

Instructions and Guidelines EFSD Research Grant Application

1) General Information	1
2) EFSD Research Grant Application.....	3
Step 1: Applicant Information	3
Step 2: Application Details	4
Step 3: Signatures and Declaration.....	4
Step 4: Scientific Abstract	5
Step 5: Biographical Sketch	5
Step 6: Financial Support	5
Step 7: Ethical Approval	6
Step 8: Budget.....	7
Step 9: Budget Justification	8
3) Guidelines Biographical Sketch	8
4) Guidelines Research Plan	9
5) Guidelines Collaborative Agreements	10
6) Statement of Independence	10
7) Overview Documents	11
8) Budget Table A	13
9) Budget Table B: Contractual Costs.....	14
10) Submission	15

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1) General Information

General EFSD grant programme rules and regulations:

- Applications for EFSD grant programmes are invited from single non-profit institutions or groups of such institutions from Europe and associated countries (a detailed country list is provided on the [EFSD website](#) in the General Regulations section). The Principal Investigator and any Co-Investigators must be employed at a non-profit institution and the study must be performed at their place of work based in Europe or an associated country.
- Principal Investigators must be paid-up **EASD members** or have an EASD membership application pending. Details on how to become a member can be found on the EASD website: www.easd.org.
- Investigators may only hold a single EFSD award at any given time. This regulation applies to Principal Investigators as well as Co-Investigators. It does not apply to Collaborators. The EFSD Rising Star Fellowship Programme, EFSD Future Leaders Mentorship Programme for Clinical Diabetologists and EFSD Albert Renold Travel Fellowship Programme are exempt from this regulation.
 - Recipients of an EFSD award may apply for new funding to the same or to another EFSD programme on the condition that the current award is nearing completion (within six months). In this case, the new award cannot be activated until the existing project has been terminated and a final scientific report received and accepted.
 - If any other scientist in the PI's group is currently supported by EFSD, a Statement of Independence must be signed by both, the PI of the current application and the current grant holder. For more information see chapter 9 of this document.
- The duration of each grant may be one year or longer, depending upon the needs of the project and as justified in the application.
- Studies forming part of a larger project will be considered for funding, but this will need to be well justified in the application with clear indication of the total costs, the funding from other sources and the requested amount from EFSD and its allocation.
- All applications will be subject to scientific review by a specialised and independent *ad hoc* committee. Applications for research grants may undergo pre-review (or triage) procedures through a scientific review committee. In this event, any application rejected at pre-review will not be subject to a complete scientific review and no feedback report will be provided to the applicant.
- Grant activation documents must be returned to the EFSD Office within six months from the date of the EFSD award confirmation notice. In exceptional cases and with the prior permission of the EFSD Office, this time period may be extended a further six months. Any funding which has not been activated within twelve months of the award date will be automatically withdrawn.
- All funded Principal Investigators are required to submit a scientific report at the end of the project period. For those projects where funding is administered in instalments, interim progress reports will also be required and such reports will be subject to assessment prior to the release of any further funds.

- A list of all EFSD regulations can be found on the Programmes link of the EFSD website:

<http://www.europeandiabetesfoundation.org/programmes/generalregulations.html>

For **programme specific** focus areas, review criteria, additional regulations, funding amounts and eligibility criteria, refer to the programme's Request for Application (RFA) which is published on the EFSD website:

<http://www.europeandiabetesfoundation.org/programmes.html>

IMPORTANT

- **You must submit your application as one complete PDF email attachment by 12:00 noon (CET) on the deadline date!** Only submitted applications will be checked by the EFSD office and forwarded to the reviewers.
- All correspondence regarding your application and grant, in case of a successful application, will be sent **only to the PI's email provided in this application**. This email address can be different from the one used for the PI's MyEASD account.
- After submitting your application, you will receive a confirmation email acknowledging receipt of your application.
- Within two weeks of the programme deadline date you will receive a second email once your application has been checked by the EFSD Office. Should you have not received confirmation by then, please contact the EFSD Office foundation@easd.org.

Help

For **any other queries**, please contact the EFSD Office

foundation@easd.org

or call +49-211-75 84 69-0 (Monday - Friday, 8 am - 4 pm CET)

2) EFSD Research Grant Application

After the submission deadline you will no longer be able to make any changes to your application.

Step 1: Applicant Information

Principal Investigator

In this section you are asked to enter your contact details (name, institution, institutional address, phone and email address) and your EASD member number. If your contact information is outdated, please remember to also update your information in your EASD membership account.

IMPORTANT! All correspondence regarding your application and grant in case of a successful application will be **sent only to your e-mail provided in this application**. Principal Investigators must be paid-up **EASD members**.

If you are not yet an EASD member or if your EASD membership has expired, you have to become an EASD member or renew your membership, or your application will not be considered for funding. You may, however, apply for EASD membership and an EFSD award at the same time. To renew, re-activate or apply for EASD membership, go to the EASD Membership section in [MyEASD](#). Here you can also access your membership profile if you are a paid-up EASD member, update your contact details and check when your membership will expire. More information on EASD membership and how to become a member can also be found on the EASD website: www.easd.org.

Please note that the EASD membership application/renewal system in MyEASD will be closed from 1 July until after the EASD Annual Meeting each year. Instructions on how to apply for EASD membership in order to apply for an EFSD award during this time period will then be published on the Programme link of the EFSD website.

Co-Investigator

In this section up to two Co-Investigators names and contact details can be entered (if applicable).

Co-Investigators are equal participants who are jointly responsible for the project, whilst collaborators have a smaller input relating to one aspect of the project.

Any Co-Investigators of EFSD grant programmes must be employed at a non-profit institution in Europe or an associated country.

IMPORTANT! The regulation regarding only one EFSD award being held at a time applies to Co-Investigators as well as PIs. It does not apply to collaborators. Please make sure that your Co-Investigators are aware of this EFSD regulation and that this applies even if they do not receive any funds from this proposal in case of a successful application.

All Co-Investigators must be entered individually.

A biographical sketch of every Co-Investigator must be included in your application. Please follow the guidelines provided in chapter 3 and comply with the length

restrictions for biographical sketches (max 3 pages in font no smaller than Arial 12 points and single line spacing) as this will be strictly enforced.

From any Co-Investigator not working in the Principal Investigator's institution a signed collaborative agreement (see chapter 5) is also required, to be included in the application.

Step 2: Application Details

In this section you are asked to submit the following information:

- Title of proposal (max 100 characters including spaces)
Please note, the provided text field will only accept max 100 characters, any additional characters will be automatically cut off.
- Total budget requested
Please refer to the programme's RFA for the maximal funding amounts available
- Project type (clinical or basic)
Clinical research is defined as a study performed in vivo, in human individuals with focus on clinically relevant and diabetes-related outcomes.
- Project duration (project period in months, project start and end dates). *For project start and end dates, only the respective month and year are requested. If your project is for example over 12 months starting in January, you may either use December the same year or January the following year as the project end date.*
- Up to five keywords (optional)

Step 3: Signatures and Declaration

In this section you are asked to enter the name and contact details of the responsible Financial Officer in your institution to whom, in case of a successful application, funds should be sent and who will keep a full account of disbursements.

Responsible Financial Officer to whom funds should be sent and who will keep a full account of disbursements.

Declaration: We the undersigned declare that the information submitted is accurate and complete (to the best of our knowledge,) and that we shall accept the EFSD Regulations as stated on the Programmes section of the EFSD website if this application is funded. We further confirm that all staff grading and salaries quoted are correct and in accordance with the normal practice of this institution.

Principal Investigator (applicant) assurance: The undersigned agrees to accept responsibility for the scientific and technical conduct of the research project.

Important: All funds will be transferred from EFSD accounts. EFSD is a non-profit entity registered at the County Court Düsseldorf, Germany. Industry partners are not involved in the review process or decision on the grant awardees, and they will have no rights to the results obtained from any funded research project. Therefore, funding through EFSD should not be subject to VAT or overheads.

Note: If signatures cannot be obtained prior to submission of the application, this completed page may be sent up to 5 working days after the Programme deadline date.

Step 4: Scientific Abstract

Please do not exceed **300 words** in type no smaller than 12-point Arial and keep the abstract dedicated to this page.

Step 5: Biographical Sketch

Biosketches are only necessary for the PI and Co-Investigators (if appropriate).

Please refer to *Chapter 3 Guidelines Biographical Sketch*.

Step 6: Financial Support

In this section you are asked to submit information on:

- Other active EFSD applications (if any)
You are welcome to apply for several EFSD programmes at the same time, this information only serves to expedite EFSD processes in case of a successful application.
- Other support sought for this particular project (if any)
- Previous and current EFSD awards (if any)
Recipients of an active EFSD award may apply for new funding to the same or to another EFSD programme on the condition that the current award is nearing completion (within six months). **If you currently hold an active EFSD award**, please submit a short status report/statement indicating the remaining tasks and expected completion date of this award. Please keep this statement short and simple and do not include any scientific results. Please note that the new award cannot be activated until the existing project has been terminated and a final scientific report received and accepted.
- Currently active EFSD awards of your colleagues (if any)
If any other scientist in your group is currently supported by EFSD, your application will only be considered if you, as the Principal Investigator named for this grant, can provide clear evidence that you are a fully independent researcher. In this case, you are required to download our **Statement of Independence** which must be signed by both the PI of this application and the current grant holder and include as part of this application.
- Currently active EFSD awards of your Co-Investigators (if any)
- All your other financial support (if any)
In addition, include the **abstract pages of all sources of support** (pending or current).

IMPORTANT! Please be aware that EFSD does not support a Principal Investigator or Co-Investigator with more than one EFSD award at any given time, whether or not the projects are in related fields and independent of the EFSD programme providing the respective funding. For exemptions, please refer to the EFSD Rules and Regulations. It will, therefore, be necessary for all investigators to have completed the current

project supported by EFSD and have submitted a final scientific report before any new funding can commence. Furthermore, the current award must be nearing completion (within six months) in order for any new application to be considered. Collaborators are exempt from this regulation.

Be completely open about support from other sources, including support from pharmaceutical industry. If the project is already supported from other sources, please explain this in detail and justify the additional/complementary resources requested. Please give funding amounts in Euro, regardless of budget currency.

If any member of your research group currently holds an active EFSD award, include the Statement of Independence to your application.

Include the abstract pages of all sources of support (if applicable) as a single pdf file and the signed Statement of Independence (if applicable) to your application.

Work Distribution

In this section you are asked to provide information on:

- Your collaborators for this project (if any) – their names and institutions
- The distribution of work between your own, your Co-Investigator's and your collaborator's institutions (if applicable)

Which experiments/measurements will be performed where

- Percentage of work to be carried out by the PI and Co-Investigators (if any)
Please note, these percentages do not have to add up to 100% if additional personnel will be involved in the project

IMPORTANT! A signed letter of confirmation from each collaborator on the project and any Co-Investigator not working in the PI's institution is required. **Guidelines on Collaborative Agreements** including a mandatory statement are provided in chapter 5 of this document.

Include your collaborative agreements as a single pdf file to your application.

Step 7: Ethical Approval

In this section you are asked if your project involves experiments requiring ethical approval/s.

Please **do not include approvals as part of this application.**

Should this application result in the granting of an award, a copy of the confirmation and/or signature page of all ethical human and/or animal approval/s will need to be attached to the grant activation documentation. The approval/s must conform to the national laws of the country where the research is to be carried out. Please note that no payments will be transferred until the appropriate approval/s have been granted and a copy received in the EFSD Office.

Step 8: Budget

In this section you are asked to provide a detailed budget for your project using the budget table A.

A copy of budget table A is also provided in *chapter 8* of this document.

The total budget submitted must match the total being requested from EFSD. The budget period (time) during which the sum requested will be spent according to the specific needs of the project must be clearly stated and justified where indicated.

If the sum requested is part of a larger overall costing, then this may be explained in the Budget Justification section (step 9).

Please state your costs in Euros. If you are applying from a country outside the Euro Zone, please convert your local currency into Euros, using the exchange rate on the date of your application.

For salary requests, please note that EFSD accepts gross salaries including social charges and fringe benefits. The salary requested may not exceed (% effort) x (gross salary for the time period of the project).

You may (but are not required to) list all personnel involved in this project in the budget table, even if you do not request any salary for them. In this case, enter "0" or "n/a" in the respective salary request box and you do not need to disclose their institutional base salary.

Requests for indirect costs may not be higher than 10% of the subtotal direct costs.

For details on consultant/contractual costs, fill out budget table B in the Contractual Costs and enter the total amount into section D of the main budget table.

IMPORTANT! Do not deviate from this format, any budgets not submitted in the correct format will not be reviewed.

Contractual Costs

In this section you are asked to provide a detailed budget for any contractual costs (i.e. work carried out at another institution or company) requested in the detailed main budget (step 8) using the budget table B.

A copy of budget table B is also provided in chapter 9 of this document.

Please list equipment costs also under Equipment in your main budget (step 8).

Enter the total amount of your contractual costs (subtotal direct costs in table B) into section D: Consultant / Contractual Costs in main budget table A (step 8).

If your budget does not include any contractual costs, fill in n/a. Please do not paste the empty budget table into the editor.

IMPORTANT! Do not deviate from this format, any contractual costs not submitted in the correct format will not be reviewed.

Step 9: Budget Justification

In this important section you are asked to provide a justification for each item listed in the budget including contractual costs, as well as for the expected duration (time in months) of the project.

Provide clear justification for each budget item. This will allow the reviewers to determine whether the budget is appropriate for the proposed work. It might be helpful to explain local funding policies underlying certain requests.

If you apply for partial funding of a larger research project, please indicate clearly the total costs of the project, the funding from other sources and the planned allocation of EFSD funds. This will allow reviewers to assess financial feasibility of the whole project and the contribution of the new work, supported by EFSD, towards the overall success of that larger project.

This budget justification will be reviewed carefully and the Review Committee may on occasion and at its discretion recommend an award in a lesser amount considered more appropriate for the proposed studies.

3) Guidelines Biographical Sketch

IMPORTANT! Biographical sketches **must not exceed 3 pages per investigator written in type no smaller than 12-point Arial with single line spacing**. Documents exceeding these parameters will not be forwarded for review.

A biographical sketch should contain the following information:

- Name
- Date and place of birth
- Education (in reverse chronological order)
 - Name / location of college or university
 - Highest degree
 - Year conferred
 - Field of study
- Research and/or professional experience (in reverse chronological order)
- Publications (in reverse chronological order)
 - Titles of and complete references to all publications during the past three years (in reverse chronological order)
 - Earlier publications pertinent to this application
 - If a complete list of publications exceeds the three-page limit, choose those most pertinent to this application.

Please list your education and employment in **reverse chronological order**.

Biographical sketches are only necessary for the Principal Investigator and Co-Investigators (if applicable). Include the biographical to your application.

4) Guidelines Research Plan

IMPORTANT! The research plan **must not exceed 8 pages written in type no smaller than 12-point Arial with single line spacing** including preliminary data (figures and tables), but excluding references. No additional material (such as manuscript reprints, appendices etc.) will be accepted. Any application exceeding this page limit will not be forwarded for review.

Include your research plan to your application.

General considerations

- A clear relationship to diabetes (and to any specific focus of a particular call for applications) must be obvious.
- Ensure that the sections in the proposal are balanced in length (see suggested page lengths below): a long introduction leaving too little space for preliminary data and a detailed work plan will decrease the chances of success.
- The review panel will consider the information provided as an example of the principal investigator's approach to a research objective and as an indication of ability in this area of research.
- If you have applied unsuccessfully to any EFSD programme with this project previously, you are required to upload a **copy of the feedback** with this application if applicable. Furthermore please provide proof in the narrative text on how you have incorporated the comments to improve your project plan.

Research plan structure

a. Introduction (suggested length 1-2 pages)

- 1) Objective
- 2) Background and current status of research in the proposed field of study that has led to this proposal.
 - Be careful and honest in describing the background literature (work from others).
 - It is important that the reader gets a feel for novelty. Which gap in knowledge is being filled by the proposal?
 - Hypothesis: A carefully crafted introduction/background will make the formulation of the hypothesis obvious. This should be formulated as precisely and distinctly as possible. Is it novel? Is it important? If the study is hypothesisfree or descriptive, this must be justified.

b. Specific aims for the period of requested support (suggested length ¼ page)

- Must succinctly describe the approach to test the hypothesis.
- Too many aims may give the impression of fragmentation.

c. Preliminary data (suggested length 2-3 pages)

- This is an important part of the application that will provide evidence to reviewers of the rationale and feasibility of the proposed experiments.
- Refer briefly to any of your own previously published work that is directly relevant to the proposed experiments.

- Describe relevant new experiments and provide unpublished preliminary data in the form of figures or tables.
- d. Detailed plan of investigation with clearly set out project plan, methods, time plans with milestones and deliverables (suggested length 3-4 pages)**
- Please state if a power analysis has been performed and provide details of same. If this is not the case, please explain why a power analysis is not applicable to the project.
 - Does the work plan correspond to the aims in a direct fashion?
 - Potential pitfalls: It is useful to openly discuss challenges or vulnerabilities to a certain approach and to elaborate on potential alternatives to give the feeling that the best way forward has been chosen.
 - If the study is a clinical trial, all aspects of design must be carefully considered. It is helpful to ensure that appropriate expertise is represented in the proposal.
- e. Novelty and importance of this work – relevance to the specific aims of this EFSD Research Programme if applicable (suggested length ½ page)**
- f. Facilities available (suggested length ½ page)**
- g. References (not included in the page limit)**
- h. References (no page limit)**
- i. Abstract pages from all other sources of support (pending or current)**

5) Guidelines Collaborative Agreements

A signed letter of confirmation from each Collaborator and any Co-Investigator not working in the Principal Investigator's institution is required.

In addition to information which the Collaborator/Co-Investigator feels is relevant to the application, this letter should contain the following sentence:

“I herewith confirm that I have read and agreed with the scientific protocol of this application. The application is feasible and includes novel aspects that will advance scientific knowledge in this field, and that the protocol of this project is in accordance with the requirements outlined in the Announcement for this Programme”.

Include all Collaborative Agreements in a single pdf file in the application.

6) Statement of Independence

No investigator may hold more than one EFSD award at a time, and this may create a problem when a second investigator wishes to apply for EFSD support from within the same institution or research group. Such applications will only be considered if the

Principal Investigator named for this grant can provide clear evidence that he or she is a fully independent researcher.

Therefore, if any other scientist in the applicant's group is currently supported by an EFSD award, a Statement of Independence must be signed by both the PI of the current application and the current grant holder and to be included as part of the application.

The Statement of Independence contains the following statement that must be undersigned:

"I hereby confirm that the PI on the current application will appear either as first or last author on any publications arising from the work that may be funded by EFSD, and that any existing grant holder will NOT feature as first or last author on any such publications."

Any breach of the above described publication rule may lead to immediate withdrawal of EFSD funding to both applicants.

Exemptions: The EFSD Rising Star Fellowship Programme, EFSD Future Leaders Mentorship Programme for Clinical Diabetologists and EFSD Albert Renold Travel Fellowship Programme are exempt from the only one EFSD award per investigator regulation. If a colleague of the applicant is holding any of these awards, a Statement of Independence is not required.

7) Overview Documents

Please include all documents in pdf format.

Remember to use clear headings on your documents.

Please do not use fonts that are not commonly used (e.g. Arial MT) as these might affect the document that will be later accessed by the reviewers.

Title of Proposal	max 100 characters
Abstract	max 300 words
PI's Biographical Sketch	Mandatory for every application Guidelines in chapter 3 Length restriction: max 3 pages, Arial 12
Research Plan	Mandatory for every application Guidelines in chapter 4 Length restriction: max 8 pages, Arial 12 w/o references

Co-Investigator/s' Biographical Sketch/es	Mandatory for each co-investigator (if any) Guidelines in chapter 3 Length restriction: max 3 pages, Arial 12 per biographical sketch
Collaborative Agreements	If applicable to the application Guidelines in chapter 5, one single pdf
Abstract pages from all other sources of support (pending or current)	If applicable to the application, one single pdf
Previous EFSD feedback to this project	If applicable to the application Information in Research Plan Guidelines, chapter 4, general considerations
Statement of Independence	If applicable to the application
Status report of current, active EFSD award	Information in chapter 2, step 2

8) Budget Table A

A: Personnel: (name if possible)	Role on project	% Effort on project	Institutional base salary/Year	Salary request *
Subtotal Euro:				
B: Supplies (description):		Subtotal Euro _____		
C: Other costs (please specify):		Subtotal Euro _____		
D: Consultant / contractual costs = subtotal direct costs from Contractual Costs section (Budget B)		Subtotal Euro _____		
E: Equipment (please describe):		Subtotal Euro _____		
SUBTOTAL DIRECT COSTS				Euro _____
INDIRECT COSTS (maximum 10% of Direct Costs)				Euro _____
TOTAL BUDGET REQUEST (Direct + indirect costs including salaries)		TOTAL Euro _____		

* Gross salary including social charges, fringe benefits. The salary requested may not exceed (% effort) x (gross salary for the time period of the project).

For details on consultant/contractual costs, fill out budget table B contractual costs and enter the total amount into section D of this table.

You may (but are not required) to list all personnel involved in this project in the budget table, even if you do not request any salary for them. In this case, enter “0” or “n/a” in the respective salary request box and you do not need to disclose their institutional base salary.

9) Budget Table B: Contractual Costs

A: Personnel (name if possible)	Role on project	% Effort on project	Institutional base salary/Year	Salary request*
Subtotal Euro:				
B: Supplies (description):			Subtotal Euro _____	
C: Equipment (please describe)**			Subtotal Euro** _____	
D: Other costs (please specify)			Subtotal Euro _____	
SUBTOTAL DIRECT COSTS***			TOTAL Euro*** _____	

* Gross salary including social charges, fringe benefits. The salary requested may not exceed (% effort) x (gross salary for the time period of the project).

** Also list equipment costs under E: Equipment in budget table A.

*** Enter subtotal direct costs under D: Consultant/contractual costs in budget table A

10) Submission

Check your application carefully and make sure that it is accurate and complete.

IMPORTANT:

No changes can be made after submission!

You must submit your application by 12:00 noon CET on the Programme deadline date or it will not be forwarded to the reviewers!

Shortly after the submission, you will receive an email acknowledging receipt of your application.

You as the applicant will receive a **second email once your application has been checked by the EFSD office**. If you do not receive this second email within two weeks of the Programme deadline date, and it was not transferred to your spam folder, please contact the EFSD Office foundation@easd.org.