

## Instructions EFSD Research Grant Application

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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 (i.e. geographical Europe including Russia and Turkey and e.g. Israel, Palestine and Lebanon). The principal investigator and any co-investigators must be normally 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](http://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.
  - 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 7 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.
- 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. In addition, funded principal investigators 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: [www.EuropeanDiabetesFoundation.org](http://www.EuropeanDiabetesFoundation.org).

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 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 grant, in case of a successful application, will be sent **only to the PI's email** provided in this application submission. This email address can be different from the one used for the PI's 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 five working days of submission 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) EFSD Research Grant Application

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

To submit a grant application to EFSD in this system, you have to complete 12 steps, with the first step being to create a new application from the system's start page, followed by 11 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 grant application, click the "Begin New Application" 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, expand the Grant Application Type (i.e. Programme name) by pressing the "+" to the left of the programme, then click on your application 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 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 date)
- 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 Principal Investigator, Co-Investigator and Financial Officer sections (steps 9 - 11). 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 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 uploaded as part of this application in the Principal Investigator section (step 9). More information and exceptions can be found in chapter 7 of this document.
- Currently active EFSD awards of your co-investigators (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 Principal Investigator section (step 9).

**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 refer to 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.

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

If any member of your research group currently holds an active EFSD award, download the Statement of Independence using the provided link in this section.

Upload the abstract pages of all sources of support as a single pdf file and the signed Statement of Independence (if applicable) in the Principal Investigator section (step 9).

#### **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 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.

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.

A copy of budget table A is also provided in chapter 10 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 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 7).

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).

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

Download budget table A using the link provided in this section, complete the budget document and then paste it 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 table.

**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 budget (step 5) using the budget table B provided as a download.

A copy of budget table B is also provided in chapter 11 of this document.

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

Download budget table B using the link provided in this section, complete the budget document and then paste it 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 main 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, 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.

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: 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)

**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.

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

Upload your collaborative agreements as a single pdf file in the Principal Investigator section (step 9).

## Step 9: Principal Investigator

In this section you are asked to:

- 1) Enter your contact details
- 2) Upload your biographical sketch, full research plan, signed Signature and Declaration document and, if applicable, your collaborative agreements, abstract pages from other sources of support, signed Statement of Independence and feedback from a previous unsuccessful EFSD application for the same project in a second step



## 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.

Principal investigators 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 Membership section in MyEASD. 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).

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.

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 9 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 and every co-investigator.

More information on the Signature and Declaration Document is provided in chapter 6 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>	
PI's Biographical Sketch	Guidelines in chapter 3 max 3 pages, Arial 12
Research Plan	Guidelines in chapter 4 max 8 pages, Arial 12 + references
Signed Signature and Declaration Document	Information in chapter 6 Download in the Principal Investigator section
<b>Uploads mandatory if applicable to the application</b>	
Collaborative Agreements	Guidelines in chapter 5 one single pdf
Abstract pages from all other sources of support (pending or current)	one single pdf
Signed Statement of Independence	Information in chapter 7 Download in the Financial Support section (step 3)
Previous EFSD feedback to this project	Information in Research Plan Guidelines, chapter 4

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

**IMPORTANT!** Please follow our **guidelines for biographical sketches, full research plan and collaborative agreements** provided in chapters 3 - 5.

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

More information regarding the Signature and Declaration document and Statement of Independence are provided in chapters 6 and 7.

If you previously submitted this project unsuccessfully to EFSD and received feedback, refer to the research plan guidelines (chapter 4), general considerations.

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 10: Co-Investigator**

In this section you are asked to enter the names and contact details of your co-investigators (if applicable) and to upload their biographical sketches.

**If you do not have any co-investigators** for this application, continue directly to the next application step by selecting “Responsible Financial Officer” from the left-hand menu.

**If you have more than one co-investigator**, please note that you will be able to add more on the following page.

All co-investigators must be entered individually.

Please follow the guidelines for biographical sketches 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.

**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.

**IMPORTANT!** Every co-investigator must sign the Signature and Declaration Document (see step 9 and chapter 6).

From any co-investigator not working in the principal investigator’s institution a signed collaborative agreement (see chapter 5) is also required.

If you do not have any co-investigators, skip this step by selecting “Responsible Financial Officer” from the left-hand menu and continue directly to the next step.

If you have one or more co-investigators, enter the name and contact details of your first co-investigator and click “Save and Continue”.

You will be directed to the page where you can upload your co-investigator’s biographical sketch and add more co-investigators if applicable.

To add an additional co-investigator, click “Add a Co-Investigator”, enter the name and contact details of your second co-investigator and click “Save and Continue”. Repeat this step if necessary.

To upload your co-investigator’s biographical sketch, click “Add/Edit Files” in the respective line and you will be directed to the upload page. Here, enter a description of your file (e.g. CV name of co-investigator) 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. Remember to enter a description of your file or you will not be able to upload!

Then click "Continue" to return to the co-investigator overview page.

Upload the biographical sketch of every co-investigator.

If you wish, you can change the order of your co-investigators by changing the numbers in the “Sort Order”.

To delete a co-investigator, click “Delete” in the respective line.

To edit a co-investigator’s contact details, click “Edit” in the respective line.

Once you entered all co-investigators and added the biographical sketch of each, select “Responsible Financial Officer” from the left-hand menu and proceed to the next application step.

## **Step 11: 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 9 and chapter 6).

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 12: 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 “Principal Investigator”, “Co-Investigator” 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 5 working days after your submission, 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.

### 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:

- 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 PI and co-investigators (if applicable).

Upload the principal investigator's biographical sketch in the Principal Investigator section of the application system (step 9). Upload your co-investigators' biographical sketches in the Co-Investigator section of the application system (step 10).

## 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.

### 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 hypothesis-free 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)**

## 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".*

Upload all Collaborative Agreements in a single pdf file in the Principal Investigator section of the application system (step 9).



## 6) Signature and Declaration Document

**Applicants are required to complete and submit the Signature and Declaration Document** provided as a download in the Principal Investigator section (step 9).

The Signature and Declaration Document consists of 2 pages:

Page 1 must be signed by the responsible financial officer (step 11) in the principal investigator'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 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.”*

Page 2 must be signed by the principal investigator and every co-investigator of the application, as well as an administrative official (e.g. Dean, Head of Department) for the principal investigator. 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 Principal Investigator 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 Principal Investigator section (step 9).

**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.

## 7) 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 uploaded as part of the application in the Principal Investigator section (step 9).

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. If a colleague of the applicant is holding any of these awards, a Statement of Independence is not required.

## 8) 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 3 pages per investigator in Arial 12 point, single line spacing
<b>Research Plan</b>	max 8 pages in Arial 12 point, single line spacing including preliminary data (figures and tables), but excluding references

## 9) 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 Principal Investigator and Co-Investigator sections (steps 9 and 10).

<b>Uploads in Principal Investigator section (step 9)</b>	
<b>PI's Biographical Sketch</b>	Mandatory for every application Guidelines in chapter 3 Length restriction: max 3 pages, Arial 12
<b>Research Plan</b>	Mandatory for every application Guidelines in chapter 4 Length restriction: max 8 pages, Arial 12 w/o references
<b>Signed Signature and Declaration document</b>	Mandatory for every application Information in chapter 6 Download in the PI section (step 9)
<b>Collaborative Agreements</b>	If applicable to the application Guidelines in chapter 5 One single pdf
<b>Abstract pages from all other sources of support</b> (pending or current)	If applicable to the application One single pdf
<b>Previous EFSD feedback to this project</b>	If applicable to the application Information in Research Plan Guidelines, chapter 4, general considerations
<b>Statement of Independence</b>	If applicable to the application Information in chapter 7 Download in the Financial Support section (step 3)
<b>Uploads Co-investigator section (if applicable) (step 10)</b>	
<b>Co-investigator's Biographical Sketch(es)</b>	Mandatory for each co-investigator Guidelines in chapter 3 Length restriction: max 3 pages, Arial 12 per biographical sketch

## 10) Budget Table A

<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 Euro:</b>				
<b>B: Supplies (description):</b>		<b>Subtotal Euro</b> _____		
<b>C: Other costs (please specify):</b>		<b>Subtotal Euro</b> _____		
<b>D: Consultant / contractual costs = subtotal direct costs from Contractual Costs section (Budget B)</b>		<b>Subtotal Euro</b> _____		
<b>E: Equipment (please describe):</b>		<b>Subtotal Euro</b> _____		
<b>SUBTOTAL DIRECT COSTS</b>			<b>Euro</b> _____	
<b>INDIRECT COSTS (maximum 10% of Direct Costs)</b>			<b>Euro</b> _____	
<b>TOTAL BUDGET REQUEST</b> (Direct + indirect costs including salaries)		<b>TOTAL Euro</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).

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

## 11) Budget Table B: Contractual Costs

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

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