

EFSD

European Foundation for the Study of Diabetes

Instructions and Guidelines EFSD/Lilly Young Investigator Research Award and EFSD Rising Star Fellowship Application

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1) General Information

EFSD/Lilly Young Investigator Research Award and EFSD Rising Star Fellowship Programme Rules and Regulations:

- Applications can be submitted by early career scientists: scientists and clinicians at an early stage of their career, up to 7 years since completion of their most recent degree (PhD, MSc, or MD degrees). The time since the last degree may not exceed seven years before 1 January in the year the award is made.
- Eligibility can be extended for reasons such as maternity, paternity, illness, national service, clinical training, natural disasters, or asylum, if clearly described (further documentation may be requested at the discretion of EASD/EFSD). 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) and the study must be performed at their place of work based in Europe or an associated country.
- For an EFSD/Lilly Young Investigator Research Award, applicants may not hold a permanent appointment.
- Unless specified otherwise, applicants applying to the Rising Star Fellowship Programme 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.
- Young Investigator Research Awards will be in the amount of Euro 50,000 each. Rising Star Fellowships will be in the amount of Euro 30,000 each. The awards will be paid to the recipient's institution.
- **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**, 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 provided the existing project has been terminated and a final scientific and financial report received, evaluated and approved. The duration of each award 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.
- Award activation documents must be returned to the EFSD Office within six months from the date of the EFSD award confirmation letter/email. In exceptional cases and with the prior written permission of the EFSD Office, this time period may be extended a further six months. Any funding which has not been activated within six months of the award confirmation letter/email date (in exceptions twelve months) will be automatically withdrawn without any further notice. Further information on the exact documents to be submitted can be found in the activation documents (e.g. proof of the legal form of the recipients institute).

- All funded Applicants (Principal Investigators) are required to submit a scientific and financial report at the end of the project period.
- 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](#).

IMPORTANT

- **You must submit your application as one complete PDF email attachment by 12:00 noon (CET) on the deadline date!** Only submitted applications will be checked by the EFSD office and forwarded to the reviewers.
- All correspondence regarding your application and 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 a confirmation email.
- Within two weeks of the programme deadline date you will receive a second email once your application has been checked by the EFSD office. Should you have not received confirmation by then, please contact the EFSD Office foundation@easd.org.

Help

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

foundation@easd.org

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

2) EFSD/Lilly Young Investigator Research Award or EFSD Rising Star Fellowship Application

IMPORTANT! • You must submit your application as one complete PDF email attachment by 12:00 noon (CET) on the deadline date or it will not be forwarded to the reviewers!

Step 1: Applicant Information

In this section you are asked to enter your contact details.

Please enter your contact details (name, institution, institutional address, phone and email address) and your EASD membership number.

IMPORTANT! All correspondence regarding your application and grant in case of a successful application will be **sent only to your email provided in this application**.

Unless specified otherwise, applicants are encouraged to become paid-up members of EASD. Details on how to become a member can be found on the EASD website www.easd.org.

Step 2: Application Details

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

- Provide complete contact details and EASD Membership number
- Title of proposal (max 100 characters including spaces)
Except where appropriate, please use lower case.
- Total budget requested
*Please enter here the **fixed budget** for your programme:
Young Investigator Research Awards: Euro 50,000;
Rising Star Fellowships: Euro 30,000*
- 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)
For project start and end dates, only the respective month and year are requested. If your project is for example over 12 months starting in January, you may either use December the same year or January the following year as the project end date.
- Up to five keywords (optional)

Step 3: Signatures and Declaration

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

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

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

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

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

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

Step 4: Scientific Abstract

Please do not exceed **300 words** in type no smaller than 12-point Arial.

Step 5: Biographical Sketch

Please refer to *chapter 3 Guidelines Biographical Sketch*.

Step 6: Financial Support

In this section you are asked to submit information on:

- Other active EFSD applications (if any)

You are welcome to apply for several EFSD programmes at the same time, this information only serves to expedite EFSD processes in case of a successful application.

- Other support sought for this particular project (if any)
- Previous and current EFSD awards (if any)
- All your other financial support (if any)

In addition, include the **abstract pages of all sources of support** (pending or current).

IMPORTANT! Please be aware that in general, EFSD does not support an applicant (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/Lilly Young Investigator Research Award. Recipients of an EFSD award may apply for new funding to the same or to another EFSD programme. It will therefore be

necessary for you to have completed the current project supported by EFSD and have submitted a final scientific and financial report before any new funding can commence. The **EFSD Rising Star Fellowship Programme**, 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, regardless of budget currency.

Step 7: Ethical Approval

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

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

Should this application result in the granting of an award, a copy of the confirmation and/or signature page of all ethical human and/or animal approval/s will need to be attached to the 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.

Step 8: Budget

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

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

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 6).

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.

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

Contractual Costs

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

A copy of budget table B is also provided in chapter 10 of this document.

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

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

If your budget does not include any contractual costs, fill in n/a.

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

Step 9: Budget Justification

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

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

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

3) Guidelines Biographical Sketch

IMPORTANT! 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
- 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**.

4) Guidelines Research Plan

IMPORTANT! The research plan **must not exceed 4 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: 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.

e. Novelty and importance of this work – relevance to the specific aims of this EFSD Research Programme if applicable

f. Facilities available

g. References (not included in the page limit)

5) Letter/s of Support

For all applications, you are required to submit a letter of support from your current supervisor/mentor.

If you are intending to move to another institution to carry out the proposed project, you are required to submit a second letter of support from your future supervisor/mentor at the new institution.

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

6) 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”.

7) 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.

Title of Proposal	max 100 characters
Abstract	max 300 words
Biographical Sketch	max 3 pages per investigator in Arial 12-point, single line spacing
Research Plan	max 4 pages in Arial 12-point, single line spacing including preliminary data (figures and tables), but excluding references

8) Overview Documents

Please include all documents in your application as one complete pdf file.

Biographical Sketch	Mandatory for every application Guidelines in chapter 3 Length restriction: max 3 pages, Arial 12
Research Plan	Mandatory for every application Guidelines in chapter 4 Length restriction: max 4 pages, Arial 12 w/o references
Letter/s of support from your current and (if not identical also) future supervisor/mentor	Mandatory for every application Information in chapter 5
Collaborative Agreements	If applicable to the application Guidelines in chapter 6 One single pdf
Abstract pages from all other sources of support (pending or current)	If applicable to the application One single pdf

9) Budget Table A

A – Personnel costs:				
Name	Role on project	% Effort on project and duration	Institutional base salary/year	Salary¹
Subtotal Euro:				
Subtotal foreign currency (if applicable)²:				
B – Supplies (please describe):				
Each individual purchase from 20,000 Euro				
Purchases up to 20,000 Euro				
Subtotal Euro				
Subtotal foreign currency				
C – Equipment (please describe):				
Subtotal Euro				
Subtotal foreign currency				
D – Other costs (please describe):				
Subtotal Euro				
Subtotal foreign currency				

¹ Gross salary including social charges, fringe benefits. The salary requested may not exceed (% effort) x (gross salary for the time period of the project).

² Type of foreign currency (e.g., £, DKK, CHF, SEK).

E – Consultant/contractual costs³:	
Subtotal Euro _____	
Subtotal foreign currency _____	
SUBTOTAL DIRECT COSTS	Euro

INDIRECT COSTS (max. 10%)⁴	Subtotal Euro

	Subtotal foreign currency _____
TOTAL COSTS	FIXED BUDGET Euro 50,000
Direct (A-E) + indirect costs	Euro 30,000

Contractual costs:

Please fill out this page for any contractual costs (i.e., work carried out at another institution or company) requested in the detailed budget A. **If none, do not fill out this page.**

From (month/year): _____ To: _____

³ List any consultant/contractual costs from Budget B (i.e., work carried out at another institution or company).

⁴ Indirect costs are pro-rata expenses that are not directly attributable to a project but are incurred in direct connection with direct eligible project costs. EFSD allows the recovery of up to 10% indirect costs, especially but not limited to: administrative expenses in relation to the project, such as accounting, administration related to payment of salaries and purchasing, recruitment, as well as auditing and financial reporting on the project, administration related to laboratories, their maintenance, upkeep and modernisation etc. No indirect costs are covered that are not related to the project or not related to the non-profit purpose of the EFSD.

10) Budget Table B: Contractual Costs

A – Personnel costs:				
Name	Role on project	% Effort on project and duration	Institutional base salary/year	Salary¹
Subtotal Euro				
Subtotal foreign currency (if applicable)²:				
B – Supplies (please describe)³:				
Each individual purchase from 20,000 Euro⁴				
Purchases up to 20,000 Euro⁵				
	Subtotal Euro			
	Subtotal foreign currency			
C – Equipment (please describe) ³:				
	Subtotal Euro			
	Subtotal foreign currency			
D – Other costs (please describe) ³:				
	Subtotal Euro			
	Subtotal foreign currency			
SUBTOTAL DIRECT COSTS⁵				Euro

⁵ Also list equipment costs under Equipment on previous page.

⁶ Enter sub-total direct costs under Consultant/Contractual Costs (Budget A, E) on previous page.

11) Submission

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

IMPORTANT:

No changes can be made after submission!

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

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

You as the applicant will receive a **second email once your application has been checked by the EFSD office**. If you do not receive this second email within 14 workingdays of the programme deadline date, and it was not transferred to your spam folder, please contact the EFSD Office foundation@easd.org.