

Diabetes Canada 2021 Research Competition Letter of Intent Guidance and Submission Template

Our vision

A world free of the effects of diabetes

Our mission

To lead the fight against diabetes by:

- Helping those affected by diabetes to live healthy lives
- Preventing the onset and consequences of diabetes
- Discovering a cure

Disclaimer

The 2021 Research Competition Guide supersedes all previous Diabetes Canada and Canadian Diabetes Association grants and awards guides and applications. Applicants should always refer to the latest version. Diabetes Canada may, without notice, alter the programs or terms of an award. Any major changes will be announced immediately on the Diabetes Canada website at diabetes.ca. Diabetes Canada reserves the right to interpret these guidelines and policies. Diabetes Canada will accept and review letters of intent in both official languages.

Before submitting a letter of intent, please review the [2021 Research Competition Guide](#) for full details on the award being offered, including eligibility criteria, policies, and timelines for the 2021 competition.

Contacts

For information regarding research programs, policies, and letter of intent submissions, contact: research@diabetes.ca.

Deadline

All letters of intent are due by **June 20, 2021, 7:59 p.m. ET**. Additional time allowances will not be granted for any reason.

All letters of intent must be submitted by email to research@diabetes.ca. LOIs should be submitted as a single PDF file attachment (preferred) or MS Word document with all information included. All letters of intent must use this submission template and provide all of the information requested [on pages 4-5](#) below.

2021 Research Competition Overview

End Diabetes:100 Awards

Diabetes Canada's End Diabetes Fund supports research to enhance our understanding of diabetes and its prevention, causes, management, and to search for a cure. 2021 marks the 100th anniversary of the life-changing Canadian discovery of insulin. In recognition of this milestone, Diabetes Canada's 2021 research funding competition will be awarding **15 End Diabetes:100 Awards**. Each award commits a **\$100,000 operating grant annually for a maximum of three years** to support brilliant scientists and provide them with the freedom, autonomy, and resources to set them on the road to breakthrough discoveries.

The objective the End Diabetes:100 Awards are:

1. To support researchers in the discovery of the biomedical, clinical, health services, and/or population health factors that lead to the onset and progression of all types of diabetes and related complications.
2. To develop solutions aimed at the prevention, management, or finding a cure for people living with diabetes.

There is a two-stage application and review process. **Applicants are invited to submit a letter of intent (LOI). After panel review, selected applicants will be invited to submit a full application.** A multidisciplinary review panel, consisting of scientific and clinical experts, along with persons affected by diabetes (including family/caregivers), will be assembled to review the LOIs. Diabetes Canada intends to advance the top ranking LOIs to the application stage, to ensure a subsequent funding success rate of 50%.

Selected applicants will be contacted in mid-August 2021 and invited to submit a full application. Full applications will be submitted online through ResearchNet.

The National Research Council (NRC), based on ratings from the peer review experts and available funds, will make final funding recommendations for applications submitted. Funding decisions will be made in late November 2021 and Notice of Decision letters will be sent at that time. Funding is projected to be disbursed starting in December 2021.

Diabetes Canada 2021 Research Competition Letter of Intent Submission Requirements

All letters of intent (LOI) are due by **June 20, 2021, 7:59 p.m. ET**. Additional time allowances will not be granted for any reason.

All LOIs must be submitted by email to research@diabetes.ca.

LOIs should be submitted as a single PDF file attachment (preferred) or MS Word document. All LOIs must use this template and provide all of the information requested [outlined below](#).

Please review the [Modifications Between LOI and Application](#) section at the end of this document and ensure adherence should your LOI proceed to the full application stage.

In order to ensure fairness and consistency, all word counts and page limitations for the LOI, appendices, will be strictly applied. Any submitted text or graphics exceeding that amount will be truncated at the specified limit and will not be sent to reviewers.

The following formatting requirements apply to all LOI submissions and appendices:

- Use black type, 12-point Times New Roman font. Smaller text in tables, charts, figures, and graphs is acceptable, if it is legible when the page is viewed at 100%.
- Use a minimum of single line spacing.
- Margin sizes must be a minimum of 2 cm (3/4 inch) around the page.
- Follow the outline word limit/page limitations. Any submitted text or graphics exceeding the outlined word limit/page limitations will be truncated and will not be sent to reviewers.
- All attachments must be on a letter size document (21.25 X 27.5 cm / 8.5" X 11").
- Photo-reduce the supporting documents if the originals are larger than 21.25 X 27.5 cm / 8.5" X 11".

LOI Submission Template

1. Principal Applicant Information

Please attach a PDF of the CIHR Project BioSketch CV with your email submission.

2. Co-Principal Investigators and Collaborators (max. 250 words)

List all co-principal investigators and collaborators involved with the research proposal. You may highlight the strengths and specific contribution of collaborators in the field of research within this word count.

3. Keywords/Areas of Expertise

List up to 5 key areas of expertise you believe reviewers should have in order to evaluate your proposal. Select areas of study from [this list](#) to describe the fields of your research.

4. Title of Research Proposal

5. Lay Title

Provide a title for your project using lay language that will be easily understood by the general public.

6. Lay Abstract (max. 500 words)

Describe your research in a way that is accessible to a lay audience. Be sure to indicate how your proposed research can improve the health of an individual living with diabetes, the health of populations, and/or the health delivery system. A guide for writing an effective lay summary can be found [here](#).

7. Research proposal (max 1,500 words). Note: You may include references and references will not count towards the 1,500-word maximum.

Please include the following:

- Description of the potential impact of the research to improve the quality of life of people living with diabetes and/or support finding a cure(s).
- Background and scientific rationale.
- Design and brief methodology and analysis.
- Diversity considerations in the proposed research (if applicable).

8. Preliminary budget

This should include up to \$100,000/year for 3 years and may consist of eligible expenses, including supplies and materials, equipment, or support staff salaries. Please review the [2021 Research Competition Guide](#) for a full list of eligible and ineligible expenses for award funds.

9. The names of suggested reviewers/exclusions

If applicable, indicate up to 3 external reviewers who have the expertise to critically evaluate your application. If applicable, list any reviewers who should not evaluate this research proposal due to a conflict of interest or existing collaboration.

10. Are you open to co-funding opportunities?

Yes No

Diabetes Canada may engage with like-minded organizations to fund research of mutual interest. With your consent, you will be considered and notified for these opportunities when they arise.

11. Appendices (max. 2 pages)

You may attach a maximum of 2 pages of appendices with your email submission. Note that appendices that exceed this length will be truncated at 2 pages when sent to reviewers. Appendices must follow the [formatting requirements](#) outlined above. Appendices may include tables, charts, and figures.,

Please send your completed letter of intent, appendices, list of co-investigators and collaborators, and your CV as single PDF (preferred) or Microsoft Word attachment to research@diabetes.ca by the deadline of **June 20, 2021, 7:59 p.m. ET**

Modifications Between LOI and Application

The following areas must remain **unchanged** between the LOI and full application:

- The Nominated Principal Applicant
- Host institution
- Title

The abstract/summary must remain representative of the research project as outlined in the LOI.