

## Instructions and Guidelines EFSD Future Leaders Mentorship Programme for Clinical Diabetologists Application

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Status: October 2019

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## 1) General Information

### EFSD Future Leaders Mentorship Programme for Clinical Diabetologists Rules and Regulations:

- Applicants should be clinical academic diabetologists, who are clinically qualified in medicine and who would usually be expected to have between 3 and 10 years of experience in their field at a relatively senior level but normally without a tenured academic Faculty position.
- Applicants must be employed by a non-profit institution based in Europe or an associated country (a detailed country list is provided on the [EFSD website](#) in the General Regulations section).
- 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).
- Applicants must have the goal of becoming a national leader in clinical diabetes or its complications in their country of residence. They must further demonstrate a clear interest in education and clinical research.
- Recipients of a Future Leader Award (“Mentees”) will be offered a broad palette of training opportunities with a leading European clinical diabetologist working in a European country other than that of the Mentee serving as personal Mentor.
- Mentees will participate in the specific activities of this programme:
  - Mentees will pursue a research project under the guidance of their Mentor and spend at least 3 months at the Mentor’s institution.
  - Mentees will participate in EASD postgraduate education courses.
  - Mentees will attend both the ADA and EASD annual meetings and submit an abstract to present results from their research projects.Additional information on the Programme activities can be found in the [programme overview](#)
- Each award will amount to US\$25,000 per annum for a **total of US\$75,000** payable to the Mentee’s institution and allocated in the following annual amounts:
  - \$15,000: contribution towards direct costs of the research project
  - \$10,000: personal allowance to cover travel to EASD Annual Meeting and EASD Courses\*; travel, registration and accommodation at ADA Annual Meeting; visits to the mentor’s institution.  
\*registration and accommodation will be covered directly by EASD.
- The **award may not be used to contribute to the Mentee’s salary**, which must be guaranteed by his/her institution for the entire 3-year period of the award. In addition, EFSD will not pay any overheads to the Mentee’s institution for this particular award.
- Awards will be for 3 years subject to satisfactory progress and participation in all Programme activities.

- All applications will be subject to scientific review by a specialised and independent *ad hoc* committee, the Mentorship Academy.
- Mentees and Mentors are required to submit progress reports after years 01 and 02 of the programme. Continued funding will be dependent upon satisfactory scientific progress and participation in all programme activities. In the event of unsatisfactory performance, the Mentorship Academy may decide to terminate the award.
- 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.
- Mentees are required to submit a scientific report at the end of the project period. In addition, Mentees 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 award has terminated.
- 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 additional **programme specific** information, 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 23:59 (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 application**. 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 which will also include a link (see next point). 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)
- After submission of your application, you and your responsible financial officer will receive automated emails to the addresses provided in the application. **To finalize the application, you and your responsible financial officer must confirm the information accessed through a link provided in these emails.** These confirmations may be made up to 3 working days after the Programme deadline date. More information regarding this confirmation is provided in chapter 9.
- 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 where you 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 Future Leaders Mentorship Programme for Clinical Diabetologists Application

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

To submit an EFSD Future Leaders Mentorship Programme for Clinical Diabetologists application to EFSD in this system, you have to complete 9 steps, with the first step being to create a new application from the system's start page, followed by 8 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 23:59 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

Please use the title: EFSD Mentorship Programme – your name

- Total budget requested

Please enter here the fixed budget for your programme: USD 75,000

*For more information on the allocation and terms and conditions of the available fund, refer to the programme's rules and regulations (chapter 1)*

*Please fill in only numbers, the system will format automatically.*

- Project duration (project period in months, project start and end date)

Please enter here 36 months as the total project period and October (10) 2020 as the start date and November (11) 2023 as the end date of the project.

*Please note that EFSD is aware that the actual start and end date of your Mentorship research project are likely to be different.*

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 7 and 8).

## Step 3: Financial Support

In this section you are asked to submit information on:

- Previous and current EFSD awards (if any)
- 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 Additional Documents section (step 6).

**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. The **EFSD Future Leaders Mentorship Programme for Clinical Diabetologists**, EFSD Rising Star Fellowship Programme and EFSD Albert Renold Travel Fellowship Programme are however **exempt from this regulation**.

Please give funding amounts in Euro, 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 Additional Documents section (step 6).

## Step 4: Ethical Approval

In this section you are asked to confirm that you read and understood the rules regarding ethical approval/s for this programme.

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 required for any research activities related to your Mentorship project (at your home or the Mentor's institution) 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 of contributions towards the research project will be transferred until the appropriate approval/s have been granted and a copy received in the EFSD Office.

Please **do not include approvals as part of this application** (e.g. as an upload).

Answer the mandatory question and click "Save and Continue".

## Step 5: Mentor Suggestions

In this section you are asked to list **two to three potential Mentors**, in order of preference, that you would like the Academy to take into consideration.

Mentors must be well established clinical diabetologists with a strong record of clinical research working in a European country other than that of your own workplace.

Mentee and Mentor should share common research interests as they will develop the Mentee's research project together which the Mentee will pursue throughout the 3 years of this programme under the Mentor's guidance.

Be prepared to justify your Mentor suggestions in the telephone interview which will be performed with the most promising candidates.

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

## Step 6: Additional Documents

In this section you are asked to upload your biographical sketch, letter of motivation, letter of support from your institution, letter of reference and, if applicable, your abstract pages from other sources of support

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 11 of this document.

Remember to **use clear headings on your documents** as these will later be combined to a single document for the reviewers.

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.



Please upload all documents in pdf format.

<b>Uploads mandatory for every application</b>	
Biographical Sketch	Guidelines in chapter 5 max 3 pages, Arial 12
Letter of Motivation	Guidelines in chapter 6 max 2 pages, Arial 12 + references
Letter of Support from your institution	Information in chapter 7
Letter of Reference	Information in chapter 8
<b>Uploads mandatory if applicable to the application</b>	
Abstract pages from all other sources of support (pending or current)	one single pdf

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

**IMPORTANT!** Please follow our **guidelines for your biographical sketch, letter of motivation and letters of support** provided in chapters 5 - 8.

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

**To upload a document**, enter a description of your file (e.g. biosketch) 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.

Repeat this until all files are uploaded

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

You can check if you uploaded the correct file by clicking on the respective file caption name.

Once a file is uploaded, a "Continue" button will appear at the bottom.

Once all files have been added, click "Continue" to get to the next application section.

## **Step 7: Applicant**

In this section you are asked to enter your 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 summary page of your contact details. If you wish to return to the page where you entered your contact details, click “Edit”.

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

## Step 8: 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.

Please note that there is a length restriction on the officer’s job title of 20 characters.

**IMPORTANT!** After submission of your application, your responsible financial officer will receive an automated email to the address provided in this section of the application. **To finalize the application, the responsible financial officer must confirm the information accessed through a link provided in that email.** This confirmation may be made up to 3 working days after the Programme deadline date. Please instruct your financial officer accordingly. More information on the subject of this confirmation is provided in chapter 9.

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 9: 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.

To check your attached document, click on the respective file caption name in the list of “Additional Documents”.

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 summary 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 23:59 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 which will also include a link. To finalize your application, you must confirm the information accessed through this link.** 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)

As mentioned in step 8, your responsible financial officer will receive an automated email to the addresses provided in this application. **To finalize the application, also your responsible financial officer must confirm the information accessed through a link provided in these emails.** This confirmations may be made up to 3 working days after the Programme deadline date. Please instruct your financial officer accordingly. More information regarding this confirmation is provided in chapter 9.

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](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 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.

Your biographical sketch should contain the following information:

- Name
- Date and place of birth
- Higher education (in reverse chronological order)
  - Name / location of college or university
  - Highest degree
  - Year conferred
  - Field of study
- Clinical Training, research and/or professional experience (in reverse chronological order)
- Publications (in reverse chronological order)
  - Titles of and complete references to all publications (in reverse chronological order)
  - Please use separate sections for abstracts presented at international meetings (only) and publications in peer reviewed journals
  - If a complete list of publications exceeds the three-page limit, choose those most recent (last 3 years) and most pertinent to this application.
- Any major honours or awards, as well as special achievements relevant to this application

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

Upload your biographical sketch in the Additional Documents section of the application system (step 6).

## 6) Guidelines Letter of Motivation

**IMPORTANT!** Your letter of motivation **must not exceed 2 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 letter of motivation will be read by the Mentorship Academy and forms an important part of your application. It will allow them to understand better your motivation and suitability for the Programme.

In this personal statement, please explain in your own words your background, plans for your future career, how you believe you will benefit from the Mentorship Programme and how you will contribute to it.

### **Purpose and general considerations:**

- Describe your medical education and training. How has this prepared you for the Mentorship Programme?
- Have you any previous research training or experience? Please provide details and how you believe this has contributed towards your career?
- What are the qualities you see as necessary for future leaders in clinical diabetes? How would the Mentorship Programme help you develop such qualities?
- What is your motivation to stay in the field of diabetes? Is there a specific area of diabetes care and/or clinical research that is of particular interest to you (this will help guide the Mentorship Academy in the identification of a suitable Mentor should you be admitted to the Programme).
- Do you have specific interests or personal qualities that you believe may contribute towards your successful participation in the Mentorship Programme and may be helpful to other members of Programme?

Upload your letter of motivation in the Additional Documents section of the application system (step 6).

## 7) Letter of Support from Your Institution

A signed letter from the Head of Department or Dean of your institution must be attached to this application **confirming that you will be fully employed and paid by the institution and will be afforded full opportunity to participate in all activities of the Mentorship Programme throughout the duration of the award.**

The full name, position and contact information of the signing official should also be provided on this letter.

**IMPORTANT!** Letter must be dated, printed on institutional letterhead and carry the official stamp or seal of the signing official.

Upload the letter of support from your institution in the Additional Documents section of the application system (step 6).

## 8) Letter of Reference

Please provide a letter of reference from a senior colleague who is familiar with your career to date and who can explain why he/she believes you are a strong candidate for the Mentorship Programme.

**IMPORTANT!** Applications without this letter of reference will not be considered for review.

Upload your letter of reference in the Additional Documents section of the application system (step 6).

## 9) Confirmation to Finalize Application

After submission of this application, you as the Principal Investigator of this application and your responsible financial officer will receive automated emails to the addresses provided in the application. These emails will contain a link to a page with statements that **you and your responsible financial officer must confirm in order to finalize the application** by clicking the “confirm” button on the bottom of the respective page.

These confirmations may be made up to 3 working days after the Programme deadline date. Please instruct your financial officer accordingly.

You as the **Principal Investigator** will be asked to confirm the following statements:

*“I hereby confirm that I am the Applicant in this application and that the information submitted is accurate and complete (to the best of my knowledge,) and that I shall accept the EFSD Regulations as stated in the Programmes section of the EFSD website if this application is funded.*

*I agree to accept responsibility for the scientific and technical conduct of the research project.*

*I am aware that a signed letter from the Head of Department or Dean of my institution must be included in this application confirming that I will be fully employed and paid by the institution and will be afforded full opportunity to participate in all activities of the Mentorship Programme throughout the duration of the award. The letter must carry the official stamp or seal of the signing official.”*

Your **responsible financial officer** to whom funds should be sent and who will keep a full account of disbursements if this application is funded will be asked to confirm the following statement:

*“All funds will be transferred from EFSD accounts. EFSD is a non-profit entity registered at the County Court Düsseldorf, Germany. The industry collaborators 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.*

*I hereby confirm that I read and accept the conditions above.”*

## 10) 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>Biographical Sketch</b>	max 3 pages in Arial 12 point, single line spacing
<b>Letter of Motivation</b>	max 2 pages in Arial 12 point, single line spacing

## 11) Overview Uploads

You can upload your documents in the Additional Documents section of the application system (step 6).

Please upload all documents in pdf format.

Remember to use clear headings on your documents as these will later be combined to a single document for the reviewers.

<b>Uploads in Additional Documents section (step 6)</b>	
<b>Biographical Sketch</b>	Mandatory for every application Guidelines in chapter 5 Length restriction: max 3 pages, Arial 12
<b>Letter of Motivation</b>	Mandatory for every application Guidelines in chapter 6 Length restriction: max 2 pages, Arial 12
<b>Letter/s of Support from your institution</b>	Mandatory for every application Information in chapter 7
<b>Letter of Reference</b>	Information in chapter 8
<b>Abstract pages from all other sources of support (pending or current)</b>	If applicable to the application One single pdf