



# **CANADIAN DIABETES ASSOCIATION PERSONNEL AWARDS GUIDE 2010 COMPETITION**

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## **CANADIAN DIABETES ASSOCIATION MISSION STATEMENT**

To promote the health of Canadians through diabetes research, education, service and advocacy

**Personnel Awards Applications Due:  
Monday, November 16, 2009**

*2010 Competition funding will commence on July 1, 2010*

The Personnel Awards Guide and Application Forms, 2010 Competition, supersede all previous Canadian Diabetes Association Grants and Awards Guides and Applications. Applicants should always refer to the latest version. The Canadian Diabetes Association may, without notice, alter the programs or terms of an award. Any major changes will be announced immediately on the CDA website at [diabetes.ca](http://diabetes.ca). The Canadian Diabetes Association reserves the right to interpret these guidelines and policies. Applicants should contact the Manager, Research or the Coordinator, Grants and Personnel Awards for clarification as required.

Personnel Awards applications are due on November 15. Because this date falls on a weekend, applications will be due **Monday, November 16, 2009**.

For information regarding research programs, to discuss extenuating circumstances with respect to eligibility criteria or for information on governing policies, please contact:

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Les demandes seront acceptées en français et en anglais. Le Guide d'information et les formulaires de demande sont disponibles en ligne, auprès de la coordonnatrice des bourses, subventions, prix et distinctions au (416) 408-7085 ou par courriel au [myrtella.hodge@diabetes.ca](mailto:myrtella.hodge@diabetes.ca).

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## 1.0 INTRODUCTION

The Canadian Diabetes Association (CDA) administers the Charles H. Best Trust Fund to support research to enhance our understanding of diabetes and its prevention, causes, cure and management.

The National Research Council (NRC) of the Canadian Diabetes Association, on the basis of ratings from the Personnel Awards review committee, makes final funding recommendations for Personnel Award and Canadian Diabetes Association Great West Life, London Life and Canada Life Young Scientist Award applications.

## 2.0 TYPES OF AWARDS AVAILABLE

**Personnel Awards** (Application forms are available at <http://www.diabetes.ca/for-professionals/research/2010-competition/> and **CDA Common CV** available at <http://www.ccv-cvc.ca>):

- Clinician Scientist Award
- Scholar Award
- Post-Doctoral Fellowship Award
- Doctoral Student Research Award

Please refer to Governing Policies (5.0), Use of Funds (6.0), and Personnel Awards (7.0) sections prior to completing an application. **All applications must clearly demonstrate relevance to diabetes.**

The Association welcomes applications submitted in French and every effort is made to have a bilingual CDA peer review committee. If it is not practical to have a fully bilingual peer review committee, the applications may be translated into English to ensure a comprehensive review process.

## 3.0 APPLICATION PROCEDURES

**Personnel Award applications must be couriered (next day/overnight delivery) on or before Monday, November 16, 2009.**

Couriered applications arriving after November 17th will not be accepted. Applications delivered in person will be accepted no later than 4:30 PM EST on November 16th.

Please note that the type of application must be clearly labelled on the outside of the package. This facilitates the processing of applications in a timely manner. The application must include a CD or USB memory key with the following sections saved as individual files:

- **Full application** in PDF format; please label file as: applicant Last name, First name–type of application  
(e.g. “Smith, Jane-Post-Doctoral Fellowship”)
- **Structured Lay Summary** saved as a separate file in PDF format; please label file as: applicant Last name, First name–structured lay summary  
(e.g. “Smith, Jane-structured lay summary”)

- **Abstract of Research Proposal** (if applicable) saved as a separate file in PDF format; please label file as: applicant Last name, First name–abstract (e.g. “Smith, Jane-Abstract”)
- **CDA Common CV including CDA Common CV for applicant and supervisor(s)**; please label applicant Common CV as: applicant Last Name, First Name-Common CV. Please label supervisor(s) Common CV as: applicant Last Name, First Name-CommonCV Supervisor Last Name  
(e.g. Applicant: “Smith, Jane-Common CV”; Supervisor: “Smith, Jane-Common CV Jones”)

**PLEASE COURIER APPLICATIONS (Next day/Overnight delivery) TO:**

Canadian Diabetes Association

National Office

1400–522 University Avenue

Toronto, ON M5G 2R5

Re: Indicate the type of Application being submitted

Applications delivered in person will be accepted at **522 University Ave, Suite 1324**, Toronto, until 4:30 PM (EST) on **November 16, 2009**.

Please note that incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the application is complete prior to submission.

#### **4.0 PEER REVIEW PROCESS**

The Personnel Awards Committee is a standing volunteer sub-committee of the National Research Council (NRC). The committee is composed of a Chair, Vice-Chair and 10-12 additional voting members. Each committee member has demonstrated scientific expertise in diabetes or a related area. Appointment of committee members takes into consideration the required expertise, regional distribution, gender and language skills to ensure a fair and balanced process. Members are appointed for a 1-year, renewable term for up to three years. Additional members may be added to the committee depending on the number of applications received and the expertise required.

Personnel award applications are reviewed by two committee members and, whenever deemed appropriate by the Chair and Vice-Chair, one reader. In the case of Clinician Scientist and Scholar applications are reviewed by up to three external reviewers when additional expertise is required. Each reviewer (internal and external) conducts a thorough written review and rates the application based on the following criteria:

- Relevance to diabetes and its prevention, causes, cure, and management;
- Academic excellence of the applicant and the proposed training environment; and
- Merit of the proposal, including originality, clarity and feasibility of the hypotheses, transparency and appropriateness of methodologies, statistical rigour, and achievability.

The Committee meets to discuss each application in detail and negotiate a consensus rating around which each member votes. The average of all votes allows for a ranking of applicants, which is put forward, in a blinded manner, to the NRC for funding recommendations.

## 5.0 GOVERNING POLICIES

### 5.1 Application Submission Requirements

An application must be submitted through the institution through which the funds will be administered. One hard copy with original signatures and one electronic copy will be required (please see section 2.2 for details). All applications require a 200-250 word structured lay summary and a clear explanation of how the research proposed is relevant to diabetes (please see application form for details).

The Canadian Diabetes Association will only accept one Personnel Award application per applicant. Please read eligibility criteria for each award, prior to applying. If the application is a resubmission, the applicant **MUST** attach copies of the written reviews from the previous application and itemize how reviewers' comments have been addressed. As these awards are for personnel support, it is the applicant that is considered to be resubmitting (for the same award), even if the project has changed, in which case this should be addressed in the "response to reviewers" section.

A Doctoral Student or Postdoctoral Fellowship applicant will only be eligible to resubmit once, i.e. no more than 2 unsuccessful applications will be reviewed for an applicant in either category of award. Exceptions will be considered only if there has been a change in supervisor and/or institution. A Scholar or Clinician-Scientist applicant will only be eligible to resubmit twice, i.e. no more than 3 unsuccessful applications will be reviewed for an applicant in either category of award.

Submitted manuscripts included in the application but not yet published must be accompanied by documentation from the journal verifying the status i.e. submitted, accepted or in press. Letters confirming acceptance of a manuscript for publication must be received by the Association no later than **January 15, 2010**, in order to be included in committee discussions.

### 5.2 Supervisory Limitations

The CDA will support a maximum of two trainees (i.e. Post-Doctoral Fellows and/or Doctoral Student Research Awardees) per supervisor at any given time. However, if a supervisor has a trainee receiving Incentive funding from CDA, this individual will not be counted as a trainee towards this maximum number. Additionally, a supervisor cannot allow more than two trainees, including those that are currently funded by CDA (this does not include trainees receiving incentive funding), to apply for CDA funding in this competition, unless one or both currently funded trainees will complete their CDA award by June 30, 2010. For example, if a supervisor has two trainees currently receiving full stipend from CDA, but one will complete their CDA award by June 30, 2010, then the supervisor can allow only one trainee to submit an application for the 2010 competition. CDA reserves the right to withdraw submitted applications that violate this limitation.

### 5.3 Funding Period of Award

The funding year for all awards is July 1 to June 30 for each year of the funding period. All award recipients must be prepared to accept the award by **July 1** of the funding year. Special requests for delayed starts due to extenuating circumstances (e.g. PhD not yet completed) may be granted on a case-by-case basis, and should be made in writing to the Manager, Research. For operating funds awarded with Scholar and Clinician Scientist awards, up to 15% of annual funding may be carried over for use in the next funding year. The Canadian Diabetes Association does not assume any financial obligation beyond the funding period specified in the notification letter.

#### **5.4 Incentive Funding**

If a successful applicant also receives an offer for personnel support from another agency, CDA will consider providing incentive funding to the applicant on a case-by-case basis. The awardee would be required to acknowledge that he/she is funded by CDA when accepting incentive funding. The awardee must obtain permission to accept incentive funding from the agency providing the primary source of funding and supply such permission in writing to CDA.

#### **5.5 Competition Results and Feedback**

Competition results will be posted on the CDA website in mid-May. All applicants will receive a notification letter by late May regarding the decision of the National Research Council. Successful applicants are requested to complete the Award Agreement form and fax it back to CDA within one week of receiving notification. Failure to do so will be interpreted by the Association as declining the award. Copies of Scientific Officer notes will be mailed to applicants along with the notification letter. Clinician-Scientist and Scholar applicants will also receive copies of the written reviews. Applicants are expected to share this information with their proposed supervisor or department head. The identity of peer reviewers is confidential and will not be disclosed.

#### **5.6 Ethics Approval**

Personnel awards are intended to support the awardee; nevertheless, it is imperative that the research they undertake conform to ethical standards. The primary responsibility for ethical conduct lies with the Supervisor of the research project and their institution, which must have the appropriate ethics committees in place to review and authorize research proposals. Individuals who receive personnel support to enable them to conduct research must ensure that the research they are conducting respects all relevant guidelines involving human subjects, animals, biohazards, or stem cells. For example:

- Laboratory Biosafety Guidelines, (3<sup>rd</sup> Edition 2004). Public Health Agency of Canada.
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, (1998) (with 2000, 2002 and 2005 amendments).
- Guide to the Care and Use of Experimental Animals (Volume 1, 2<sup>nd</sup> Edition, 1993 and Volume 2, 1984). Canadian Council on Animal Care.
- Updated Guidelines for Human Pluripotent Stem Cell Research (2007). Canadian Institutes of Health Research.
- Research Involving Radioactive Materials must comply with regulations of the Canadian Nuclear Safety Commission.

#### **5.7 Annual Progress and Final Reports**

Annual progress reports must be submitted to the Manager, Research at CDA by January 30th of each year, except after the last year in which a Final report will be due within 6 months of the end date of the award (i.e. December 30th).

#### **5.8 Knowledge Translation**

The Canadian Diabetes Association expects awardees to disseminate knowledge created from CDA funding to various users (e.g. the public, health care practitioners, the media, scientists, and policy makers) and facilitate their translation into improved health, more effective products or services, and/or a strengthened healthcare system. In all knowledge translation activities, including but not limited to publications and presentations, awardees must prominently acknowledge the personnel support provided by the Canadian Diabetes Association and refer to themselves as a CDA Clinician

Scientist, Scholar, Post-Doctoral Fellow, or Doctoral Student. Note that the costs of dissemination are eligible expenditures in Scholar and Clinician-Scientist operating funds.

### **5.9 Media Relations**

All recipients of Canadian Diabetes Association awards engaging in media-related activities related to the work supported by the Association, must advise and send copies of relevant materials in advance of the release, to the **Director, Research Programs and Partnerships** at T-(416) 408-7083, F-(416) 363-7465 or [josee.guimond@diabetes.ca](mailto:josee.guimond@diabetes.ca). This would not apply to papers for presentations at various scientific meetings or when there is casual discussion with the news media on matters not related to Canadian Diabetes Association awards.

### **5.10 Transfer of Awards**

Clinician Scientist and Scholar awardees must obtain permission from the Canadian Diabetes Association to transfer award funding in the event they are moving to a new institution or department. It is the responsibility of the awardee to obtain all the necessary documents from the new institution (see application for section that institutions must complete) and submit it to the Canadian Diabetes Association before the request can be considered. The Canadian Diabetes Association will make every effort to authorize the proposed change, but does reserve the right to terminate the award. Should the awardee request to move equipment purchased with CDA funding, the institution co-owning the equipment is encouraged to accede to such a request.

Post-Doctoral Fellowship and Doctoral Student Research Awardees will not be authorized to transfer their award to a different supervisor because the training environment is an integral part of the assessment and review process. In the event an awardee moves to a new supervisor, CDA must be notified immediately and the award will be terminated. The awardee is encouraged to submit a full application to the next competition, where the application will undergo a full review. Any extenuating circumstances should be discussed with CDA.

### **5.11 Parental Leave**

Awardees must advise CDA when applying to their institution for parental/maternity leave. During the period of the leave, CDA will defer payment on the award, until the recipient returns to work. The end date of the award will be extended for the same period of time that the awardee was on leave. An Annual Revenue and Expense Reports will still be required by August 10th and a Final Financial Report must be submitted no later than 2 months after the extended end date of the award.

### **5.12 Misrepresentation or Dishonesty**

Misrepresentation of facts or academic dishonesty will result in disqualification of the application and possible suspension of the applicant from future CDA research competitions. A suspension period, if applicable, will be determined in consultation with the National Research Council.

## **6.0 USE OF AWARD FUNDS**

### **6.1 Administration of Funds**

Payments are distributed quarterly (July, October, January and April) to the institution administering the funds. Award holders will in turn be paid by the institution in accordance with their policies.

### **6.2 Accountability and Auditing**

Awardees, supervisor(s) and their institutions are at all times accountable for the use of Association funds in accordance with the policies set out by the Canadian Diabetes Association. The Association reserves the right to audit any or all grants/awards funded in any given year.

Annual Financial Statements are due to the Association by **August 10th** of each year and should be completed on the Revenue Expense Report form. The Coordinator, Grants and Awards will forward this form to institution financial officers in June of each year. Failure to submit the completed Revenue Expense Report form will delay subsequent payments.

### **6.3 Eligible Expenses for Operating Funds associated with Clinician Scientist and Scholar awards**

- a) Supplies and Materials: All supplies and materials related to the research project are considered eligible expenses.
- b) Personnel: Operating funds may be used for salaries for support staff and technicians, graduate students and postdoctoral fellows. Annual stipend levels for students and fellows must conform to current Canadian Diabetes Association funding levels for personnel awards (i.e. \$21,000 for doctoral students and \$40,000 for fellows).
- c) Equipment: Purchases of equipment up to \$5,000 per grant. The title to equipment purchased with CDA funding will be given jointly to the grantee and the institution administering the funds.

Service contracts, common equipment usage fees and glassware cleaning are eligible expenses in wet laboratories, while network and firewall expenses are eligible in research involving secure database applications.

- d) Fieldwork Travel: Fieldwork travel expenses must be clearly outlined and justified (e.g. for data collection or transportation of subjects).
- e) Knowledge Translation: Costs related to dissemination of research results to various users (see section 5.8 for details). In all knowledge translation activities, awardees must prominently acknowledge the personnel support provided by the Canadian Diabetes Association.
- f) Subject Payment: A modest honorarium for subjects may be included in the budget and subjects can be reimbursed for expenses incurred as part of their participation in the research project (e.g. travel, parking, food, or supplements).
- g) Carry Over: Up to 15% of annual operating funding may be carried over for use in the next granting year or for up to 6 months after the end date of the grant. A final Revenue Expense Report must be submitted no later than 2 months after this 6-month extension, at which time any unused funds must be returned to CDA. Requests for approval of extenuating circumstances must be made in writing to the Manager, Research at CDA.
- h) Conference Travel: For operating funds associated with Scholar and Clinician Awards, a maximum of \$3,000 per funding year can be used for conference and/or meeting-related travel. Any unspent conference travel monies from one funding year can be carried forward to the next year; however, no more than \$6,000 can be expensed over a two year period or \$9,000 over a three year funding period.

#### **6.4 Ineligible Expenses for Operating Funds associated with Clinician Scientist and Scholar awards**

CDA reserves the right to request reimbursement of funds, in the event that any of these expenses are incurred on a CDA grant.

- a) Indirect Costs: Administrative and indirect costs to institutions administering the funds (included but not limited to heating, lighting, infrastructure and space maintenance, ethics reviews, facilities for animals used in research, central research and financial services, management of intellectual property, providing resources such as library and computer information, environmental assessment and safety compliance).
- b) Professional Training: Costs related to professional training or development, e.g. computer or language training.
- c) Membership Fees: Fees for professional associations or scientific societies.
- d) Cellular Phone: Cell phone charges cannot be expensed, unless clearly documented as a method of data collection.
- e) Investigators' Salaries: Principal investigators' and/or co-investigators' salaries.
- f) Overseas funding: CDA research funding is intended for research conducted in Canada; however, if an exceptional need for training of post-doctoral fellows is identified, it can be addressed at the time of application in order to seek approval from the peer review committee and NRC.

#### **6.5 Eligible Expenses for Research Allowances**

The intent of the research allowance is to provide a budget for **post-doctoral fellows** to claim professional or work related expenses that may not be covered by their institution due to the nature of their position. The research allowance is not intended to support the research project, as it is expected that these expenses would be covered under a grant-in-aid to the supervisor. For reimbursement, awardees must submit their research allowance expenses together with original receipts, to the Coordinator Grants and Personnel Awards at CDA. Individuals receiving CDA incentive funding will not be eligible for research allowance.

The following are eligible expenses:

- a) Travel expenses to present results at scientific meetings.
- b) Purchase of scientific books, periodicals, and journals.
- c) Membership fees for professional associations or scientific societies.
- d) Computer hardware and software.
- e) Costs related to publication or presentation of research results.

#### **6.6 Ineligible Expenses for Research Allowances**

The following expenses will not be reimbursed:

- a) Costs for reagents, supplies, or other laboratory materials.
- b) Laboratory equipment.

### **7.0 PERSONNEL AWARDS**

The Canadian Diabetes Association is committed to the training and development of future scientists and clinicians in Canada. As such the following Personnel Awards are offered: Clinician Scientist Awards, Scholar Awards, Post-Doctoral Fellowships, Doctoral Student Research Awards, and the Canadian Diabetes Association Great West Life, London Life & Canada Life Young Scientist Award.

**Please refer to the Governing Policies (5.0), and Use of Funds (6.0) sections prior to completing an application.**

## 7.1 Clinician-Scientist Award

Clinician-scientists are health professionals who pursue a career that includes both patient care and research. These individuals play a critical role in shaping research projects that respond to hypotheses and questions that arise in practice settings and also in translating the findings of research into clinical practice. Clinician-scientists are individuals who can link diabetes research to prevention and management of this disease.

- a) **Description:** The Canadian Diabetes Association Clinician Scientist Award is intended to support the development and retention of highly qualified clinician-scientists in the early stages of their careers in diabetes research in Canada. Health care clinicians, including but not limited to physicians, nurses, dietitians, pharmacists, and social workers that have demonstrated an ability to engage and are pursuing a career in diabetes research will be encouraged to apply for this award.

A CDA Clinician-Scientist is a highly qualified and motivated clinician who has clearly demonstrated their potential to become an independent investigator. The purpose of this award is to assist these individuals by securing the majority of their time (greater than 75%) for research, thereby enabling them to establish themselves as respected independent investigators in diabetes research in Canada.

- b) **Eligibility:** At the time of application, a candidate must possess a doctoral degree (MD, PhD, DSc, DDS, Pharm D, DVM, or equivalent) and be a health professional licensed and practicing in Canada (MD, RN, RD, etc). For those with a medical degree, clinical training must be in an area accredited with or without certification by the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada. The applicant may apply before taking up their research appointment or within the first 60 months of his/her first independent research appointment. **The applicant must actively participate in patient care.** If this criterion is not clear in the submitted application, CDA will review the application as a Scholar award. A successful applicant will be required to devote at least 75% of his/her time to diabetes-related research. The award is tenable at a public or not-for-profit institution in Canada. Extenuating circumstances should be discussed with the Manager, Research at CDA prior to applying.
- c) **Assessment criteria:** The reviewers will be evaluating the application based on the following criteria:
1. Assessment of applicant, including past productivity, publication record and suitability of research training
  2. Assessment of strengths and weakness of the proposal, including
    - i. The appropriateness and thoroughness of the literature review
    - ii. Originality and potential impact of the research
    - iii. Relationship to previous work by the applicant
    - iv. Feasibility and appropriateness of the research plan

- v. Suitability of the research environment
  - vi. Relevance to diabetes
  - vii. Comments on the budget
- d) Responsibility of the Sponsoring Institution: The sponsoring institution must make a commitment to award a full-time faculty or equivalent position to the clinician-scientist. The institution must also provide an appropriate environment for the awardee, including mentoring, adequate facilities for the proposed research, and appropriate fringe benefits. The success of an application will be, in part, determined by a clearly stated commitment of the institution towards the long-term career development of the applicant. A letter detailing the faculty appointment of the applicant must be included with the application. The letter must be provided by the department Chair or Dean. CDA reserves the right to request more information to clarify the appointment.
- e) Progress Report: A written progress report must be submitted by January 30th in the 3rd year of funding. The progress report will undergo review in the annual competition by the Personnel Awards Committee to assess progress. Upon recommendation from the Personnel Awards Committee, the Canadian Diabetes Association reserves the right to withdraw the final two years of funding if there is unsatisfactory progress reported.
- f) Funding Level and Duration of Support: This award provides a contribution to the salary of the awardee in the amount of \$55,000 per year for up to five years. The Clinician Scientist may receive remuneration for clinical work in amounts consistent with institutional policies or may accept incentive awards in amounts not greater than 50% of the value of the CDA award. Any such supplemental salary must not alter the proportion of the awardees efforts devoted to research.

Additionally, the clinician scientist will be eligible to obtain operating funds, in the amount of \$50,000 for the first year to support their research program. Year 2 and 3 operating funds will be provided only if the awardee has been unable to secure their own independent national peer-reviewed funding, in an amount greater than \$50,000 per year. The use of these funds must comply with the criteria described in section 6.0 Use of Award Funds. An awardee cannot hold a CDA Clinician Scientist Award operating funds and a CDA Grant-in-Aid operating grant concurrently.

The final two years of salary support will be contingent upon CDA receiving a written progress report and verification (i.e. funding notification letter or authorization for funding form) that the awardee has been successful in obtaining independent peer-reviewed funding from a national agency, as a Principal Investigator, in an amount sufficient to support their research program for the 4th and 5th year of their award. Evidence of independent research progress, assessed by senior author publications in peer-reviewed journals, is expected.

- g) Incentive Funding: If the awardee accepts salary funding from another agency, CDA incentive funding **may be** available in the amount of \$10,000 per year for the duration of the award. Please note that the \$50,000 operating funds will not be offered with incentive funding.

## 7.2 Scholar Award

- a) Description: Scholar Awards are designed to provide salary support for newly independent investigators establishing their own diabetes-related research at a Canadian university or

research institute. A successful applicant will be required to devote at least 75% of his/her academic effort to diabetes-related research.

- b) **Eligibility:** As of November 15th of the year of application, it must be less than 10 years since the completion of the applicant's most recent doctorate degree (MD, PhD, DSc, DDS, PharmD, DVM, or equivalent). The applicant may apply before taking up their research appointment or within the first 36 months of his/her first independent research appointment. Extenuating circumstances should be discussed with the Manager Research at CDA prior to applying.
- c) **Assessment criteria:** The reviewers will be evaluating the application based on the following criteria:
- Assessment of applicant, including past productivity, publication record and suitability of research training
  - Assessment of strengths and weakness of the proposal, including
    - i. The appropriateness and thoroughness of the literature review
    - ii. Originality and potential impact of the research
    - iii. Relationship to previous work by the applicant
    - iv. Feasibility and appropriateness of the research plan
    - v. Suitability of the research environment
    - vi. Relevance to diabetes
    - vii. Comments on the budget
- d) **Responsibility of the Sponsoring Institution:** The sponsoring institution must make a commitment to award a full-time faculty or equivalent position to the scholar. The institution must also provide an appropriate environment for the awardee, including mentoring, adequate facilities for the proposed research, and appropriate fringe benefits. The success of an application will be, in part, determined by a clearly stated commitment of the institution towards the long-term career development of the applicant. A letter detailing the faculty appointment of the applicant must be included with the application. The letter must be provided by the department Chair or Dean. CDA reserves the right to request more information to clarify the appointment.
- e) **Progress Report:** A written progress report must be submitted by January 30th in the 3rd year of funding. The progress report will undergo review in the annual competition by the Personnel Awards Committee to assess progress. Upon recommendation from the Personnel Awards Committee, the Canadian Diabetes Association reserves the right to withdraw the final two years of funding if there is unsatisfactory progress reported.
- f) **Funding Level and Duration of Support:** This award provides a contribution to the salary of the new investigator in the amount of \$50,000 per year for up to five years. The sponsoring institution may supplement the scholar's salary or the awardee may accept additional awards, but the total salary should not exceed a level appropriate for his/her rank. Any such supplementary income must not alter the proportion of the scholar's efforts devoted to research.

Additionally, Scholar Award recipients will be eligible to obtain operating funds, in the amount of \$50,000 for the first year to support their research program. Year 2 and 3 operating funds will be provided only if an awardee has been unable to secure their own independent national peer-reviewed funding, in an amount greater than \$50,000 per year. The use of these funds must comply with the criteria described in section 6.0 Use of Award Funds. An awardee cannot hold a CDA Scholar Award operating funds and a CDA Grant-in-Aid operating grant concurrently.

The final two years of salary support will be contingent upon CDA receiving a written progress report and verification (i.e. funding notification letter or authorization for funding form) that the awardee has been successful in obtaining independent peer-reviewed funding from a national agency, as a Principal Investigator, in an amount sufficient to support their research program for the 4th and 5th year of their award. Evidence of independent research progress, assessed by senior author publications in peer-reviewed journals, is expected.

- g) **Incentive Funding:** If the awardee accepts salary funding from another agency, CDA incentive funding **may be** available in the amount of \$10,000 per year for the duration of the award. Please note that the \$50,000 operating funds will not be offered with incentive funding.

### 7.3 Post-Doctoral Fellowship Award

- a) **Description:** Fellowship awards are designed to support research training at the post-doctoral level, in the field of diabetes. Candidates are expected to pursue a career in diabetes-related research as an independent investigator upon completion of post-doctoral training.
- b) **Eligibility:** Applicants must have completed a PhD, or their professional doctorate (MD, DDS, PharmD, or DVM) or expect to be completed by the start of the funding period. At the time of application, it must be no more than 6 years after a clinical fellowship for MD's and no more than the 6th year of a post-doctorate training for PhD's. The proposed supervisor must be different than the applicant's PhD supervisor. Applicants who have completed their Royal College of Physicians and Surgeons of Canada training will be eligible to apply if it has been less than four years since the completion of their most recent Royal College examination. Those with a professional doctorate must hold a licence in Canada or the Personnel Awards Committee will consider the degree equivalent to a PhD. Extenuating circumstances should be discussed with the Manager, Research of CDA prior to application.

These awards are normally held at Canadian institutions; however, if there is adequate scientific justification, Canadian citizens and permanent residents may apply for awards to be held outside Canada. However, candidates who are neither Canadian citizens nor permanent residents may only apply for awards to be held in Canada.

- c) **Assessment criteria:** The reviewers will be evaluating the application based on the following criteria:
- i. Academic performance
  - ii. Publications
  - iii. Research, Academic or Professional Development
  - iv. Characteristics and Abilities (Letters from referees)
  - v. Training Environment
  - vi. Role of trainee
  - vii. Research Proposal
- d) **Responsibility of Supervisor:** The supervisor must make a commitment that the fellow will devote at least 75% of his/her academic effort to diabetes-related research. The success of an application will depend on the written guarantee from the supervisor.
- e) **Funding Level and Duration of Support:** The award is \$40,000 CAN per year for up to three years. Awardees must request one, two or three years of funding and the Personnel Awards

committee will make the final recommendation for the number of years of support. In addition, a research allowance of \$1,500 can be claimed annually. The institution may, if appropriate, supplement the fellow's salary up to the salary appropriate for his/her rank; however, any such supplement must not alter the proportion of the fellow's efforts devoted to research.

Second and third year of funding are contingent upon receiving an annual progress report from the fellow with supervisor's signature by **January 30th** of each year. The progress report form will be available on the CDA website closer to the due date. If at any time during the tenure of the award, the fellow resigns or is terminated from their position, the Canadian Diabetes Association must be notified in writing within 2 weeks.

- f) Incentive Funding: If the awardee accepts salary funding from another agency, CDA incentive funding **may be** available up to \$5,000 per year for the duration of the award. Post-Doctoral Fellows will not be eligible for incentive funding if their total funding exceeds \$50,000, not including research allowances.
- g) Location of Training and Foreign Candidates: Awards will be tenable at Canadian universities or research institutions, except in those unusual circumstances in which a very highly qualified candidate (Canadian citizens or permanent residents only) seeks training that is not available in Canada.

Foreign candidates are responsible for obtaining all relevant documents from a Canadian Embassy prior to taking up the award, e.g. entry visa, student visa or work permit.

#### **7.4 Doctoral Student Research Award**

- a) Description: Doctoral Student Research Awards provide recognition and support for exceptional students pursuing a doctorate degree in the field of diabetes in Canada. Candidates are expected to have an exceptionally high potential for future research achievement and productivity.
- b) Eligibility: Students who are enrolled in a full-time graduate program in diabetes research are eligible for support. At the time of applying the candidates must have completed at least 12 months of graduate study at the Master's or PhD level, and have been registered for no more than 36 months as a full-time student in a doctoral program. Awards will be tenable **only** at Canadian universities or research institutions.
- c) Assessment Criteria: The reviewers will be evaluating the application based on the following criteria:
  - i. Undergraduate/Graduate student grades
  - ii. Awards, abstracts and publications
  - iii. Project strength, including relevance to diabetes
  - iv. Referee letters
  - v. Supervisor and training environment
- d) Stipend and Duration of Support: The award is \$21,000 per year for up to three years. Awardees must request one, two or three years of funding and the Personnel Awards committee will make the final recommendation for the number of years of support. A student is permitted to hold other awards if their total stipend income does not exceed \$27,000.

The 2nd and 3rd years of funding are contingent upon receiving an annual progress report from the student with supervisor's signature by **January 30th** of each year. The progress report form will be available on the CDA website closer to the due date. If at any time during the tenure of the award, the student withdraws, changes supervisors or is terminated from their training, the Canadian Diabetes Association must be immediately notified in writing within 2 weeks.

- e) Incentive Funding: If the awardee accepts salary funding from another agency, CDA incentive funding **may be** available up to \$5,000 per year for the duration of the award. Doctoral Students will not be eligible for incentive funding if their total funding exceeds \$27,000, not including research allowances.

### **7.5 Canadian Diabetes Association, Great-West Life, London Life and Canada Life Young Scientist Award**

The Canadian Diabetes Association Great-West Life, London Life and Canada Life Young Scientist Award was established for the purpose of encouraging, by appropriate recognition, outstanding research conducted in Canada by a young scientist in the field of diabetes.

- a) Eligibility: This award will be bestowed for research conducted by a Canadian citizen or landed immigrant, in the field of diabetes at an institution located in Canada, on the basis of original scientific contributions, as judged by the nominee's publications. To be eligible, an investigator must not have passed their forty-fifth (45th) birthday by January 1st of the year in which the award is to be bestowed. Nominees are encouraged but not required to be a member of the Clinical & Scientific Section of the Canadian Diabetes Association.
- b) Nomination Procedure: Nominations may be made by members of the Clinical & Scientific Section of the Canadian Diabetes Association or by members of the National Research Council or any of its sub-committees.

The nomination should contain the nominee's curriculum vitae, a maximum of 10 of the nominee's most significant publications, and 2 letters of support (one from each of the nominator and seconder) indicating the reasons for submitting this particular nomination. The Personnel Awards Committee reviews and ranks the nominations, and recommendations are put forward to the National Research Council. In the event that no suitable nomination is made, the award will be deferred.

- c) Deadline: The deadline for submission of nominations will be advertised each calendar year in a mailing to all Clinical & Scientific Section members.
- d) Award Presentation: The award will be presented at the CDA/CSEM Professional Conference and Annual Meetings, where the recipient will present the Canadian Diabetes Association Great-West Life, London Life and Canada Life Young Scientist Award Lecture. The award consists of a plaque and \$5,000.

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