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## **Diabetes Canada 2021 Research Competition Guide**

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### **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

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## 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](http://diabetes.ca). Diabetes Canada reserves the right to interpret these guidelines and policies. Applicants should contact [research@diabetes.ca](mailto:research@diabetes.ca) for clarification, as required.

Diabetes Canada will accept and review applications in both official languages.

## Contacts

For information regarding research programs, governing policies, and application submissions, including Common CV, please contact:

Diabetes Canada  
Science & Policy Department  
Email: [research@diabetes.ca](mailto:research@diabetes.ca)

For technical support related to ResearchNet, please contact:

ResearchNet Support  
Telephone: 613-954-1968, Toll Free: 1-888-603-4178  
Email: [support@cihr-irsc.gc.ca](mailto:support@cihr-irsc.gc.ca)

## Deadlines

There is a two-stage application and review process. For stage 1, applicants are required to submit a letter of intent (LOI). After panel review, selected applicants will be invited to stage 2, to submit a full application. Diabetes Canada intends to advance only the top ranking LOIs to the application stage, to ensure a funding success rate of 50% at stage 2.

**All LOIs 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](mailto:research@diabetes.ca). LOIs should be submitted as a PDF file attachment (preferred) or MS Word document. LOIs must provide all of the information requested within the [LOI submission template](#).

Selected applicants will be contacted in mid August 2021 and invited to submit a full application. Full applications will be due in late September 2021. All full applications must be submitted online in ResearchNet. Funding decisions will be made in late November 2021 and Notice of Decision letters will be sent to the successful 15 researchers at that time. Funding is projected to be disbursed starting in December 2021.

## 1.0 Funding Opportunity

Diabetes Canada's End Diabetes Fund supports research to enhance our understanding of diabetes and its prevention, causes, management, and 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.

To shape our 2021 research funding competition, Diabetes Canada gathered direct input from key stakeholders. This year's competition was formed with [feedback](#) from 360 participants across Canada, expert input from our National Research Council (NRC), and leaders from within the diabetes community.

This year, there is a two-stage application and review process. Applicants are invited to submit an LOI and, after panel review, the top-ranking applicants will be invited to submit a full application. Diabetes Canada intends to advance the top ranking LOIs to the application stage, to ensure a funding success rate of 50%

A multidisciplinary review panel, consisting of scientific and clinical experts in the diabetes field, along with persons affected by diabetes (including family/caregivers) will be assembled to review the LOI.

Based on ratings from the peer review committees and available funds, the NRC will make final funding recommendations for applications submitted to the 2021 competition. 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.

### Objective

The objective of 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, and finding a cure for people living with diabetes.

## 2.0 End Diabetes:100 Award Eligibility and Assessment Criteria Overview

### End Diabetes:100 Awards

- a. **Description:** Diabetes Canada offers support for research projects designed to enhance our knowledge of the prevention, etiology, management, and cure of all types of diabetes and related complications; as well as population health, health services, diabetes education, community, and practice-based research.
- b. **Eligibility:** The Nominated Principal Applicant must be an independent researcher. The Nominated Principal Applicant and Co-Applicant(s) must have an academic or research appointment with an eligible Canadian institution.

If, at the time of applying, the applicant does not have an independent faculty position (due to a requirement by their institution that he/she must secure independent peer-reviewed operating grant funding prior to the position being finalized), then a detailed letter from the department Chair or Dean providing details regarding the faculty position must be included in the application. Failure to provide this letter will result in the application being streamlined. Diabetes Canada reserves the right to request additional information to clarify the position offered. Furthermore, applicants must clearly demonstrate independence from their mentor. Diabetes Canada reserves the right to request additional information to confirm independence. See [definitions](#) for details.

- c. **Assessment Criteria:**

#### Letter of Intent (LOI) Stage

LOIs will be evaluated by a review panel consisting of scientific and clinical experts, along with persons affected by diabetes to provide their perspective. The LOI review panel will review the lay abstract and research proposal summaries and provide their feedback based on:

1. **Clarity:** Is the research question and aims of the proposal clear?
2. **Impact:** Do you consider the research impactful? Is the relevance to diabetes and its prevention, causes, management and cure significant?
3. **Engagement:**
  - a. For clinical, health systems, or population research - are people with diabetes (or family/caregivers) engaged as appropriate?
  - b. For biomedical/fundamental research - is there a clear knowledge translation plan for people with diabetes (or family/caregivers)?
4. **Feasibility:** Are the expertise of the applicant, and resources available to the applicant, sufficient to ensure success of the proposal?

The LOI review panel members will each conduct a written review and provide a numerical score for each LOI. Diabetes Canada intends to advance the top ranking LOIs to the application stage.

## Full Application Stage

Successful LOIs that move to the full application stage will have their applications reviewed by a peer review committee. The reviewers will each conduct a thorough written review and rate the application based on the following criteria:

1. **Clarity:** The proposed research question and aims of the proposal is clearly presented, and objectives are clearly defined.
  2. **Impact:** Do you consider this research impactful? Is the relevance to diabetes and its prevention, causes, management and cure significant?
  3. **Engagement – see section [3.0 Patient Engagement Considerations](#) for details on the inclusion and scoring of patient engagement.**
    - a. For clinical, health systems, or population research - are people with diabetes (or family/caregivers) engaged as appropriate?
    - b. For biomedical/fundamental research – is there a clear knowledge translation plan for people with diabetes (or family/caregivers)?
  4. **Feasibility:** Are the expertise of the applicant, and resources available to the applicant, sufficient to ensure success of the proposal?
    - a. **Assessment of applicant:** Including past productivity, publication record, and suitability of research training.
    - b. **Assessment of strengths and weaknesses of the proposal**, including:
      - i. Applicant’s expertise with respect to the research proposal and the synergy of the research team
      - ii. Merit of the proposal, including originality, clarity, feasibility, transparency, and appropriateness of methodologies, statistical rigour, and achievability
      - iii. The appropriateness and thoroughness of the literature review
      - iv. Originality and potential impact of the research
      - v. Relationship to previous work by the applicant
      - vi. Feasibility and appropriateness of the research plan
      - vii. Suitability of the research environment
      - viii. Accuracy of the budget
- d. Funding Level and Duration of Support:** The maximum amount that can be requested is \$100,000 annually for a period of up to three years, with no renewals. The final budget and duration of the award is at the discretion of the review committees and the NRC, and subject to the availability of funds.

The second and third years of funding are contingent upon receiving an annual progress report, by September of each year. The progress report is to be submitted as per the instructions on the research section of the Diabetes Canada website.

- e. **Termination of Award:** If, at any time during the tenure of the award, the Nominated Principal Applicant resigns or is terminated from his/her position, Diabetes Canada must be notified in writing within 2 weeks.
  
- f. **Location of Training and Foreign Candidates:** 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. Candidates who are not Canadian citizens or permanent residents may only apply for awards to be held 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).
  
- g. **Co-Funding Opportunities:** Applicants should indicate their consent to be considered for partnership opportunities between Diabetes Canada and like-minded organizations that may arise over time, in their LOI submission. Applicants who do not provide consent will not be considered.

### 3.0 Patient Engagement Considerations

In 2021, Diabetes Canada incorporated new criteria for the evaluation of research proposals submitted for consideration of funding. Engaging people with lived experience, caregivers, and other stakeholders as research partners can provide a valuable perspective in producing evidence that is more relevant to people living with diabetes. Thus, identifying, understanding, and supporting stakeholder engagement that contributes to the design, conduct, and communication/dissemination/knowledge translation of research is an important step that Diabetes Canada has incorporated into their research funding.

**As such, it is mandatory that a plan for patient engagement (250 words or less) be added as a supporting document to your proposal.**

To implement a transparent, fair, objective, and consistent process, we offer the following guidance related to patient engagement criteria.

Engagement with people who have lived experience, their families or caregivers, or other stakeholders means that these people have been actively considered as part of the conception, development, evaluation AND/OR dissemination of the research by the scientists. It is not required that all proposals involve patients in all aspects of their research, however, it is essential that it be acknowledged/included as part of the proposal, and that there is a clear plan.

This section describes how patients and stakeholder input can be incorporated through the research process and across research pillars. This is intended to provide guidance to those planning or conducting research, peer reviewers, and interested patients and caregivers. It

also will help Diabetes Canada to reflect and continuously improve patient engagement in all activities, including funding of research.

This section is not intended to be prescriptive or exhaustive. It provides examples of ways to incorporate engagement, where relevant and appropriate to the proposed research process. Applicants referring to this section can choose to include some, but not all, activities and are encouraged to include additional innovative approaches not described here.

**Patient engagement can include:**

1. **Planning the study:** Applicants can describe if patients have or will participate in study conception, planning, and/or design. This could include helping to develop the research questions and defining the outcomes to ensure the project will be important and useful to the diabetes community. The outcome may be relevant in the short term or the long term. If the research is conducted with humans, people with lived experience can help define the characteristics of participants to ensure that certain people are not excluded and that the study is relevant to those included.
2. **Performing the research:** Applicant can describe if patients are involved in the study implementation. This may include designing study materials, participating in recruitment, and/or helping with the interpretation of the data.
3. **Dissemination/Knowledge translation activities:** Applicants can describe how patients and caregivers will be involved in plans to disseminate study findings and to ensure that findings are communicated in understandable ways. Applicants can describe how new opportunities will be identified to disseminate findings, and any efforts focused on communicating to patients as a product of the study. Examples include publications, as well as presentations to both scientist and patient groups. This will help to reach new and different audiences and to creatively think about how to get the information into the hands of the people the study may impact, immediately and over time.

Many means of dissemination and knowledge translation exist, and the onus is on the researchers to select the most appropriate means for the intended audience. When the primary audience is researchers, applicants are familiar with dissemination through the publications and presentations. When the target audience is outside the research community, activities should be informed by additional dissemination plans and other activities are expected.

**This should be stated in less than 250 words as a supporting document to your proposal.**

Reviewers are expected to include comments on patient engagement as part of the strengths and weaknesses of the proposal. Notably, not all research proposals may lend themselves easily to all components of engagement. For example, it is important to keep in mind when interpreting the adjudication criteria that research proposals that have a basic/mechanistic impact may be less amenable to frequent engagement throughout the full



research process. In these cases, applicants should, at a minimum, present a dissemination or knowledge translation plan that incorporates meaningful patient engagement. It is at the discretion of the applicant to determine the type, frequency, and level of engagement suitable for the proposed research and to describe the impact of that engagement. It is at the discretion of the peer reviewer to evaluate the adequacy and appropriateness of the engagement plan for the proposed research and its integrity.

## 4.0 Peer Review Process

All recipients of End Diabetes:100 Awards are committed to serving at least a one-year term as a peer reviewer.

### Relevance Review

Diabetes Canada staff (and external partners for cofounding opportunities) will review all submitted LOIs prior to review panel assignment to ensure that LOIs are in alignment with the objectives and research areas of this funding opportunity. LOIs that are not deemed relevant to the call will be withdrawn from the competition.

### Review of LOIs - LOI Review Panel

The LOI review panel will consist of a total of 10-20 reviewers representing people affected by diabetes (including family/caregivers) and independent researchers and health-care professionals.

The LOI review panel will review each LOI and provide a score between 0 to 4.9. This score will be considered with comments at the LOI review panel meeting. The LOI review panel scoring and comments will be based on the factors in section [2.0 End Diabetes:100 Award Eligibility and Assessment Criteria Overview](#).

### Review of Full Applications - Peer Review Committee

The research competition application peer review panels are volunteer committees. Each committee member has demonstrated scientific expertise in diabetes or a related area. Appointment of committee members takes into consideration required expertise, regional distribution, gender, and language skills to ensure a fair and balanced review process. Members are appointed for a one-year term. Any researcher who applied for an End Diabetes:100 Award may not be present when their application is being assessed and must recuse themselves from the discussion.

Applications are reviewed by two committee members and, whenever deemed appropriate by the Co-Chairs, one reader and an external reviewer, when additional expertise is required. Each reviewer conducts a written review and rates the application based on the factors in section [2.0 End Diabetes:100 Award Eligibility and Assessment Criteria Overview](#).

Prior to the committee meeting, peer reviewers will submit their scores to Diabetes Canada via ResearchNet. After a detailed discussion, a consensus rating will be negotiated, around

which each member votes, with the exception of the Chair and Co-Chair. The average of all votes allows for a ranking of applicants.

### Rank and Rating Scale

Descriptor	Range
Outstanding	4.50-4.99
Excellent	4.00-4.49
Very good	3.50-3.99
Acceptable but low priority	3.00-3.49
Needs revision	2.50-2.99
Needs major revision	2.0-2.49
Seriously flawed	1.00-1.99
Unacceptable/ Rejected	0.00-0.99

## 5.0 Governing Policies

### 5.1 LOI and Application Submission Requirements

The Nominated Principal Applicant on an End Diabetes:100 Award is not eligible to apply for or hold more than one End Diabetes:100 Award, at any time. There are no restrictions on the number of applications upon which an individual can be listed as a Co-Applicant or Collaborator.

An application must be submitted through the institution that will administer the funds.

All LOIs require a 500-word (max.) structured lay summary that includes a clear explanation of how the research proposed is relevant to diabetes. Please ensure that the summary is written using simple language understandable by a lay audience (general public). Please refer to the [guide for writing an effective lay summary](#).

In order to ensure fairness and consistency, all word counts and page limitations for the appendices, CV, and list of co-investigators/collaborators will be strictly applied. Any submitted text or graphics exceeding that amount will be truncated 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".

## 5.2 Definitions of Nominated Principal Applicant, Co-Applicant, and Collaborator

**The Nominated Principal Applicant** (i.e., Principal Investigator) directs the intellectual and scientific design of the research project and takes financial and project management responsibility for ensuring completion of the project within budget projections. The Nominated Principal Applicant must be an independent researcher. Nominated Principal Applicant and Co-Applicant(s) must have an academic or research appointment with an eligible Canadian institution. The signature for a Nominated Principal Applicant is not required. By submitting the application through ResearchNet, the Principal Applicant has already given legal consent.

**Co-Applicants** (i.e., Co-Investigators) make significant contributions to the intellectual and scientific direction of the research, project management, and may, with direction from the Nominated Principal Applicant, have some responsibility for financial aspects of the research activities. All Co-Applicants must sign the application and, in so doing, agree to abide by all policies laid out in the Research Competition Guide.

Post-doctoral fellows are not eligible to apply as a Nominated Principal Applicant or Co-Applicant on End Diabetes:100 Award applications, but support of trainees is an allowable expense for the research initiative.

**Collaborators** are individuals who provide and may be reimbursed for services, materials, advice, etc. to facilitate completion of the proposed research activities; however, their intellectual contribution to the work is limited. Collaborators must sign a letter of agreement briefly outlining the nature of the collaboration.

## 5.3 Funding Period of Award

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.

Special requests for delayed starts due to extenuating circumstances may be granted on a case-by-case basis and should be made in writing to [research@diabetes.ca](mailto:research@diabetes.ca). Diabetes Canada does not assume any financial obligation beyond the funding period specified in the notification letter.

Up to 15 per cent of annual funding may be carried over for use in the next funding year or for up to 6 months after the end date of the grant. Authorization for extensions to the funding period must be requested in writing to [research@diabetes.ca](mailto:research@diabetes.ca).

## 5.4 Funding from Other Institutions

In the event that funding for the award submitted to Diabetes Canada is offered by another agency, the applicant must notify Diabetes Canada, in writing, within 2 weeks of receiving the offer. If the funding obtained is from a public granting agency (e.g., Tri-

Council), and if the amount is equal to or greater than that requested from Diabetes Canada, then the applicant must accept funding from the public agency.

### **5.5 Recognition Funding (previously Incentive Funding)**

If a successful applicant also receives an offer for funding from another agency, Diabetes Canada will consider providing recognition funding (\$5000) to the applicant on a case-by-case basis.

### **5.6 Competition Results and Feedback**

All LOI applicants will receive an email notification regarding the decision of the NRC. All applicants who are invited to submit a full application will be contacted by email with full instructions for submitting their application on ResearchNet. Those applicants will receive notification through ResearchNet regarding the funding decision of the NRC. Successful applicants are requested to complete the Award Agreement form and email it to Diabetes Canada within one week of receiving notification. Failure to do so will be interpreted by Diabetes Canada as declining the award. Copies of written reviews and notes will be available on ResearchNet. **Please note, the identity of peer reviewers is confidential and will not be disclosed.**

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

Annual progress reports must be submitted as per the process stated on the Diabetes Canada website. After the last year of funding, a final report must be submitted within 6 months of the end date of the award, and a retrospective report is required 5 years after funding is completed. Failure to submit an annual progress report may jeopardize ongoing and future funding from Diabetes Canada.

### **5.8 Knowledge Translation**

Diabetes Canada expects awardees to disseminate knowledge created from Diabetes Canada 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 support provided by Diabetes Canada and refer to themselves as recipients of the End Diabetes:100 Award.

### **5.9 Media Relations**

All recipients of the End Diabetes:100 Award engaging in media-related activities related to the work supported by Diabetes Canada must advise and send copies of relevant materials, in advance of the release, to [research@diabetes.ca](mailto:research@diabetes.ca). This does 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 Diabetes Canada awards.

## **5.10 Proprietary Rights**

Diabetes Canada claims a proprietary rights interest in any patent rights or copyrights resulting from research supported by its funds of 20 per cent of the investigator's share that is in excess of \$25,000. Any question of the amount or extent of such interest is to be determined by agreement between the researcher and Diabetes Canada and in default of agreement by a sole arbitrator under the Ontario Arbitration Act. Diabetes Canada must be notified in writing upon receipt of patent rights or copyrights related to any research that it has funded.

## **5.11 Transfer of Grants**

If a Nominated Principal Applicant is relocating from the institution where his/her grant was awarded, permission must be obtained from Diabetes Canada to transfer grant funding. In the event a grantee is unable to continue as the Nominated Principal Applicant at the institution administering the funds, it is the responsibility of the grantee/institution to provide an estimated Statement of Expenditures for the research project and submit it to the Diabetes Canada before the request can be considered. Diabetes Canada will make every effort to authorize the proposed change, but does reserve the right to terminate the grant. Should the grantee request to move equipment purchased with Diabetes Canada funding, the institution co-owning the equipment is encouraged to accede to such a request.

If a Nominated Principal Applicant is unable to continue his/her research, the grant may be transferred to a Co-Applicant who is already listed on the research application. Please note, transfers of End Diabetes:100 Awards cannot be made to Collaborators or post-doctoral fellows. Also, transfers cannot be made outside of the country.

## **5.12 Parental Leave**

Awardees must advise Diabetes Canada when applying to their institution for parental/maternity leave. During the period of the leave, Diabetes Canada 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 Report will still be required. A final Financial Report must be submitted no later than 2 months after the extended end date of the award.

## **5.13 Misrepresentation or Dishonesty**

Misrepresentation of facts or academic dishonesty will result in disqualification of the application and possible suspension of the applicant from future Diabetes Canada research competitions.

## 6.0 Ethics Approval

All research funded by Diabetes Canada must conform to ethical standards. The primary responsibility for ethical conduct lies with the principal investigator of the research project and their institution, which must have the appropriate ethics committees in place to review and authorize research proposals. Award recipients must respect all relevant guidelines involving human subjects, animals, biohazards, or stem cells. For example:

- Canadian Biosafety Standard (CBS) 2<sup>nd</sup> Edition (2015). Public Health Agency of Canada
- Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2018.
- Research involving laboratory animals must comply with the Guidelines of the Canadian Council on Animal Care
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2<sup>nd</sup> Edition (TCPS2), Chapter 12, Section F (2014)
- Research involving radioactive materials must comply with regulations of the Canadian Nuclear Safety Commission

## 7.0 Use of Award Funds

### 7.1 Budget Justification

Details need to be provided for the distribution of the award funds for the program of research. If part of the funding will be used to supplement salary, this must be clearly indicated. Each budget item must be explained and justified, providing sufficient detail for reviewers to assess whether the resources requested are appropriate. Failure to provide detailed information and appropriate justification may result in recommendations to reduce the funds awarded.

### 7.2 Administration of Funds

The institution administering the funding must have the necessary accounting systems and financial controls in place to hold funds in trust for the applicant. Payments will be distributed quarterly from Diabetes Canada to the administering institution. Award holders will, in turn, be paid by the institution in accordance with their policies.

### 7.3 Accountability and Auditing

Awardees and their institutions are at all times accountable for the use of Diabetes Canada funds in accordance with the policies set out by Diabetes Canada. Diabetes Canada reserves the right to audit any or all grants/awards funded in any given year.

Annual financial statements are due to Diabetes Canada by December of each year and should be completed on the Revenue Expense Report form. Diabetes Canada staff will forward this form to institution financial officers in September of each year, and they may be returned to [research@diabetes.ca](mailto:research@diabetes.ca). Failure to submit the completed Revenue Expense Report form to Diabetes Canada will delay subsequent payments.

### 7.4 Eligible Expenses for Award Funds

- **Supplies and Materials:** All supplies and materials related to the research are considered eligible expenses.
- **Personnel:** Award funds may be used for salaries and benefit for support staff, technicians, graduate students, and post-doctoral fellows. Annual stipend levels for students and fellows must conform to the following funding levels: up to \$21,000 for doctoral students; and up to \$45,000 for post-doctoral fellows.
- **Equipment:** Purchases of equipment up to \$5,000 per grant. The title to equipment purchased with Diabetes Canada 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.
- **Fieldwork Travel:** Fieldwork travel expenses must be clearly outlined and justified (e.g., for data collection or transportation of subjects).
- **Knowledge Translation:** Costs related to the dissemination of research to various users (see [Section 4.8](#) for details). Cost related to publishing research findings must not exceed \$1,500 per year. In all knowledge translation activities, awardees must prominently acknowledge the support provided by Diabetes Canada.
- **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 (e.g., travel, parking, food, or supplements).
- **Small Modifications to Budget:** A grantee is expected to use the money for the purposes outlined in the application. Small variations to the budget are considered acceptable; however, permission must be obtained from Diabetes Canada if the grantee makes significant changes to the budget (i.e., 25% or greater).
- **Carry Over:** Up to 15% of the annual award fund budget may be carried over for use in the next grant 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 Diabetes

Canada. Requests for approval of extenuating circumstances must be made in writing to [research@diabetes.ca](mailto:research@diabetes.ca).

- Conference Travel: A maximum of \$3,000 per funding year can be used for conference and/or meeting-related travel. Any unspent conference travel funds from year 1 may be used in year 2 or year 3; otherwise, all conference travel funds must be spent in travel or used to fund the research without carry over.

## 7.5 Ineligible Expenses for Award Funds

Diabetes Canada reserves the right to request reimbursement of funds in the event that any of these expenses are incurred on a Diabetes Canada award.

- 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).
- Sabbatical Leave: Expenses incurred as a result of the award recipient taking sabbatical.
- Professional Training: Costs related to professional training or development (e.g., computer or language training).
- Membership Fees: Fees for professional associations or scientific societies.
- Citizenship Fees: Fees for post-doctoral fellows applying for citizenship.
- Cell Phone: Cell phone charges cannot be expensed unless clearly documented as a method of data collection.
- Investigator Salaries: Nominated Principal Applicant and/or Co-Applicant salaries.
- Overseas Funding: Diabetes Canada research funding is intended for research conducted in Canada; however, if an exceptional need for collaboration outside of Canada is identified, it should be addressed at the time of application in order to seek approval from the peer review committee and NRC.

## 8.0 Taxation

Salary awards, whether held inside or outside Canada, are taxed as income by the Canadian government.

Award recipients receiving payments through Canadian institutions must be issued T4 or T4A slips by the institution rather than by Diabetes Canada. Since no deductions are made at source by Diabetes Canada, training award recipients are responsible for



determining the amount of tax they must pay, and for forwarding this amount to the Canada Revenue Agency. For information, call toll-free 1-800-959-5525 for services in English or 1-800-959-7775 for services in French.

Salary award recipients can obtain information about the amount and method of payment, the deductions allowed, and the receipts required from their local tax services office. Residents of Quebec must also contact Revenu Québec, Service des renseignements spécialisés at 819-770-1768.

The Federal government states the amounts received in the year by an individual on account of scholarships, fellowships, and bursaries may be excluded from income.

Please contact the Canada Revenue Agency directly for further information.