
Diabetes Canada

2018 Research Competition Guide

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

Our 2020 Impact Goals

- Remove 10 million kilograms of sugar from Canadians' diet
- Achieve 1 million more recommended diabetes test and treatment targets
- Prevent 500,000 cases of type 2 diabetes or prediabetes
- Create 100,000 personal connections among youth with type 1 diabetes

Our core values

Diabetes Canada acts under the following principles:

- *Integrity*: Do the right thing
- *Transparency*: Share information openly
- *Excellence*: Be the best
- *Innovation*: Be creative; think differently
- *Partnership*: Get more done with others
- *Impact*: Make a difference

The Canadian Diabetes Association became Diabetes Canada on February 13, 2017 to shed the light on the diabetes epidemic Canada is facing. It's taking a monumental toll on our health.

It's time to do more —**much more**.

Diabetes Canada will be the driving force to build awareness of the disease and its implications, which are often misunderstood.

Diabetes Canada will be the national voice for millions of Canadians living with diabetes or prediabetes.

End Diabetes is our rallying cry to end the terrible health impacts of diabetes as well as its shame, blame, stigma, and misinformation. It's also time to End Diabetes altogether with a cure.

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Disclaimer

The 2018 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. Applicants should contact research@diabetes.ca for clarification, as required.

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

Contacts

For information regarding research programs, to discuss extenuating circumstances with respect to eligibility criteria, or for information on governing policies and application submissions, including Common CV, please contact:

Diabetes Canada
Research & Education Department
Telephone: 1-800-BANTING
Email: 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

Deadlines

All applications due: April 2, 2018, 8:00 p.m. EDT

All applications must be submitted online in ResearchNet.

1.0 Introduction and Updates

Diabetes Canada administers the Charles H. Best Research Fund to support research to enhance our understanding of diabetes and its prevention, causes, management, and cure.

In 2016, the Canadian Diabetes Association (CDA) and the National Research Council (NRC) revised its research strategy. This new strategy was refined in response to input from the research community and implemented in 2017. This is the second year of a four-year strategy.

Diabetes Canada funds the following awards:

- Post-Doctoral Fellowship (maximum duration of funding is 2 years)
- New Investigator Award (duration of funding 3 years)
- Diabetes Investigator Award (duration of funding 3 years)

The NRC, based on ratings from the peer review committees and available funds, will make final funding recommendations for applications submitted to the 2018 competition.

Funding decisions will be made at two time points:

- The first funding announcement in mid-June 2018 for funding to commence July 1, 2018
- If additional funding is available late in 2018, a second funding announcement will be made in mid-November 2018 for funding to commence December 1, 2018

Due to this change, in late June, the Notice of Decision letter will have one of the three statements:

- Not funded
- Funded as of July 1
- Maybe funded as of December 1 – Diabetes Canada will inform these individuals directly by mid-late November if they will be funded

Applications scored by reviewers below the cut-off for committee discussion will not have a score or rank assigned or communicated in the Notice of Decision letter.

2.0 Award Categories and Eligibility Criteria

2.1 Post-Doctoral Fellowship

- a. Description: Post-Doctoral Fellowships are designed to support research training at the post-doctoral level in the field of diabetes. Candidates should be clearly pursuing a career in diabetes-related research with a goal of becoming an independent investigator upon completion of post-doctoral training.

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.

Post-Doctoral Fellowship recipients are entitled to one Diabetes Canada Post-Doctoral Fellowship, with no opportunity to renew.

- b. Eligibility: Applicants must have completed a PhD, or a professional doctorate (MD, DDS, PharmD, or DVM), by the start of the funding period. At the time of application, it must be no more than 10 years after receiving their MD or equivalent and no more than 6 years after receiving their PhD. The proposed supervisor must be different than the applicant's PhD supervisor. Extenuating circumstances should be discussed with Diabetes Canada research staff via email at research@diabetes.ca prior to submitting the application.

Proposed projects must be supported by operating funds available to the host laboratory. Applicants and their prospective supervisors should indicate the source and duration of financial support for the proposed project.

- c. Relevance to diabetes: Post-Doctoral Fellowships will only be available to trainees whose supervisor is listed as Principal Investigator on one or more diabetes-focused research grants from any source in the last 5 years at the time of application. A one-page summary from the grant must be submitted to prove eligibility. For supervisors who are new investigators, this may include start-up funds provided by an institution with a diabetes research focus.
- d. Assessment criteria: The reviewers will evaluate the application based on the following criteria:
 - Publications
 - Research, academic, or professional development
 - Characteristics and abilities (letters from referees)
 - Training environment
 - Role of trainee in proposed research

- Research proposal
 - Alignment with principles of patient-oriented research will also be assessed for applicants wishing to be considered for a Diabetes Action Canada Post-Doctoral Fellowship (see section 2.1k)
- e. 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.
- f. Funding level and duration of support: This award includes salary support of \$45,000 per year, plus a research allowance of \$5,000 per year. Duration of funding is up to two years, with no renewals. 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.

The second year of funding is contingent upon receiving an annual progress report from the fellow, with supervisor's signature, by April 30 of each year for funding that began July 1 and September 30 for awards that began December 1. The progress report is to be submitted as per the instructions on the Diabetes Canada website: <http://www.diabetes.ca/research/research-grants-awards-competitions/progress-final-reports>.

- g. Recognition funding: *Previously called incentive funding*. If the awardee accepts salary funding from another agency, Diabetes Canada recognition funding may be available for \$5,000 per year for the duration of the award. Please see section 4.5 for details.
- h. Termination of award: If, at any time during the tenure of the award, the fellow resigns or is terminated from his/her position, Diabetes Canada must be notified in writing within 2 weeks.
- i. 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).

- j. Supervisory limitations: A maximum of two Diabetes Canada Post-Doctoral Fellowships may be funded under one supervisor at any given time. Please see Section 4.2 [Supervisory Limitations](#) for more details.
- k. Diabetes Action Canada Post-Doctoral Fellowships: Diabetes Action Canada (DAC) is the Strategic Patient Oriented Research (SPOR) Network in Diabetes and its Related Complications. DAC will contribute a maximum of 50% of at least one Post-Doctoral Fellowship on patient-oriented research, for 2 years. Applicants wishing to have their applications considered for DAC funding must indicate this to Diabetes Canada research staff at research@diabetes.ca on or before April 1, 2018. The applicants should explain in the email (300 words or less) how their research aligns with principles of patient-oriented research. If no applicant falls within the Diabetes Canada funding cut-off, DAC may decide to fund the highest ranked applicant who indicated he/she wished to be considered for patient-oriented research.

The review panel will review and rank these applications with all other Post-Doctoral Fellowship applications. After final funding decisions are made by the NRC, if any of the successful applicants have also indicated that they would like to be considered for DAC funding, these applications will be submitted to DAC for approval of co-funding. Funded award recipients must submit a satisfactory annual research progress report prior to the end of the initial year of funding to be eligible to receive the second year of funding.

2.2 New Investigator Award

- a. Description: The New Investigator Awards are designed to provide operating support and salary (if required) to independent researchers at the beginning of their careers. These awards are tenable at a public or not-for-profit institution in Canada.

These are very competitive awards and very few are awarded each year. Please click the following link to see who was successful in 2017:

<http://www.diabetes.ca/research/research-grants-awards-competitions/2017-research-competition-results>

There are two streams of New Investigator Awards: Clinician Scientist and Research Scientist. All assessment criteria remain the same, but the applications will be ranked only against other applications in the same stream.

This award application requires submission of a program of research. The submission must describe related projects which are all aligned to achieve

objectives that have impact on people living with and impacted by diabetes. As the program of research evolves, it is expected that specific approaches and methods might need to be modified to move projects forward. This should be dealt with in the annual progress reports.

- b. Eligibility: The applicant must be an independent researcher, with an academic or research appointment with an eligible Canadian research institution. At the time of application, no more than 5 years may have elapsed since the applicant's first academic appointment as an assistant professor or equivalent. Interruptions in a candidate's research career will be considered to determine eligibility.

Applicants may not hold a New Investigator Award concurrently with an ongoing Diabetes Canada Clinician Scientist Award or Diabetes Canada Scholar Award.

Specific eligibility criteria are:

- Clinician Scientist stream (applicants in active clinical practice): At the time of application, a candidate must be a health professional licensed and certified by an accrediting body and practicing in Canada (MD, RN, RD, DDS, Pharm D, etc.). The applicant must actively practice in an area that is relevant to diabetes. A successful Clinician Scientist stream applicant will be required to devote at least 50% of their time to diabetes-related research, and to provide a letter from the institution confirming this allocation.
- Research Scientist stream (applicants not in active clinical practice): At the time of application, a candidate must possess a doctoral degree (PhD, MD not pursuing clinical care, DSc, or equivalent). A successful Research Scientist stream applicant will be required to devote at least 75% of their time to diabetes-related research.

Applicants who do not yet have an academic position at a public or not for profit institution at the time of application must provide confirmation that they will have an academic position at the time that the funding is released.

Individuals who are a recipient of a Canada Research Chair (CRC) and/or an endowed Chair are not eligible to apply for the New Investigator Award. Successful applicants to this competition must have no significant overlap with other funded projects or programs. Applicants holding or applying for grants from other organizations (e.g., CIHR, JDRF) must provide the full research proposal from such projects or programs at the time of application submission.

- c. Assessment criteria: Please note, applications that are not relevant to diabetes will not be reviewed. Applications will be reviewed based on the following criteria:
- Assessment of applicant:
 - Track record of research excellence and productivity in diabetes-related research
 - Commitment to diabetes-related research
 - Capacity and expertise to conduct the research being proposed for the term of the award
 - Ability to obtain peer reviewed research funding
 - Assessment of the research program:
 - Originality
 - Potential impact
 - Rationale
 - Research approach
 - Feasibility
 - Research environment:
 - Availability of/access to resources
 - Protected time
 - Institutional commitment to career development of applicant, including evidence of mentorship
 - Potential for collaborations
- d. Funding level and duration of support: This award amount is \$125,000 per year for 3 years. Of this, the investigator may choose to allocate up to \$50,000 per year for investigator's salary support. An annual progress report is due April 30 of each year for funding that began July 1 and September 30 for awards that began December 1. The progress report is to be submitted as per the instructions on the Diabetes Canada website: <http://www.diabetes.ca/research/research-grants-awards-competitions/progress-final-reports>.
- e. Recognition funding (*previously called incentive funding*): If the awardee accepts funding from another agency, Diabetes Canada recognition funding may be available for \$20,000 per year for the duration of the award. Please see section 5.4 for details.
- f. Termination of award: If, at any time during the tenure of the award, the award recipient resigns or is terminated from their position, Diabetes Canada must be notified in writing within 2 weeks.

2.3 Diabetes Investigator Award

- a. **Description:** The Diabetes Investigator Awards are designed to provide operating support to independent researchers through the bulk of their careers. Researchers may only hold one Diabetes Investigator Award at a time. These awards are tenable at a public or not-for-profit institution in Canada.

These are very competitive awards and very few are awarded each year. Please click the following link to see who was successful in 2017:

<http://www.diabetes.ca/research/research-grants-awards-competitions/2017-research-competition-results>

There are two streams of Diabetes Investigator Awards: Clinician Scientist and Research Scientist. All assessment criteria remain the same, but the applications will be ranked only against other applications in the same stream.

This award application requires submission of a program of research. The submission must describe related projects which are all aligned to achieve objectives that have impact on people living with and impacted by diabetes. As the program of research evolves, it is expected that specific approaches and methods might need to be modified to move projects forward. This should be dealt with in the annual progress reports.

- b. **Eligibility:** The applicant must be an independent researcher, with an academic or research appointment with an eligible Canadian research institution. At the time of application, no fewer than 5 years and no more than 15 years may have elapsed since the applicant's first academic appointment as an assistant professor or equivalent. Interruptions in a candidate's research career will be considered to determine eligibility.

Specific eligibility criteria are:

- **Clinician Scientist stream (applicants in active clinical practice):** At the time of application, a candidate must be a health professional licensed and certified by an accrediting body and practicing in Canada (MD, RN, RD, DDS, Pharm D, etc.). The applicant must actively practice in an area that is relevant to diabetes. A successful Clinician Scientist stream applicant will be required to devote at least 50% of their time to diabetes-related research, and to provide a letter from the institution confirming this allocation.

- Research Scientist stream (applicants not in active clinical practice): At the time of application, a candidate must possess a doctoral degree (PhD, MD not pursuing clinical care, DSc, or equivalent).

Individuals who are a recipient of a Canada Research Chair (CRC) and/or an endowed Chair are not eligible to apply for the Diabetes Investigator Award.

Successful applicants to this competition must have no significant overlap with other funded projects or programs. Applicants holding or applying for grants from other organizations (e.g., CIHR, JDRF) must provide the full research proposal from such projects or programs at the time of submission.

- c. Assessment criteria: Please note, applications that are not relevant to diabetes will not be reviewed. Applications will be reviewed based on the following criteria:
- Assessment of applicant (50% of score):
 - i. Track record of research excellence and productivity in diabetes-related research
 - ii. Commitment to diabetes-related research
 - iii. Capacity and expertise to conduct the research being proposed for the term of the award
 - iv. Ability to obtain peer reviewed research funding
 - v. Mentorship (post-doctoral fellows, graduate students, other research trainees)
 - Assessment of strengths and weaknesses of the research program (50% of score):
 - i. Potential impact
 - ii. Originality
 - iii. Rationale
 - iv. Research approach
 - v. Relationship to previous work by the applicant
 - vi. Feasibility
 - vii. Suitability of the research environment
- d. Funding level and duration of support: This award amount is \$125,000 per year for 3 years. Of this, the investigator may choose to allocate up to \$50,000 per year for investigator's salary support. Successful applicants who wish to use part of the award for salary will be asked to submit specific justification which will be reviewed by the NRC.

An annual progress report is due April 30 of each year for funding that began July 1 and September 30 for awards that began December 1. The progress report is to be submitted as per the instructions on the Diabetes Canada website:

<http://www.diabetes.ca/research/research-grants-awards-competitions/progress-final-reports>.

- e. Recognition funding: *Previously called incentive funding*: If the awardee accepts funding from another agency, Diabetes Canada recognition funding may be available for \$20,000 per year for the duration of the award. Please see section 5.4 for details.
- f. Termination of award: If, at any time during the tenure of the award, the award recipient resigns or is terminated from their position, Diabetes Canada must be notified in writing within 2 weeks.

3.0 Peer Review Process

All recipients of New Investigator Awards and Diabetes Investigator Awards are committed to serving at least a one-year term as a peer reviewer.

The three research competition review panels are standing volunteer committees that report to the NRC. The committees are composed of a Chair, a Co-Chair who acts as Scientific Officer, and 10-12 voting members. 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, renewable for up to 3 years. Additional ad hoc members may be added to the committee depending on the number and scope of applications received. Any researcher who applied for a New Investigator or Diabetes Investigator Award may not sit on the review panel at which their application is being assessed.

Applications are reviewed by two committee members and, whenever deemed appropriate by the Chair and Co-Chair, one reader and an external reviewer when additional expertise is required. Each reviewer conducts a thorough written review and rates the application based on the factors in Section 2.0 [Award Categories and Eligibility Criteria](#).

Prior to the committee meeting, all reviewers submit their scores to Diabetes Canada. Applications that receive scores below 4.0 (for Diabetes Investigator Awards) or 80.0 (for New Investigator and Post-Doctoral Fellowships) from internal reviewers will be categorized as non-fundable prior to the meeting and will not be discussed by the committee. Applications scored by reviewers below the cut-off for committee discussion will not have a score or rank assigned or communicated in the Notice of Decision letter. After a detailed discussion, a consensus rating is 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 which is put forward, in a blinded manner, to the NRC for funding recommendations.

Rank and Rating Scale

Descriptor	Range (Diabetes Investigator Awards)	Range (Post-Doctoral Fellowships and New Investigator Awards)
Outstanding	4.50-5.00	90.0-100.0
Excellent	4.00-4.49	80.0-89.9
Very good	3.50-3.99	70.0-79.9
Acceptable but low priority	3.00-3.49	60.0-69.9
Needs revision	2.50-2.99	50.0-59.9
Needs major revision	2.0-2.49	40.0-49.9
Seriously flawed	1.00-1.99	20.0-39.9
Unacceptable/ Rejected	0.00-0.99	0.0-19.9

4.0 Governing Policies for Post-Doctoral Fellowships

4.1 Application Submission Requirements

Applications must be submitted through the institution where the funds will be administered.

Diabetes Canada will only accept one application per applicant per year. If the application is a resubmission, reviewer comments **must** be addressed in the “response to reviewers” section. As these awards are for personnel support, it is the applicant that is considered to be resubmitting. If the project has changed, the rationale should be addressed in this section.

Applicants will only be eligible to resubmit once, i.e. no more than 2 unsuccessful applications will be reviewed for an applicant. Exceptions will be considered only if there has been a change in supervisor and/or institution.

Manuscripts that are in press, but not yet published, and are included in the application must be accompanied by documentation from the journal verifying the status.

4.2 Supervisory Limitations

Diabetes Canada will support a maximum of 2 Post-Doctoral Fellowships per supervisor at any given time. However, if a supervisor has a post-doctoral fellow (trainee) receiving recognition (incentive) funding from Diabetes Canada, this individual will not be counted as a trainee towards this maximum number.

Additionally, a supervisor cannot allow more than 2 trainees, including those that are currently funded by Diabetes Canada (this does not include trainees receiving recognition (incentive) funding), to apply for Diabetes Canada funding in this competition, unless one or both currently funded trainees will complete their Diabetes Canada award by June 30, 2018. For example, if a supervisor has 2 trainees currently receiving full stipend from Diabetes Canada, but one will complete their Diabetes Canada award by June 30, 2018, then the supervisor can allow only one trainee to submit an application for the 2018 competition. Diabetes Canada reserves the right to withdraw submitted applications that violate this limitation.

4.3 Funding Period of Award

Funding decisions will be made at two time points:

- The first funding announcement in mid-June 2018 for funding to commence July 1, 2018
- If additional funding is available late in 2018, a second funding announcement will be made in mid-November 2018 for funding to commence December 1, 2018

Funding cycle will be as follows:

First funding announcement:

July 1, 2018 to June 30, 2019 (year 1)

July 1, 2019 to June 30, 2020 (year 2)

Second funding announcement (if additional funds are available):

December 1, 2018 to November 30, 2019 (year 1)

December 1, 2019 to November 30, 2020 (year 2)

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 research@diabetes.ca. Diabetes Canada does not assume any financial obligation beyond the funding period specified in the notification letter.

4.4 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.

4.5 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 to the applicant on a case-by-case basis:

- Post-Doctoral Fellowship \$5,000 per year

The awardee would be required to acknowledge that he/she is funded by Diabetes Canada when accepting recognition funding. The awardee must obtain permission to accept recognition funding from the agency providing the primary source of funding and supply such permission, in writing, to Diabetes Canada.

4.6 Competition Results and Feedback

Competition results will be posted on the Diabetes Canada website and ResearchNet in June. All applicants will then receive notification through ResearchNet regarding the decision of the NRC. Applications scored by reviewers below the cut-off for committee discussion will not have a score or rank assigned or communicated in the Notice of Decision letter. 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 Scientific Officer notes will be available on ResearchNet. 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.

4.7 Annual Progress and Final Reports

Annual progress reports must be submitted as per the process on the Diabetes Canada website <http://www.diabetes.ca/research/research-grants-awards-competitions/progress-final-reports>. 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.

4.8 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 a Diabetes Canada Post-Doctoral Fellow.

4.9 Media Relations

All recipients of Diabetes Canada awards 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. 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.

4.10 Transfer of Supervisor

Post-Doctoral Fellowship 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, Diabetes Canada must be notified immediately and the award will be terminated. If they remain eligible, 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 Diabetes Canada.

4.11 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 by August 31 or Feb 28 depending on the start date of the award. A Final Financial Report must be submitted no later than 2 months after the extended end date of the award.

4.12 Misrepresentation or Dishonesty

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

5.0 Governing Policies for New Investigator and Diabetes Investigator Awards

5.1 Application Submission Requirements

Please read Section 2.0 [Award Categories and Eligibility Criteria](#) for each award, prior to applying.

Applications must be submitted through the institution where the funds will be administered.

Diabetes Canada will only accept one application per applicant per year. If the application is a resubmission, applicants MUST indicate how reviewers' comments have been addressed.

Manuscripts that are in press, but not yet published, and are included in the application must be accompanied by documentation from the journal verifying the status.

5.2 Funding Period of Award

Funding decisions will be made at two time points:

- The first funding announcement in mid-June 2018 for funding to commence July 1, 2018
- If additional funding is available late in 2018, a second funding announcement will be made in mid-November 2018 for funding to commence December 1, 2018

Funding cycle will be as follow:

First funding announcement:

July 1, 2018 to June 30, 2019 (year 1)

July 1, 2019 to June 30, 2020 (year 2)

July 1, 2020 to June 30, 2021 (year 3)

Second funding announcement (if additional funds are available):
December 1, 2018 to November 30, 2019 (year 1)
December 1, 2019 to November 30, 2020 (year 2)
December 1, 2020 to November 30, 2021 (year 3)

Up to 15 per cent of annual operating funds may be carried over for use in the next funding year or for up to 6 months after the end date of the award. Diabetes Canada does not assume any financial obligation beyond the funding period specified in the notification letter. Authorization for extensions to the funding period must be requested in writing to research@diabetes.ca.

5.3 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.

5.4 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 to the applicant on a case-by-case basis:

- New Investigator \$20,000 per year
- Diabetes Investigator \$20,000 per year

The awardee would be required to acknowledge that he/she is funded by Diabetes Canada when accepting recognition funding. The awardee must obtain permission to accept recognition funding from the agency providing the primary source of funding and supply such permission, in writing, to Diabetes Canada.

5.5 Competition Results and Feedback

Competition results will be posted on the Diabetes Canada website and ResearchNet in June. All applicants will then receive notification through ResearchNet regarding the decision of the NRC. Applications scored by reviewers below the cut-off for committee discussion will not have a score or rank assigned or communicated in the Notice of Decision letter. 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 Scientific Officer notes will be available on

ResearchNet. Applicants are expected to share this information with their department head. The identity of peer reviewers is confidential and will not be disclosed.

5.6 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) 2nd Edition (2015). Public Health Agency of Canada
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2nd Edition 2014). Panel on Research Ethics
- 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, 2nd Edition (TCPS2), Chapter 12, Section F (2014)
- Research involving radioactive materials must comply with regulations of the Canadian Nuclear Safety Commission

Ethics approvals will not be required when the application is submitted; however, all successful applicants must forward the first appropriate ethics approval to Diabetes Canada that would allow the researcher to begin the project or research, prior to the release of funds. The timeline between notification of funding and distribution of funds is short; therefore, applicants should initiate ethics approval prior to funding notification.

5.7 Annual Progress and Final Reports

Annual progress reports must be submitted as per the process on the Diabetes Canada website <http://www.diabetes.ca/research/research-grants-awards-competitions/progress-final-reports>. 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 must be submitted 5 years after the funding has been 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 organization funding to various users (e.g. the public, healthcare 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 a Diabetes Canada-funded researcher.

Note: The costs of dissemination are eligible operating fund expenditures.

5.9 Media Relations

All recipients of Diabetes Canada awards engaging in media-related activities related to the work supported by the organization must advise and send copies of relevant materials, in advance of the release, to 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 Transfer of Awards

New Investigator and Diabetes Investigator Award recipients must obtain permission from Diabetes Canada 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 and submit it to 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 award. Should the awardee request to move equipment purchased with Diabetes Canada funding, the institution co-owning the equipment is encouraged to accede to such a request.

5.11 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 by August 31 or Feb 28 depending on the start date of the award. 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 Diabetes Canada research competitions. A suspension period, if applicable, will be determined in consultation with the NRC.

5.13 Successful Applicant's Commitment to Peer Review

All Diabetes Canada award recipients are committed to serving at least a one-year term on one of its peer review panels, as needed. If an applicant declines to serve during the tenure of his/her award, that individual cannot re-apply for funding from Diabetes Canada until they have served one term as a review panel member.

5.14 Proprietary Rights

For New Investigator and Diabetes Investigator Awards, Diabetes Canada claims a proprietary rights interest in any patent rights or copyrights resulting from research supported by its funds of 20% 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 investigator and Diabetes Canada and, in default of agreement, by a sole arbitrator under the Ontario Arbitration Act. Diabetes Canada must be notified in writing within one month of receipt of patent rights or copyrights related to any research that it has funded.

6.0 Use of Award Funds

6.1 Budget Justification (New Investigator Awards and Diabetes Investigator Awards)

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.

6.2 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.

6.3 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 August 31 or February 28 of each year depending on the start of funding and should be completed on the Revenue Expense Report form. Diabetes Canada staff will forward this form to institution financial officers in June and January of each year, and they may be returned to research@diabetes.ca. Failure to submit the completed Revenue Expense Report form to Diabetes Canada will delay subsequent payments.

6.4 Eligible Expenses for Award Funds (New Investigator Awards and Diabetes Investigator Awards)

- a. Supplies and Materials: All supplies and materials related to the research are considered eligible expenses.
- b. 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.
- c. 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.

- 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 the dissemination of research to various users (see Sections 4.8 and 5.8 for details). Cost related to publishing research findings must not exceed \$1500 per year. In all knowledge translation

activities, awardees must prominently acknowledge the support provided by Diabetes Canada.

- 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 (e.g. travel, parking, food, or supplements).
- g. 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).
- h. 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.
- i. 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.
- j. Principal Investigator salary: New Investigator Award applicants may choose to allocate up to \$50,000 per year for investigator's salary support (See Section 2.2 [New Investigator Award](#) for details). Diabetes Investigator Award applicants may, in exceptional circumstances, request to have a maximum of \$50,000 per year for salary support to protect research time. See Section 2.3 [Diabetes Investigator Award](#) for details.

6.5 Ineligible Expenses for Award Funds (New Investigator Awards and Diabetes Investigator Awards)

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.

- 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. Sabbatical Leave: Expenses incurred as a result of the award recipient taking sabbatical.
- c. Professional Training: Costs related to professional training or development (e.g. computer or language training).
- d. Membership Fees: Fees for professional associations or scientific societies.
- e. Citizenship Fees: Fees for post-doctoral fellows applying for citizenship.
- f. Cell Phone: Cell phone charges cannot be expensed unless clearly documented as a method of data collection.
- g. 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.

7.0 Research Conferences, Symposia, and Meetings

Diabetes Canada will provide up to \$5,000 in support of up to two diabetes-related research conferences, symposia, and meetings held in Canada per year. Subject to the availability of funds, small conference grants (if deemed worthy of funding) are available on a first-come, first-served basis. Frequency of applications from any particular individual or group should be reasonable (no more than once every 3 years). Conferences, symposia, and meetings that take place annually are not eligible for funding.

Applicants requesting this financial support must submit the following to research@diabetes.ca:

- a. A letter of request outlining: the name, contact information, and affiliation of the project organizer(s)
- b. Title of proposed conference/symposium/meeting
- c. Objectives of proposed conference/symposium/meeting
- d. Clearly stated relevance to diabetes
- e. Draft program of the meeting
- f. Affiliations of anticipated attendees
- g. Proposed budget with justifications

- h. Explanation of how Diabetes Canada funding will be acknowledged in all meeting materials
- i. Additional sources of support requested or received

Proposals will be evaluated based on the following criteria: clarity of objectives, degree of alignment with Diabetes Canada's mission and vision, potential outcomes or impact of the meeting, and budget justification.

Deadline: Letters of request for support MUST be submitted to Diabetes Canada at least 3 months before the event. No exceptions will be made to the time requirement. Requests are reviewed by the NRC in November and April of each year. Incomplete applications will not be reviewed.

Within 3 months after the meeting/symposium/conference, a brief report, which includes a post-event and a summary of outcomes/future activities as a result of the event, must be forwarded to Diabetes Canada via research@diabetes.ca. Please include a brief description of how Diabetes Canada funds were spent

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.