

JDRF Advanced Postdoctoral Fellowship Application Checklist

Applicant Information

- Has a PhD/MD/DMD/DVM or the equivalent from an accredited institution
- Has received their first degree **no more** than **6** years before the fellowship and would be not simultaneously serving an internship or residency
- The applicant's institution is a nonprofit or academic entity
- Does not hold a faculty appointment?

Sponsor Information

- The Sponsor is affiliated full-time with an accredited institution and agrees to supervise the applicant's training

Contact Information

Contact information is provided for:

- Principal Investigator
- Co-Principal Investigator (*if applicable*)
- Key Personnel (*if applicable*)
- Mentor/Sponsor

Resubmission

- Is the application a resubmission? Select **YES** or **NO**
- Summary Statement from the previous application
- Rebuttal Letter (*included in the research plan and does not exceed 2 pages*)

Budget

- Followed the JDRF budget guidelines outlined in the document below
- The correct years of experience at the time of activation of the award is selected. Applicants cannot have 0 years experience
- The maximum total cost requested does not exceed \$90,000 (USD) per year
- The applicant is devoting 100% of their effort to the project outlined in the fellowship application
- Expenses are consistent with JDRF cost principles and sufficient justification is provided
- No unallowable costs included in the budget

Human Subject Research Plan Requirements

- Use of human subject research indicated in the application (*if applicable*)
- Uploaded Human Subject Research Plan (*if applicable*)

Other Sources of Support

- Completed **only** for the Sponsor

Biosketch

The following Biosketch(es) should be uploaded in the **additional attachments** section:

- Principal Investigator
- Mentor/Sponsor
- Key Personnel (*if applicable*)
- Other Faculty Level Investigators: Collaborators, Consultants, Subcontract Investigators, etc. (*if applicable*)

Proposal Attachments & Supporting Documents

- Research Plan (*does not exceed 7 pages*)
- Future Plans (*does not exceed 2 pages*)
- Training Plans (*written by the Sponsor, includes list of previous trainees, and does not exceed 4 pages*)
- 3 Letters of Recommendations (*the Sponsor **cannot** be one of the references*)
- Collaboration Letters Uploaded (*if applicable*)

JDRF Advanced Postdoctoral Fellowship Budget Guidelines

- **Stipend** must correspond with the years of experience at the time of the start of the grant
 - The PI role must be justified
 - Applicants cannot have zero years of experience.
 - Applicants must devote 100% of their effort to the award. Salary support for additional staff is not allowed.

- **Supplies** are general purpose consumable items that are used on a regular basis and have a shorter life span in use than equipment and machines.
 - Supply costs should be broken down into line items under the corresponding budget categories. Separate justifications should be provided for each line item.

- **Travel** may include any domestic and/or international trips by the Advanced Postdoctoral Fellows related to the project and is limited to \$2,000 USD per year.
 - Travel costs should be broken down into line items under the corresponding budget categories. Separate justifications should be provided for each line item.

- For **Other Costs**, computer purchases of up to \$2,000 are allowable in year one only. Advanced Postdoctoral Fellows may request health insurance in this section.
 - Other costs should be broken down into line items under the corresponding budget categories. Separate justifications should be provided for each line item.

- **Equipment** can only be requested in year one.
 - Equipment costs should be broken down into line items under the corresponding budget categories. Separate justifications should be provided for each line item.

- **Indirect Costs** cannot exceed 10% of direct costs.

The non-exclusive list of non-allowable costs includes:

- Lobbying
 - *JDRF grant funds may not be used for lobbying purposes of any kind.*
- Tuition and Registration Fees
- General Office Supplies/Equipment
- Administrative Assistance Costs
- Financial Analyst, Accountant Cost
- Rent
- Office Telecommunications
- Advertising Costs
- Patent Applications
- Indirect Cost for Fee for Services, Consultants, and Contractors