![EFSD logo] **EFSD** European Foundation for the Study of Diabetes

User Guide
EFSD Programme Portal

APPLICATION PROCESS FOR GRANTS AND FELLOWSHIPS

Status: January 2025

CONTENTS

1. INTRODUCTION

This document is a guide for using the European Foundation for the Study of Diabetes (EFSD) / European Association for the Study of Diabetes (EASD) e.V. Programme Portal, a one-stop platform for managing applications and grants offered by the EFSD.

This user guide will walk you through the key functionalities of the EFSD Programme Portal, helping you navigate the system with ease, whether you are submitting a new grant application or managing an existing one.

The portal, accessible at **https://efsd.eu-1.smartsimple.eu**, is designed to streamline the application process, track the status of your submissions, and facilitate communication between applicants and the EFSD Team.

2. REGISTRATION AND LOGIN
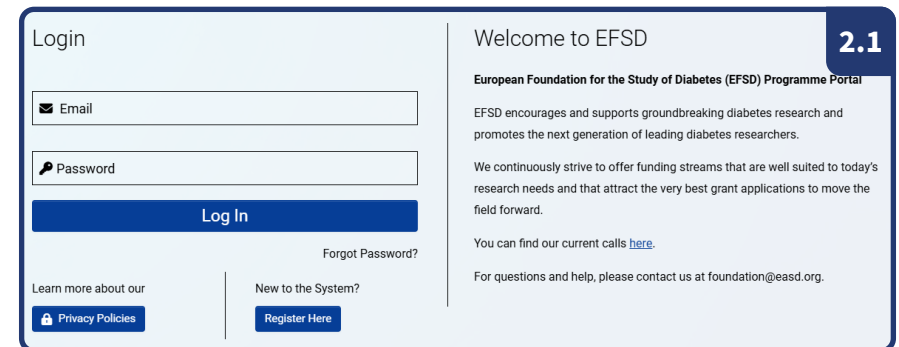
2.1 Click on *Register Here* if you are a new user.

Applicant Information

2.2

ℹ️ Required fields are marked with an asterisk "*".

* First Name

* Last Name

* Title

* Email

* Phone Number

* Institution Name

* Institution Address

Institution Address 2

* City

* **Country**
Germany

* State

* Postal Code

Data protection information and General EFSD Rules and Regulations

Read the **Data Protection** and the **General EFSD Rules and Regulations**

☐ I have read the data protection information and agree to the general terms and conditions

2.3

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

2.4

2.2 Please enter the required information including your name and institution name.

- Use the anglicised version of your institutions postal address.

- While entering the address, the system suggests that you also enter the state after selecting the country. Please choose from the given options.

- When asked for a phone number, please enter a landline number and add, if available, a direct extension number.

2.3 It is necessary that you read and agree to the Data Protection information. You also need to consent to the General EFSD Rules and Regulations for funding.

2.4 After confirming the reCAPTCHA, you can click on *Submit* to create your profile.

You will receive a confirmation email within 5 minutes. If you do not receive this email, please check your spam folder.

- Click on the link in the email to verify your registration and assign a password.

- Please ensure in this regard that your password is secure by using e.g. small and capital letters, special characters etc.

Once you have registered, you can login in to the system.

- To do this, you must enter your login credentials including your email address and the password you have assigned.

- If you do not remember your password, please click *Forgot Password* and follow the instructions. A link will be sent to your email to choose a new password.

3. APPLICATION PORTAL

Welcome to the European Foundation for the Study of Diabetes (EFSD) Programme Portal

3.4 Funding Opportunities

3.1 My Profile

Action Items **3.2**

APPLICATIONS (0)   REPORTS (0)   AGREEMENTS (0)

0 of 0 < >

#	Application ID	Programme Name	Programme Year	Project Name	Primary Contact	Status
			No Results Found			

Completed Items **3.3**

SUBMITTED APPLICATIONS (0)   COMPLETED APPLICATIONS (0)   COMPLETED REPORTS (0)   COMPLETED AGREEMENTS (0)

0 of 0 < >

#	Application ID	Programme Name	Programme Year	Primary Contact	Last Modified
			No Results Found		

3.1 By clicking on the *My Profile* button you can view and amend your profile. Please note, the profile must be up to date each time you apply for any funding opportunity.

3.2 The *Action Items* section contains all documents essential to the ongoing funding process, such as drafted applications, reports and award activation agreements that require attention for completion. Applications that have been returned for revision are also included.

3.3 The *Completed Items* section includes the lists of the completed items such as the submitted and completed reports.

4.4 To view the list of active calls for grant and fellowship applications click on the *Funding Opportunities* button.

Funding Opportunities

[search box] × 🔍 1-1 of 1 < >

#	Programme Call Name	Deadline	Research Plan	Application Guidelines	
1	EFSD and Novo Nordisk A/S Programme for Diabetes Research in Europe	20/02/2025 12:13 PM	Research_Plan_Template.docx	General_EFSD_Rules_and_Regulations.pdf	Start Application

- Please select the opportunity you want to apply for and download the *Research_Plan_Template*. Prepare this for upload at a later stage of the application process.

- Click on *Start Application* to begin with the application process.

4. GRANT APPLICATION

APPLICANT INFORMATION   CO-INVESTIGATORS/COLLABORATORS   PROJECT INFORMATION   SCIENTIFIC ABSTRACT   ETHICAL APPROVAL   FINANCIAL SUPPORT   BUDGET   SIGNATURES AND DECLARATION   ATTACHMENTS

4.1 **4.2** **4.3** **4.4** **4.5** **4.6** **4.7** **4.8** **4.9**

First Name:
Last Name: Rauf
Title:
Address:
Phone:
Email:
Institution Name:
Date of birth:
Highest degree:
Year conferred:
Name of college or university:
Field of study:
Current institution name (anglicised version):
Current position:
Date of current position:

* Are you EASD member?
Select One

* Are there any Co-Investigators?
Select One

Save Draft   Withdraw   Delete

4.1 **Application Information**

IMPORTANT! Certain information is taken directly from your user profile and will be displayed in a read-only format within this form.

In this section, please enter the required contact details (e.g. name, institution etc.) and, if available, your EASD member number. If your contact details are outdated, please remember to also update your information in your profile as all correspondence regarding your application and award of a grant will be sent only to your provided email if your application is successful.

To view all information, please click the *Save Draft* button.

4.2 Definitions of Individual Roles

Principal Investigator (PI)

A PI is a lead researcher or an individual responsible for the overall design, execution, and management of the research project or study. The PI is accountable for achieving the project's objectives, maintaining ethical standards and adhering to all relevant regulations and funding requirements.

Co-Investigator (Co-I)

Co-Investigators are equal participants with joint responsibility for the project with the PI, whilst collaborators make a minor contribution relating to only one aspect of the project. In addition to the PI, a maximum of two Co-Is can be listed as applicants for the project.

The PI and any Co-I must be employed at a non-profit institution in Europe or an associated country and the study must be performed at their place of work (for a detailed country list, please see **here**).

Collaborator

Collaborators are entities that facilitate the project, e.g. by providing their expertise. They can either be an individual or institution and are not directly responsible for the project.

In addition to the applicant information, further details on the Co-Is and possible Collaborators must be entered into the system.

To proceed, please click on *CO-INVESTIGATORS/COLLABORA-TORS* to fill in the requested information. The Co-Is, Financial Officers and/or Collaboraters need to be invited as described below.
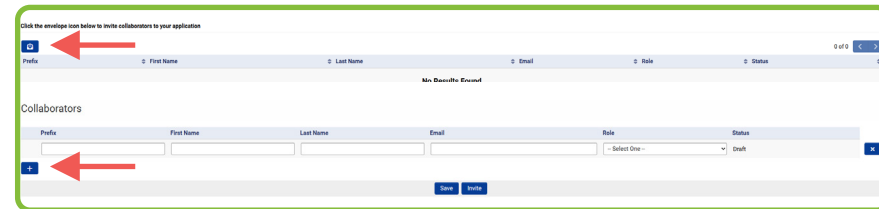
Click the *envelope icon* to open the form that allows you to add Co-Is, Financial Officers etc. to your application.

To proceed, please click the + button and select the role of the respective person/entity. The invitees will receive a link to access the application after registering in the system. They can add or delete the given information. Please note that only one user at a time should work on the application to avoid overwriting.

IMPORTANT! PIs and Co-Is can only hold one EFSD award at a time. This does not apply to Collaborators.

4.3 Project Information

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

- Title of proposal (max. 100 characters including spaces),

- Total budget requested,

- Project type (basic, clinical or translation) whereby clinical research is defined as a study performed in vivo, in human individuals with focus on clinically relevant and diabetes-related outcomes,

- Project duration in months,

- Project start and end date.

Note! Please refer to the Request for Application (RFA) of the respective programme for the maximal funding amounts available.

Please click the *Save Draft* button to automatically calculate the duration of the project.

4.4 Scientific Abstract

Please provide an abstract for your project, which must not exceed 300 words.

Select up to 5 keywords. If the provided keywords do not fit, please enter your own keywords in the respective section.

4.5 Ethical Approval

In this section, you are asked if your project involves experiments that require ethical approval. Please note that approvals should not be included as part of this application.

Should this application result in the granting of an award, a copy of the confirmation and/or signature page of all ethical human and/or animal approval/s will need to be attached to the grant activation documentation. The approval/s must conform with the national laws of the country where the research is to be carried out.

Payments will be withheld until ethical approval is granted and received by the EFSD Office.

4.6 Financial Support

In this section you are asked to submit information on:

- Other active EFSD applications (if any). You are welcome to apply for several EFSD programmes at the same time. This information only serves to expedite EFSD processes in case of a successful application.

- Other support sought for this project (if any).

- Previous EFSD awards (if any). Recipients of an EFSD award may apply for new funding to the same or to another EFSD programme provided the existing project has been concluded and a final scientific and financial report has been received, evaluated and approved.

- 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 PI 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 included as part of your application.

- Currently active EFSD awards of your Co-I (if any) .

- All other financial support (if any). Please include the abstract pages of all sources of support (pending or current).

IMPORTANT! Please be aware that EFSD does not support a PI or Co-I with more than one EFSD award at any given time, regardless of whether or not the projects are in related fields and irrespective of the EFSD programme providing the respective funding. For more information on exemptions, please refer to the **EFSD General Rules and Regulations**. Investigators therefore must complete the current project supported by EFSD and submit a final scientific and financial report before new funding can be initiated. Collaborators are exempt from this regulation.

Please be transparent 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.

The funding amounts need to be provided in Euros (€), regardless of the budget currency.

4.7 Budget

In this section, you are asked to provide a detailed budget for your project. Please click on the *Table Open* button to fill out the cost. The amount will be calculated automatically once you click on the save button.

Please ensure that you fill out the budget pop-up table accurately and comprehensively. Include all relevant figures and justifications for each entry. Clicking the *Save Draft* button on the draft after filling the table will calculate the subtotal and total.

The budget time over which the amount requested will be spent, according to the specific needs of the project, must be clearly stated and justified where indicated. If the amount requested is part of a larger overall budget, then this needs to be explained in the Budget Justification section.

Please state your costs in €. If you are applying from a country outside the euro zone, please convert your national 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 requested salary must not exceed (% effort) x (gross salary for the time of the project).

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

Requests for indirect costs must not exceed 10% of the subtotal direct costs.

Budget Justification

In this section you need to provide a detailed justification for each item listed in the budget, including contractual costs and the expected duration of the project in months. Clearly outline the justification for each budget item to enable the Reviewers to determine whether the budget is appropriate for the proposed work. It might be helpful to explain local funding policies underlying certain requests.

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

Please note that this budget justification will be reviewed carefully. The Review Committee may on occasion and at its discretion consider and recommend an award with a reduced funding amount being more appropriate for the proposed studies.

4.8 Signatures and Declaration

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

Please refer to the following link for the Signatures and Declaration form. This form should be completed and signed, and then uploaded in the attachment section. Alternatively, the form can be found in the Upload section of the system.

IMPORTANT! All funds will be transferred from either EASD or EFSD accounts. EASD/EFSD are non-profit entities registered in Germany. Industry partners are not involved in the review process or decision on the grant awardees, and they will have no rights to the results obtained from any funded research project. Therefore, funding through EASD/EFSD should not be subject to VAT or overheads.

Note! The signatures and declaration page must be uploaded at the time of submission. Otherwise, the application will be considered as incomplete and thus rejected.

4.9 Attachments

IMPORTANT! Please upload all required documents in pdf format at the time of submission. Otherwise, the application will be considered as incomplete and thus rejected.

- **Research Plan**: Please download and complete the template for the research plan and re-upload it again. **https://www.europeandiabetesfoundation.org/sites/default/files/Research%20Plan%20Template.docx**

- **Biographical Sketch**: Bio-sketches are only necessary for the PI and Co-I (if applicable).

- **Collaborative agreements** (if applicable): A signed letter of confirmation from each Collaborator is required. In addition to information which the Collaborator feels are relevant to the application, this letter should also 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".

- **List of the abstract pages from all other sources of support** (awarded and pending): Please include a list of abstracts and the name of funding sources which are awarded or pending at the time of application.

- **Signatures and Declaration**: Please see section 4.8.

- **Institution non-profit status**: For tax regulations, it is necessary to upload an official document stating that your institute or university is a non-profit entity or a public body and that it is tax-exempt or at least tax-privileged owing to its non-profit status.

5. IMPORTANT INFORMATION

A list of all EFSD regulations can be found on the Programmes link of the EFSD website: **General Regulations**.

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

- **You must submit your application online by 12:00 noon (CET) on the deadline date!** Please note that only applications submitted through the programme portal will be checked by the EFSD Office and forwarded to the Reviewers.

- In the event of a successful application, all correspondence relating to your application and grant will only be sent to the PI's email address provided in this application. This email address may be different from the one used for the PI's MyEASD account.

- After submitting your application, you will receive a confirmation email acknowledging receipt of your application. Within two weeks of the programme deadline date, you will receive a second email once your application has been checked by the EFSD Office.

- Should you have not received confirmation by then, please contact the EFSD Office

Help

For any other queries, please contact the EFSD Office:
foundation@easd.org