

# EFSD

European Foundation for the Study of Diabetes

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## Instructions and Guidelines EFSD/Novo Nordisk Foundation Future Leaders Award Application

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## 1) General Information

### EFSD/Novo Nordisk Foundation Future Leaders Award Programme Rules and Regulations:

- Applicants must have received their highest academic degree (PhD, MD) not more than 10 years before the start of the award but not yet holding a tenured academic Faculty appointment. For clinicians holding more than one qualifying degree (e.g. MD PhD) or with a clinical specialist degree/board certification, the time since the first degree may not exceed 12 years before the start of the award.
  - Time periods spent on maternity/paternity leave, military service, long-term illness or other exceptional circumstances will be taken into account, if clearly described (further documentation may be requested at the discretion of EFSD).
- Applicants must be employed by a non-profit institution based in Europe or an associated country (i.e. geographical Europe including Russia and Turkey, and e.g. Israel, Palestine and Lebanon) throughout the tenure of the grant and the study must be performed at their place of work based in Europe or an associated country.
- Applicants should provide clear evidence of their intention to pursue an academic career in Europe.
- Applicants 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](http://www.easd.org).
- Future Leader Awards will be in the total amount of **Danish Kroner (DKK) 5 million** each and will be of **5 year duration** subject to satisfactory progress. The awards will be paid to the recipient's institution in **5 annual instalments of DKK 1 million**.
- Awardees will submit an **annual scientific progress report** 2 months before termination of each funding year to EFSD. Continued funding will be dependent upon satisfactory scientific progress and involvement in recommended associated activities (see below). In the event of unsatisfactory performance, EFSD and the Novo Nordisk Foundation may decide to terminate funding.
- Awardees are required to submit a final scientific and financial report at the end of their award. In addition, awardees are asked to submit information on their research outcomes in the online questionnaire system Researchfish annually during the period of the award and for up to five years after the project has finished.
- Awardees are expected to **serve as ambassadors for the Programme** throughout the course of their award. This may include but not necessarily be limited to: Oral presentation once for each awardee at the "EFSD/Novo Nordisk Foundation Future Leaders Symposium", an integral part of the scientific programme of the EASD Annual Meeting; Participation as role models in the activities of the EASD Young Academy; Attendance at stand-alone meetings to be organized by the Novo Nordisk Foundation; Teaching faculty of EASD postgraduate education courses; Visits to schools or universities to promote diabetes research as a career opportunity; Public communication of science at local or international events; Participation in special press events organized by EFSD and/or the Novo Nordisk Foundation.

- **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.
- Studies forming part of a larger project will be considered for funding, but this will need to be well justified in the application.
- All applications will be subject to scientific review by a specialised and independent *ad hoc* committee.
- Award 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.
- A list of all EFSD regulations can be found on the Programmes link of the EFSD website: <http://www.europeandiabetesfoundation.org/programmes/general-regulations.html>

For **programme specific** focus areas, review criteria, additional regulations, funding amounts and eligibility criteria, refer also 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 by 18:00 (CET) on the deadline date!** You submit your application by pressing the “Submit Application” button at the end of the submission form. Only submitted applications will be checked by the EFSD office and forwarded to the reviewers.
- All correspondence regarding your application and award, in case of a successful application, will be sent **only to the email** provided in this submission. This email address may be different from the one used for your MyEASD account.
- After submitting your application, you will receive an automatic confirmation email. Should you not receive this confirmation, please check your spam folder, then contact CTI technical support [oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)
- 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](mailto:foundation@easd.org).

## Help

If you are having **technical difficulties** with the system, please contact

[oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)

or call +1-217 398 1792 (Monday - Friday, 8 am - 5 pm US CT).

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

[foundation@easd.org](mailto:foundation@easd.org)

or call +49-211-75 84 69-0 (Monday - Friday, 8 am - 5 pm CET).

## 2) Access the EFSD Online Application System

The EFSD online application system can be accessed via the [MyEASD](#) platform.

A link to the MyEASD Login is provided [here](#) or in the upper right corner of the [EFSD](#) and [EASD](#) home pages.

Log in to MyEASD with the email address and password from your existing account for EASD Membership or any other EASD application (EASD Annual Meeting Registration, EASD Annual Meeting Abstract Submission, EASD e-Learning, or EASD Virtual Meeting). If you do not have a MyEASD account yet, you will need to create one.

Once you are logged in at MyEASD, click on the “EFSD Applications” link and you will be directed to the start page of the EFSD online application system.

If you access the EFSD online application system for the first time, you will have to approve the third party data access confirmation by clicking on “I approve”. Then you will be directed to the start page of the EFSD online application system.

## 3) Getting Started in the EFSD Online Application System

Instructions on how to operate this online application system will be written in blue.

On the start page of the EFSD online application system is an overview which programmes are currently open for application in which application year. Towards the end of a year there will be more than one application year with open programmes.

To get to the programme you want to submit an application for or edit an existing one, click on the cube/grid icon in the upper left corner of the page, next to the home button. Then select the application year that contains your programme of interest.

You will be directed to the “Instructions and Guidelines” page of the application year you selected where you will find some general instructions and can download more detailed instructions and guidelines (e.g. this document) for your application type (e.g. grant, travel fellowship).

To begin a new application or access an existing one, click the “Applications” link in the page header.

Choose the programme you want to apply for and click “+ Add new” to begin an application.

To access an existing application, click on its title displayed below the programme name.

## 4) EFSD/Novo Nordisk Foundation Future Leaders Award Application

Instructions on how to operate this online application system will be written in blue.

To submit an EFSD/Novo Nordisk Foundation Future Leaders Awards application to EFSD in this system, you have to complete 10 steps, with the first step being to create a new application from the system's start page, followed by 9 steps or sections of the actual application.

Once you started an application, the steps or sections of the application process are shown in a menu on the left-hand and can be accessed by clicking on the respective term.

All fields marked \* are required and you have to complete all required items in a step before you can then click "Save and Continue" and thereby save your work entered in this section. You will then automatically be directed to the next application section.

You can exit your application and the website at any time and your input will be automatically saved once you completed all required items in a section and clicked "Save and Continue".

**You can re-enter the system and continue and/or edit your application any time before the programme deadline as long as you have not submitted your proposal yet.**

When you are ready to submit your application, click the "Submit Application" button at the end of the submission form. You can only submit an application when all required steps are completed.

After submitting your proposal and before the programme deadline, you will be able to access your application but you will not be able to make any more edits.

After the submission deadline you will no longer be able to access your application.

**IMPORTANT!** You must submit your application by 18:00 CET on the deadline date or it will not be forwarded to the reviewers!

### Step 1: Begin or Edit an Application

**To create a new application**, click the "+ Add New" button for the programme you want to submit an application for.

You can edit your application any time before the programme deadline as long as you have not submitted your proposal (by pressing the "Submit Application" button at the end of the submission form). A submitted application will have the proposal status "Locked", a not yet submitted application will have the status "Incomplete" or "Complete", respectively.

**To modify an existing proposal**, click on its title displayed below the programme name.

To make any edits, click the left-hand menu for the section you would like to edit.

**IMPORTANT!** Remember to click "Save and Continue" after making any edits!

## Step 2: Proposal Information

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

- Title of proposal (max 100 characters including spaces)
- Total budget requested  
*Please enter here the **fixed budget** for your programme:  
Danish Kroner (DKK) 5 million*
- 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 date)  
*The total project period should be 5 years (60 months)*
- Scientific abstract (max 2,000 characters without spaces)
- Up to five keywords (optional)

Fill in all required information and click “Save and Continue”.

**IMPORTANT:** You have to complete this section to start the application process and to gain access to the Applicant and Financial Officer sections (steps 8 and 9). You may, however, edit it later.

## Step 3: 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)
- 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 award, 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 uploaded as part of this application in the Applicant section (step 8). More information and exceptions can be found in chapter 11 of this document.
- All your other financial support (if any)  

In addition, upload the **abstract pages of all sources of support** (pending or current) as a single pdf file in the Applicant section (step 8).

**IMPORTANT!** Please be aware that in general, 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. This rule also applies for recipients of an EFSD/Novo Nordisk Foundation Future Leaders Award. 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. 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**.

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 and Danish Kroner, regardless of budget currency.

Fill in all required information and click “Save and Continue”.

Upload the abstract pages of all sources of support (if any) as a single pdf file in the Applicant section (step 8).

#### **Step 4: 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** (e.g. as an upload).

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 award 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.

Answer the mandatory question and click “Save and Continue”.

#### **Step 5: Budget**

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

You are asked to **submit 2 budget tables**: An estimate **5-year budget** of total DKK 5 million and a **detailed budget for the first year** of the project of total DKK 1 million.

In case of a successful application, you will be asked to submit a detailed budget for the next year of your project of total DKK 1 million as part of your yearly progress report. This will allow for adjustments and changes from your original 5-year budget.



**All budgets are to be prepared in DKK.** Use the current exchange rate between DKK and your local currency. The exchange rate used for calculating the DKK budget must be mentioned Budget Justification section (step 7). Awards will be payable in DKK and will NOT be adjusted for any alteration in the exchange rate between DKK and the local currency in the place of the award.

For salary requests, use current salary scales (gross salary including social charges, fringe benefits with expected annual increases/annuities). The salary requested may not exceed (% effort) x (gross salary for the time period of the project).

The budget may include Administrative Support, which constitutes an amount of up to 5% of the total budget to cover expenses related to the administration of the award, specifically regarding accounting, controlling, auditing and reporting.

**No Overheads** will be granted.

A copy of budget table A is also provided in chapter 14 of this document.

The total budget requested and budget period that you provided in the Proposal Information section (step 2) will be automatically reproduced in this section and vice versa.

The total budget submitted must match the fixed budget of the programme you are applying to.

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 7).

Download budget tables A using the link provided in this section, complete the budget document and then paste both budget tables into the editor in the online application system. Then click "Save and Continue".

For details on consultant/contractual costs, fill out budget table B in the Contractual Costs section (step 6) and enter the total amount into section D of the main budget tables.

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

## **Step 6: 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 budgets (step 5) using the budget table B provided as a download.

A copy of budget table B is also provided in chapter 15 of this document.

Please list equipment costs also under Equipment in your main budget (step 5).

Download budget tables B using the link provided in this section, complete the budget document and then paste the tables into the editor in the online application system. Then click "Save and Continue".

Enter the total amount of your contractual costs (subtotal direct costs in table B) into section D: Consultant / Contractual Costs in the respective budget table A (step 5).

**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 7: Budget Justification

In this section you are asked to provide a justification for each item listed in the budget including contractual costs.

If you are applying from outside of Denmark, include the exchange rate between DKK and your local currency used for calculating your budget in this section.

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.

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

Fill in all required information and click "Save and Continue".

## Step 8: Applicant

In this section you are asked to:

- 1) Enter your contact details
- 2) Upload your biographical sketch, letter of motivation, full research plan, letters of support, signed Signature and Declaration document and, if applicable, your collaborative agreements, abstract pages from other sources of support and statement of independence

### Page 1: Contact details

Your contact details (name, institution, institutional address, phone and email address) and your EASD member number will be **automatically pre-filled from your EASD membership account**. This information can be amended in the online application system except for your name and EASD member number. If your contact information is outdated, please remember to also update your information in your EASD membership account.

If you do not have a membership account yet, you have to enter the requested information manually.

**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.

Applicants must be paid-up **EASD members**. Your membership number and membership status (“true” or “false” meaning active or not) will be automatically transferred from your EASD membership account and you will not be able to make edits to these fields.

If you are not an EASD member, a number following EFSD\_ will appear in the EASD member number field and the information “false” for your member status.

**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](http://www.easd.org).

Check and/or fill in all required information and click “Save and Continue”.

You will be directed to the page where you can upload documents. If you wish to return to the page with your contact details, click “Edit”.

### **Page 2 and 3: Uploads of documents**

A list of the documents you are required to upload in this section as part of your application can be found in table 1 on the next page and in chapter 13 of this document.

You are also required to complete and submit the **Signature and Declaration Document** provided as a download in this section.

The Signature and Declaration Document must be signed by you as the principal investigator of this application, an administrative official and responsible financial officer of your institution.

More information on the Signature and Declaration Document is provided in chapter 10 of this document.

**If signatures cannot be obtained prior to submission of the application**, these pages may be sent up to 5 working days after the programme deadline date to [foundation@easd.org](mailto:foundation@easd.org). A scan of the originally signed pages will suffice.

<b>Uploads mandatory for every application</b>	
Biographical Sketch	Guidelines in chapter 5 max 4 pages, Arial 12
Letter of Motivation	Guidelines in chapter 6 max 3 pages, Arial 12
Research Plan	Guidelines in chapter 7 max 6 pages, Arial 12 + references
Letter of Support from your institution	Information in chapter 8
Two Letters of Support from senior scientists outside of your institution	Information in chapter 8
Signed Signature and Declaration Document	Information in chapter 10 Download in the Applicant section
<b>Uploads mandatory if applicable to the application</b>	
For clinical scientists: a letter from your institution/hospital guaranteeing time for research	Information in chapter 8
Collaborative Agreements	Guidelines in chapter 9 one single pdf
Abstract pages from all other sources of support (pending or current)	one single pdf
Signed Statement of Independence	Information in chapter 11 Download in the Financial Support section (step 3)

Table 1: List of documents required to upload in the Applicant section

**IMPORTANT!** Please follow our **guidelines for your biographical sketch, letter of motivation, full research plan and collaborative agreements** provided in chapters 5 - 9.

**IMPORTANT!** Comply with the **length restrictions for the biographical sketch, letter of motivation and research plan** as documents exceeding these parameters will not be forwarded for review.

Please upload all documents in pdf format.

Download and complete the Signature and Declaration Document using the link provided in this section.

**To upload your documents**, click “Add/Edit Files” and you will be directed to the upload page.

To upload a document, enter a description of your file (e.g. research plan) and use the “Search...” button below the description’s text field to select the respective file on your computer, then click the "Add File" button to upload.

**IMPORTANT!** You have to enter a description of your file or you will not be able to upload!

Once all files have been added, click "Continue" and you will be directed back to the previous page.

Click “Continue” to get to the next application section.

If you wish to return to the page with your contact details, click “Edit”.

## **Step 9: Financial Officer**

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.

**IMPORTANT:** The responsible financial officer must sign the Signature and Declaration Document (see step 8 and chapter 10).

Fill in all required information and click “Save and Continue”.

Click “Continue” on the next page to get to the next application step.

To delete or edit your financial officer’s details, click “Delete” or “Edit”.

## **Step 10: Summary and Submission**

In this section you can review your work and submit your application once you have completed all required steps.

Note, you will only be able to submit your application if you have completed all required information.

If your application is complete, a “Submit Application” button will be displayed on the summary page.

If your application is not yet complete, you will see a notice which step(s) still need completion.

You can also view and print a printer-friendly version of your application.

You can edit your application any time before the programme deadline as long as you have not submitted your proposal yet.

## **IMPORTANT! No changes can be made after submission!**

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

To make edits, click the left-hand menu for the section you would like to edit.

For the sections “Applicant” and “Financial Officer” you will be directed to the second page of the corresponding section. To access their contact details, click “Edit”.

**IMPORTANT!** Remember to click “Save and Continue” after making any edits!

**To submit your application, click the “Submit Application” button.**

**IMPORTANT! You must submit your application by 18:00 CET on the programme deadline date or it will not be forwarded to the reviewers!**

Shortly after the submission, you will receive an **automatic confirmation email**. If you do not receive this email, please remember to check your spam folder, then contact CTI technical support [oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)

You 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](mailto:foundation@easd.org).

You will still be able to access your application after submission and before the programme deadline, but you will not be able to make any more edits.

After the programme deadline you will no longer be able to access your application.

## **5) Guidelines Biographical Sketch**

**IMPORTANT!** Your biographical sketch **must not exceed 4 pages written in type no smaller than 12-point Arial with single line spacing**. Documents exceeding these parameters will not be forwarded for review.

Your biographical sketch should contain the following information:

- 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) **with clear indication of your role**
  - Titles of and complete references to all publications (in reverse chronological order)
  - If a complete list of publications exceeds the four-page limit, choose those most recent and/or most pertinent to this application.
- Awards and honours
- Previous competitive funding (national and international)
- Membership of editorial boards and leadership committees
- Teaching and extra-curricular activities

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

Upload your biographical sketch in the Applicant section of the application system (step 8).

## 6) Guidelines Letter of Motivation

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

An essential part of a Future Leaders Award application is the applicant's letter of motivation. It will allow the Review Committee to understand better your motivation and suitability to become a Future Leader in European diabetes research.

Please explain in your own words your background and your motivation to stay in the field of diabetes and to pursue an academic career in Europe.

Include any information (e.g. training, experience, activities, specific interests, personal qualities) that you find important to reflect your motivation and capability to become a Future Leader in European diabetes research

Your letter of motivation should further include:

- Your career plans
- A summary of your previous scientific achievements
- A brief description of your scientific project (a detailed research plan is to be submitted as a separate document, see chapter 7)

Upload your letter of motivation in the Applicant section of the application system (step 8).

## 7) Guidelines Research Plan

**IMPORTANT!** The research plan **must not exceed 6 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.

### General considerations

- A clear relationship to diabetes must be obvious.
- Ensure that the sections in the proposal are balanced in length: 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 applicant's approach to a research objective and as an indication of ability in this area of research.

### Research plan structure

#### a. Introduction

- 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 hypothesis-free or descriptive, this must be justified.

#### b. Specific aims for the period of requested support

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

#### c. Preliminary data

- 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**

- 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.
- A clear Gantt diagram should be included.

**e. Novelty and importance of this work**

**f. Facilities available**

**g. References (not included in the page limit)**

Upload your research plan in the Applicant section of the application system (step 8).

## **8) Letters of Support**

Several letters of support must be included in the application:

- 1) A strong letter of support from your institution.  
**IMPORTANT!** This letter should also contain a well-defined long term career plan, including specific mention of terms of employment during the 5-year period of the award and details of direct financial support for the research to be made available.
- 2) Two letters of support from senior scientists outside of your institution.
- 3) For clinical scientists: A clear commitment from your academic institution and/or associated hospital to guarantee you sufficient time to pursue your research project.

**IMPORTANT!** Letters must be dated and printed on institutional letterhead.

Upload your letters of support in the Applicant section of the application system (step 8).

## 9) Guidelines Collaborative Agreements

If you have collaborators for your project, a signed letter of confirmation from each collaborator is required.

In addition to information which the collaborator 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”.*

Upload all Collaborative Agreements in a single pdf file in the Applicant section of the application system (step 8).

## 10) Signature and Declaration Document

**Applicants are required to complete and submit the Signature and Declaration Document** provided as a download in the Applicant section (step 8).

The Signature and Declaration Document consists of 2 pages:

Page 1 must be signed by the responsible financial officer (step 9) in the applicant’s institution to whom, in case of a successful application, funds should be sent and who will keep a full account of disbursements. Thereby the financial officer acknowledges the following:

*“All funds will be transferred from Novo Nordisk Foundation accounts. The Novo Nordisk Foundation and EFSD are non-profit entities. No industry collaborators are 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 Novo Nordisk Foundation and EFSD should not be subject to VAT.”*

Page 2 must be signed by the applicant, as well as an administrative official (e.g. Dean, Head of Department). In addition, this page must be stamped by this administrative official. With their signatures the applicants and the administrative official declare the following:

*“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 in 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.”*

The Applicant also declares:

*“The undersigned agrees to accept responsibility for the scientific and technical conduct of the research project.”*

Upload a scan of the originally signed pages in a single pdf file as part of the application in the Applicant section (step 8).

**If signatures cannot be obtained prior to submission** of the application, these pages may be sent up to 5 working days after the programme deadline date to [foundation@easd.org](mailto:foundation@easd.org). A scan of the originally signed pages will suffice.

## 11) 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 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 uploaded as part of the application in the Applicant section (step 8).

The Statement of Independence can be downloaded in the Financial Support section of the application system (step 3) and 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.

## 12) Overview Length Restrictions

Please comply with the length restrictions as they will be strictly enforced. Files exceeding the maximum allowance will not be forwarded for review.

<b>Title of Proposal</b>	max 100 characters (including spaces)
<b>Abstract</b>	max 2,000 characters (without spaces)
<b>Biographical Sketch</b>	max 4 pages in Arial 12 point, single line spacing
<b>Letter of Motivation</b>	max 3 pages in Arial 12 point, single line spacing
<b>Research Plan</b>	max 6 pages in Arial 12 point, single line spacing including preliminary data (figures and tables), but excluding references

### 13) Overview Uploads

Please upload all documents in pdf format.

You will be directed to the sections where you can upload your documents after you filled in all required contact information in the Applicant section (step 8).

<b>Uploads in Applicant section (step 8)</b>	
<b>Biographical Sketch</b>	Mandatory for every application Guidelines in chapter 5 Length restriction: max 4 pages, Arial 12
<b>Letter of Motivation</b>	Mandatory for every application Guidelines in chapter 6 Length restriction: max 3 pages, Arial 12
<b>Research Plan</b>	Mandatory for every application Guidelines in chapter 7 Length restriction: max 6 pages, Arial 12 w/o references
<b>Letter of Support from your institution</b>	Mandatory for every application Information in chapter 8
<b>Two Letters of Support from senior scientists outside of your institution</b>	Mandatory for every application Information in chapter 8
<b>For clinical scientists: a letter from your institution/hospital guaranteeing time for research</b>	Mandatory for clinical scientists Information in chapter 8
<b>Signed Signature and Declaration document</b>	Mandatory for every application Information in chapter 10 Download in the Applicant section (step 8)
<b>Collaborative Agreements</b>	If applicable to the application Guidelines in chapter 9 One single pdf
<b>Abstract pages from all other sources of support (pending or current)</b>	If applicable to the application One single pdf
<b>Statement of Independence</b>	If applicable to the application Download in the Financial Support section (step 3), information in chapter 11

## 14) Budget Table A

**Submit 2 budget tables A:** An estimate 5-year budget of total DKK 5 million and a detailed budget for the first year of the project of total DKK 1 million.

<b>Total Budget (5 Years) / Budget Year 01</b>				
<b>A: Personnel: (name if possible)</b>	<b>Role on project</b>	<b>% Effort on project</b>	<b>Institutional base salary/Year</b>	<b>Salary request *</b>
<b>Subtotal DKK:</b>				
<b>B: Supplies (description):</b>			<b>Subtotal DKK</b> _____	
<b>C: Other costs (please specify):</b>			<b>Subtotal DKK</b> _____	
<b>D: Consultant / contractual costs = subtotal direct costs from Contractual Costs section (Budget B)</b>			<b>Subtotal DKK</b> _____	
<b>E: Equipment (please describe):</b>			<b>Subtotal DKK</b> _____	
<b>SUBTOTAL DIRECT COSTS</b>			<b>DKK</b> _____	
<b>ADMINISTRATIVE COSTS (maximum 5% of Direct Costs)</b>			<b>DKK</b> _____	
<b>TOTAL BUDGET REQUEST / TOTAL BUDGET REQUEST YEAR 01</b> (Direct + admin. costs including salaries)			<b>TOTAL DKK 5,000,000/ TOTAL DKK 1,000,000</b>	

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

## 15) Budget Table B: Contractual Costs

Contractual Costs Total Budget (5 Years)/Budget Year 01				
A: Personnel (name if possible)	Role on project	% Effort on project	Institutional base salary/Year	Salary request*
<b>Subtotal DKK:</b>				
B: Supplies (description):		<b>Subtotal DKK</b> _____		
C: Equipment (please describe)**		<b>Subtotal DKK**</b> _____		
D: Other costs (please specify)		<b>Subtotal DKK</b> _____		
<b>SUBTOTAL DIRECT COSTS***</b>		<b>TOTAL DKK***</b> _____		

\* 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 main budget (previous section).

\*\*\* **Note: Enter subtotal direct costs under D: Consultant / Contractual Costs in the respective main budgets in the previous section.**