Proposal

The title of the application should not have symbols, such as, β . Instead of the symbol, type the full name. For example, instead of β , type beta.

Area of Proposed Research

Indicate if the research is relevant to one or two of the following categories:

- Both Type 1 and Type 2 Diabetes
- Type 1 Diabetes
- Type 2 Diabetes
- Gestational Diabetes

Responses to this section will help the American Diabetes Association fulfill external and internal inquiries about the percent of funding we provide for each type.

Research Program Area

Select up to three program areas that describe the type of clinical research being proposed. Please note that you must select one area per drop down menu. These selections will help the American Diabetes Association fulfill external and internal inquiries about the different program areas we fund. It also helps to find potential donors for those particular areas.

Research Type

Is your proposed research basic or clinical? For the purpose of this award, clinical research is defined as research directly involving humans, and includes educational, psychosocial, behavioral, epidemiologic, and health services research as well as studies of normal physiology and mechanisms of disease.

Scientific Abstract

The scientific abstract must not exceed 250 words. The scientific abstract must be a technical description of your 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.

Lay Abstract

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 your award is funded, the lay abstract will become public information. The lay abstract must be written in the third person.

Budget

Enter the requested amounts for the total amount and each year of the award. An itemized budget and budget justification form must be included in the body of the application.

D. Body of the Application

Only one attachment file can be uploaded to page 3 of the application. **Applicants must convert the necessary components of their application into a Portable Document Format (PDF). Multiple attachments and other formats will not be accepted.** The Association advises that the applicants complete and acquire all of the required documents before creating the PDF. The completed body of the application must include a table of contents so the reviewers can easily find the application's contents. A footer must be added containing the page number and a header must include the applicant's name. The applicant's last name must be before the first name. For example: Smith, John.

1) Research Plan

(2 page maximum)

Briefly describe the projects available to the fellow.

2) Training Experience

List the names of all fellows now in training and those previously trained under your direction within the last five years. You must include the following information for each fellow:

Updated September 2007

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

3) **Biographical Sketch**

Biographical Sketches must be provided from the mentor applicant. All biographical sketches must identify Fellow trainees by using a bold font. The American Diabetes Association accepts NIH Biographical Sketches. Mentor applicants that do not have an NIH Biographical Sketch must complete their biographical information in the following education and research and/or professional experience sections. Must not exceed four pages.

a) **Education**

List the name of college or university where each degree was earned starting with the Baccalaureate degree. Please include degree, year conferred and field of study.

b) **Research and/or Professional Experience**

Concluding with the applicant's present position, list in chronological order previous employment since obtaining the doctorate degree, experience, and honors. Additionally, list in chronological order, the title and complete references to all publications during the past three years and to representative earlier publications pertinent to this application.

4) **Submitted Abstracts**

Indicate the total number of abstracts submitted to the American Diabetes Association Scientific Sessions by your fellows in the past three years.

5) **Current Research Support**

The applicant must list all current sources of support including federal (NIH, VA, NSF, etc), nonprofit, industry, or other.

List each current support in the following order:

- Granting agency
- Start and end dates
- Title of the project
- Total funding requested
- Role of the applicant
- Percent of time devoted to the proposed study

Abstracts for all current support must be included in the Abstracts section of the body of the application.

6) **Facilities**

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

7) **Environment**

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) **Mentor/Fellow Relationship**

Describe the proposed relationship of the mentor with the fellow (e.g. frequency of regular meetings, extent of time spent doing research together, other forms of close interaction). Must not exceed 1 page.

9) **Budget**

Required for all applicants

An itemized budget and budget justification must be included. A blank budget form can be accessed at www.diabetes.org/research

- Select **Research Grant Application Forms**
- Choose **ADA Grant Opportunities**
- Select the online link for the particular award
- Follow the steps
- Select the budget form link

Please refer to the **Budget Guidelines** of the *Online Application Instructions* for more information about the budget guidelines.

10) Abstracts from All Current Sources of Support

Abstracts from all current sources of support must be included. Please organize the abstracts in the same order as outlined in the online application. Clearly identify each abstract in this section and identify Fellow co-authors by using a bold font in the abstracts cited.

Permanent Resident Status Proof

Required from all U.S. Permanent Residents

Applicants that are not U.S. citizens must provide proof of their permanent resident status. If the applicant is a permanent resident, he/she must submit a photocopy of his/her Permanent Resident Card. If the application to become a permanent resident in the United States is pending, the applicant must submit a letter from the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) that the application has been received. **Scan the proof, convert to a PDF, and upload on page 3 of the online application as a separate attachment.**

Personal Data Form

The American Diabetes Association has a continuing commitment to monitor the operation of its review and award processes to detect—and deal appropriately with—any instances of real or apparent inequities with respect to age, sex, race, or ethnicity of the proposed principal investigator(s)/program director(s).

To provide the ADA with the information it needs for this important task, download the form at <http://www.diabetes.org/diabetes-research/research-grant-application-forms/ADA-grant-opportunities/forms-guidelines-FAQs.jsp>, complete it and upload on page 3 of the online application as a separate attachment.

A. Electronic Submission

Applicants can select **Save and Finish Later** if they want to complete the online application process at a later date. After applicants select **Save and Finish Later**, the system will prompt the applicants to create an account. Subsequently, the system will email the applicants their password. Applicants can access their saved online application via the following link www.grantrequest.com/sid_320

Applicants must not exit the online application process without creating an account. Applicants that do not create accounts will have to start over with the online application process.

Applicants must select **Review & Submit** when they are ready to submit an application. **Changes cannot be made to submitted online applications.** Prior to submitting an application electronically, applicants must be certain that The Principal Investigator (PI) has the institution's approval. Upon submitting the application, the American Diabetes Association recognizes that the institution agrees to accept responsibility for the scientific and technical conduct of the research project and agrees to all terms and conditions of the award.

Important Online Application Details

1. This process utilizes "cookies" on your computer. **To access the online application**, you may need to 1) close all open Web browser windows, 2) re-open a new Web browser window, 3) paste the above link into the address bar, and 4) change your security setting to allow cookies,
2. **Applications will not be saved unless applicants create an account before beginning the process.** Applicants without saved accounts will have to start over with the online application process.
3. Changes cannot be made to submitted applications.

Electronic applications must be submitted by 8:00 PM Eastern Standard Time on the deadline date. Any questions about the online grant application should be referred to Magda Galindo at mgalindo@diabetes.org or 703-549-1500, ext. 2362.

B. Application Checklist

All applicants should check their submission for the following

- _____ 1. Required questions were answered on the online form.
- _____ 2. The body of the application as described in the *Online Application Instructions* is completed and converted to a PDF.
- _____ 3. Proof of permanent resident status (if applicable) is included as an attachment.
- _____ 4. A Personal Data Form for both the mentor and fellow is included an attachment.