



JDRF GRANT APPLICATION:

FREQUENTLY ASKED QUESTIONS:

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Who can apply to JDRF?

Visit the JDRF website (www.jdrf.org) under *For Scientists* and *Information for Applicants* for further, specific details and updates.

JDRF is a global funding agency with a substantial proportion of its grants awarded outside of the United States. We encourage any and all qualified researchers interested in helping us overcome the scientific and clinical problems associated with Type 1 diabetes and its complications to apply to JDRF for funding. Eligibility is determined by the quality of the research proposal and the opportunity it offers to move research closer to a cure.

In most cases, applicants must hold an M.D., D.M.D., D.V.M., Ph.D., or equivalent and have a faculty position or equivalent at a college, university, medical school, company, or other research facility. Applications may be submitted by domestic and foreign non-profit organizations, public and private, such as colleges, universities, hospitals, laboratories, units of state and local governments, and eligible agencies of the federal government. There are no citizenship requirements and racial/ethnic minority individuals, women, and persons with disabilities are encouraged to apply as principal investigators.

I'm with a for-profit organization; can I apply for JDRF funding?

Applicants from for-profit entities should refer to the 'JDRF and Industry' section for information on JDRF funding programs and eligibility for industry and how to apply.

This information can be found on the JDRF website (www.jdrf.org) under *For Scientists* and *Information for Applicants*.

What kind of award mechanisms does JDRF have?

Please see page 14 of [JDRF Mechanism Descriptions & Guidelines](#).

When can I start a JDRF application?

Typically you can access online applications on the [proposalCENTRAL website](#) (2) months prior to the application's deadline. Visit the [JDRF website](#) periodically for updated details.

What is the deadline for applying for a JDRF grant?

Please see [JDRF Grant Applications Deadlines Schedule](#).

Where do I fill out a JDRF application?

Applicants applying for any JDRF grant must apply online on the [proposalCENTRAL website](#).

What are JDRF's requirements regarding File Size, Fonts, Margins?

Please see page 13 of [JDRF Mechanism Descriptions & Guidelines](#).

Do I need to print & mail a hardcopy of my electronic application?

No. Effective June 2006, JDRF no longer requires hardcopy applications.

Do I need to upload the signed signature pages?

No. JDRF is no longer requiring an upload, or a hard-copy, of the signed signature page.

The final submission of the proposal to the JDRF via proposalCENTRAL automatically indicates to the JDRF that the PI and his/her administrative and financial officials, sponsors and/or department heads certify that the statements within their JDRF proposal are true, complete and accurate to the best of their knowledge, and accept

the obligation to comply with JDRF's terms and conditions if the grant is awarded as a result of the application. It further certifies that they are aware that any false, fictitious, or fraudulent statements or claims may subject the PI and the PI's officials to criminal, civil, or administrative penalties.

[I'm using human subjects in my proposal; what are JDRF's policies regarding clinical studies?](#)

Please see page 50 of [JDRF Mechanism Descriptions & Guidelines](#).

[I'm resubmitting a JDRF application; what is the process for resubmissions?](#)

All resubmitted applications must include:

- A copy of the summary statement for the original application and
- A rebuttal letter (limited to two pages) addressing each of the reviewers' concerns

These documents should be included in the "Resubmission" section of the research plan. All summary statements will be available, within 3 months of the review date, in proposalCENTRAL under the 'Status' column for each application. Please click on the 'View Review Info' link to access both the reviewer critiques and summary statement for a particular grant application.

[Who do I contact with scientific questions?](#)

Please see [JDRF Contact Information](#)

[Who do I contact with administrative questions?](#)

Please see [JDRF Contact Information](#)

Executive Office

✉ Juvenile Diabetes Research Foundation International
120 Wall Street, 19th Floor
New York, NY 10005-4001, USA

[Who do I contact with technical proposalCENTRAL questions?](#)

💻 pcsupport@altum.com

☎ 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International)

🕒 Assistance can be obtained Monday through Friday between 8:30am and 5pm U.S. Eastern Time.

[What is the JDRF reviewing process like?](#)

Please see [JDRF Mechanism Descriptions & Guidelines](#) page 7.

[General Application FAQs:](#)

Q: The instructions state that the research plan should be no more than 10 pages, without including figures. I would like to have the figures within the research plan if possible.

A: It is absolutely fine to include figures within the text, as many applicants choose to do it this way. JDRF's recommendation is to make sure that your text would not exceed 10 pages without the figures. As the page limit excludes figures and charts, it is to the applicant's discretion whether to include them within the text or after, as an appendix.

Q: In the past, the proposalCENTRAL application used to include a Table of Contents page, which is no longer present. Is it required? If so, is there any particular order for the proposal sections?

A: All proposal sections are now separate uploads, thus a table of contents is no longer applicable. It is helpful to page number each section separately (e.g. Research Plan 1-10, Biosketch 1-3, etc.) but not cumulatively.

The "print all" feature (which combines all uploaded PDFs) will combine these separate uploads automatically in an order that we've already preset.

Q: The grant manual states that margins must be no less than 0.5 inches. The forms from the website, however, are not set at 0.5 margins. Is it appropriate to expand the margins from 1.25 inches on the left and right to 0.5 inches?

A: Applicants are allowed to reformat the margins as long as they are not less than 0.5 inches.

Q: Can more than one P.I. be listed on a grant application?

A: JDRF only accepts one P.I. per application. The name under which the application was submitted is the P.I. All other appropriate personnel should be listed as co-P.I.

Q: Our Dean of Research, who has approved other proposalCENTRAL applications from our institution, is not able to approve our grant application electronically. Usually, our grant applications are electronically submitted to proposalCENTRAL by our Research Department, on behalf of the applicant. This time, however, the application was only able to be submitted by the applicant.

A: The applicant would need to enable the third party as a user on the particular application to be approved and submitted, in order to submit it on behalf of the applicant. Please also check the contact information for the third party as it may not be up to date.

It is acceptable, however, that the applicant submits their own application. Allowing the P.I. to enable rights to their institution's officers, including rights to submit on their behalf, is really their own internal safeguard.

Q: Are signed letters of intent to establish a consortium agreement required of all subcontracts?

A: No, they are not.

Q: The sub-contract template looks like it is for a single year; shall we replicate it three times for years 1-3?

A: You only need to complete the subcontract budget for Year 1 of the grant period.

Q: What is the difference between consultant and contractual costs?

A: Consultant costs are for a person at the applicant's institution, while consortium/contractual costs are external to the institution, whether another university, lab, etc.

If a person has been recruited to work on your project at your institution, he/she would be a consultant, and can be listed under Other Expenses.

For consortium/contractual costs, please fill out the subcontract budget worksheet for each institution from which you are recruiting personnel. Outsourced services can be put into the “other expenses” category within the subcontract form.

Q: If a previous application was triaged out in a past review, for which there is no scientific feedback, is a major revamp of the application now regarded as a resubmission, as mentioned in the beginning of the Research Plan.

A: Most resubmissions are based upon having had a “full review”. If your previous application was, in fact, triaged, you are correct; you would not have enough basis for an official rebuttal. It is important, however, to recognize that it is a resubmission and this should be indicated within the Title page section. As for the resubmission preface in the Research Plan, please indicate any comments (however brief) you may have received from your triage. Your rebuttal, per se, can simply highlight how the application has been revamped. Nothing extensive is required, but an indication of prior submission is helpful and needed.

Q: The grant application asks for IACUC approval, but the downloaded material indicates that approval is needed only for funded studies. My understanding from my IACUC training is that review of protocols occurs only for funded initiatives at my institution. What documentation is required for grants using animal models; is there anything needed other than the institutional assurance?

A: In most cases, JDRF assumes that at the time of application that you’ll have a protocol number at the very least. If so, indicate that number in the Organizational Assurances section. If you had full approval you could submit that as well, as it would be considered in your review. If you do not have it, you are correct; it is not required until the time of award activation and not having it will not damage your review.

Your Research Plan should in some way speak to how you are using the animal models; on an administrative level there are strict guidelines on how to allocate your budget for animal costs.

Q: I am not sure what information is required for the Lab Website (under Institution and Contacts). My lab does not have a website, but since this is a required element, I want to be certain I'm using the correct information.

A: In recent years, more and more Investigators have been creating their own lab websites. The JDRF wants to capture this information to discover more background/current events surrounding the investigator and/or his/her lab.

We appreciate that not all P.I.'s will in fact have such a site, in which case, you can put the next closest thing (e.g. the Institution/University home page address).

Fellowship FAQs:

Q: Is it ok for fellowship references to write a letter for two applicants?

A: Yes, it is fine for a reference to write a letter for more than one applicant.

Q: I am resubmitting an application for a JDRF Advanced Postdoctoral Fellowship. Do I need to have my reference letters uploaded again, or will the original letters be available to the reviewers?

A: Although you can use the same references, you will need to have them submit their references again. Although your reference data from the last application may be there, proposalCENTRAL will still view it as a restriction if you do not submit their email addresses and send them an email as your references.

Q: Can you tell me in what section we should upload the Sponsor's list of previous trainees and statement of the plan for training the applicant for the Advanced Postdoctoral Fellowship in proposalCENTRAL?

A: Both the Sponsor's list of previous trainees and the plan for training the applicant can be added to the Training Plans section of the Research Plan (page 2). Please note that the training plan cannot exceed 4 pages. Furthermore, the Other Support section applies solely to your Sponsor so all questions should correlate to your Sponsor. Lastly, the Institution & Contacts section of your proposal allows the applicant to indicate the sponsor ("Mentor/Sponsor").

Q: What is included under health insurance costs for Post-Doctoral Fellowships? Can we charge the full fringe rate which includes health insurance, terminal leave, retirement, dental, Medicare, unemployment insurance and workers compensation?

A: There is no limit on the total, per say, but you have a limited amount to spend in general under the total \$90,000 cap, minus the stipend.

Q: For an Advanced Post-Doctoral Fellowship, the grant application guidelines indicate that JDRF does not take out money for social security, taxes, etc. Does JDRF pay fringe benefits? Specifically, can a portion of the stipend go towards fringe benefits?

A: For Advanced Post-Doctoral Fellowships, fringe benefits can be included within 'Other Expenses'.

Q: I see that JDRF does not make deductions for social security or taxes. Does that mean we can include those costs but not as part of the stipend but in the other cost category?

A: JDRF does not allow taxes from fringe benefits.

Q: Can I submit my sponsor letter as one of my recommendation letters?

A: Fellowships require three recommendation letters, not including the sponsor. The sponsor's letter should be uploaded as a supporting document. Please note that the biosketch should contain information about the sponsor not the applicant and be uploaded as a separate document. The biosketch information should not be included within the Research Plan. The biosketch of the fellowship applicant can be submitted, but it is not required.

Q: I am switching my grant application from a Post-Doctoral Fellowship to an Advanced Post-Doctoral Fellowship. What will happen to the References page from the Post-Doctoral Fellowship forms? I've already submitted details of three references and they have been contacted. Will the new application re-contact the references, and will the forms be slightly different?

A: Simply enter their email addresses again in your new Advanced Post-Doctoral Fellowship application. You'll need these re-entries so that the system can send them the appropriate login information to submit their reference reports directly to the new advanced post-doctoral fellowship application. If they've already completed the reports, they can simply use the same ones again. The report is the same, the only difference is the indication on their part as to which application type it is – but that is minor.

Q: For my fellowship application, I have consultants/collaborators in addition to recommendation letters. Is it necessary to upload letters confirming collaboration as part of the supporting documentation as in a standard NIH-style grant?

A: Letters of collaboration can be part of your Supporting Documentation – there is a section for that, although a simple upload of your letter will suffice. On a financial level, JDRF does not allow contractual costs for Fellowships. If you feel it is necessary, you can indicate, either in your Research Plan or your Personnel justification, just how consultants will be utilized.

Q: I am going to apply for Post-Doctoral Fellowship. How do I ask people to send reference letters for this application? Where should they be sent?

A: In your electronic proposalCENTRAL application, there is a section labeled Letters of Recommendation. In that section, you are asked to enter the names and email addresses of your references. By entering their email addresses the proposalCENTRAL system will automatically email your references with special login information and a reference report so that your references can upload their reports directly to your application. There is no need for them to email their reports to the JDRF.

You can also go back to that section and periodically see the status of your references' uploads. This is very helpful as it will indicate who has yet to submit. Remember that (3) references are required in order to fully submit your application so you will need to ensure that your references submit their reports prior to your application deadline.

Q: I am assisting with submitting a post-doctoral fellowship proposal; Is it the sponsor that must register and submit the grant or is it the applicant that must register?

A: The “registrant” of the proposal should always be the “P.I.”, or in this case the Fellow. Materials required of the sponsor will simply be included in the Fellow’s application – he/she should work closely with the Sponsor to retrieve/append such materials themselves.

It is possible for the Fellow to allow access of the proposal to his/her Sponsor (within the “Enable Other Users” feature).

Network/Project/Center FAQs:

Q: With regards to a Network/Center or PPG grant application, please advise on how the other P.I.s can enter the projects/cores associated with the main application.

A: Upon approval of the LOI, only the Overview application will become automatically available. The Principal Investigators of individual Projects & Cores must complete SEPARATE online applications on the proposalCENTRAL website for each Network/Project/Center. It is the title of each that will link them and there are specific guidelines for the naming convention for both projects and cores within the [JDRF Grant Mechanisms Descriptions and Guidelines](#) document, which can be found on our website at www.jdrf.org.

Q: For an Overview application:

- 1. Is it sufficient to fill out the budget summary? Can I skip filling out the downloadable composite budget for year 1? I am not clear how to fill this out for the entire network.**
- 2. Should the budget justification focus on the entire budget during years 1-3?**
- 3. Should the same supporting documents in the projects and cores be uploaded to the overview application?**

A: The composite budget summary needs to be filled out. It should include itemization/detail for all projects and cores under the Network or Center. For example, under Supplies, you can list the total for supplies for each project and core and then the overall total would be the Network or Center overview total.

Ex:
Core A = \$2,000
Core B = \$5,000
Project 1 = \$4000
Total Supplies for Network/Center = \$11,000

As budget justification is provided for each individual project and core, it is not necessary to provide a very detailed justification, but as it is a required upload, please provide some brief information on the budget justification for the network. For instance, you could simply state ' See individual Projects, Pilot Grants and Cores for Budget Justifications.'

The same concept can be applied towards the supporting documents. Under each item in the Supporting Documents file, you can state 'See individual cores and projects'. However, if there are any supporting documents related strictly to the network overview that are not included in any of the projects and cores, they should be added to the overview application.

Furthermore, Resources, which is included in the budget justification file for the Overview application, is a required document by itself for the projects and cores, and would, therefore, need to be completed by all project and core P.I.s.

Q: In addition to listing all key personnel in projects and cores (and including biosketches), do we list these same people in the Program Project Grant (PPG) or Network/Center Overview application, as well as include their biosketches again?

A: Yes, you should list the key personnel for all projects and cores within item #4 Key Personnel. However, it is not necessary to include the biosketches in the proposal attachment section of the PPG application (though you can) as long as they are included in their respective core and project applications. You should, though, include the biosketch of the program director.

Q: I'm not sure how to utilize/populate the PPG downloadable Composite Budget. Am I to populate based on Project/Core totals in each category?

A: The best way to complete the PPG Composite Budget sheet is to itemize the totals for each project/core under each budget section. For example, the Supplies itemization would look similar to this:

Project 1: Test	\$30,000
Project 2: Sample	\$15,000
Core A: Admin	\$500

The same format would apply to Personnel. No need to list the individuals, just the totals for each project and core, as the specific information is reflected in the project and core applications.

Q: If my PPG grant is selected for funding, will the \$660k total dollars per year all come to the PPG Institution from JDRF directly or are the funds sent directly from JDRF to project and core institutions?

A: The funds will go to the main PPG institution to be distributed to the projects and cores.