

2024 Research Collaboration Grant Application Form

Deadlines

Applications will be reviewed by Diabetes Canada staff for eligibility and if approved, reviewed by Diabetes Canada's National Research Council (NRC) to prioritize applications and award funds.

For 2024, applications are due:

- April 22
- June 1
- July 18
- October 10

Notices of Decision will be shared approximately one month following the application deadlines.

Applications can be submitted to support research collaboration initiatives up to one year in advance of the planned event start date.

Application Submission Requirements

Application submissions must be submitted by email to research@diabetes.ca.

All submissions must follow this application form template and provide all the information requested. Applications should be submitted as a single PDF file attachment.

The following formatting requirements apply to all submissions:

- Use black type, 11-point Arial font or similar. 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.
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1. Collaboration Activity/Event Name

2. Principal Applicant Information

Name:

Title:

Host Institution and department:

Area of diabetes research:

Co-Principal Investigators Information

List the names, titles, and institutions of any co-principal investigators involved with the planning and execution of the research collaboration activity.

3. Roles and Responsibilities (max. 1 page total)

Describe each participant's role in the planning and development of the research collaboration activity. Include information on each participant's necessary knowledge, expertise and experience to conduct the activity, and any relevant information on education, current/ past affiliations and employment/research experience pertinent to the participant's role on the application.

4. Describe the Collaboration Activity (max. 2 pages)

Describe the research collaboration activity or event. Include the goal of the collaboration activity and the intended outcome. Demonstrate how this activity or event aligns with the objectives of the funding opportunity and supports research towards a world free of the effects of diabetes.

5. Describe the Collaboration Activity (max. 2 pages) *(cont.)*

6. Describe Collaboration Group/Audience (max. 250 words)

Describe the intended audience to attend the activity, whether it is cross-institution or open to attendees across Canada, whether it is trainees, scientists, clinicians, policy makers, people living with diabetes, etc. If the event supports training, knowledge translation, or another activity please describe this.

7. Budget (max. 1 page)

Detailed breakdown of all anticipated expenses to host the activity/event. Each expense must be explained and justified, providing sufficient detail for reviewers to assess whether the resources requested are appropriate. If there is additional funding to support the activity (i.e., other grants/awards, registration fees, donations, sponsorships) please include this and distinguish between costs to be covered by Diabetes Canada grant and costs to be covered by other sources.

Eligible expenses: The direct cost of hosting the researcher collaboration activity. This may include event space rental, AV costs, food and beverage (excluding alcohol), and promotion.

Ineligible expenses: Overhead or salary for personnel involved in planning the event and travel costs for researchers where travel could be available in research grants.

Travel expenses: Travel costs can be requested for participants who do not have travel budgets through their faculty or research appointments, or through existing research grants, e.g., lived experience participants, community partners. It is encouraged that researchers plan these collaboration activities adjacent to other events, such as the Diabetes Canada Conference, to avoid travel costs and leverage the program budget.

Complete budget information using this table format:

Expense Type	Amount Requested	Comments
Venue	\$	
Equipment/AV	\$	
Material and Supplies	\$	
Food and Beverage	\$	
Marketing	\$	

Additional Budget Information/Comments

8. 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.