

JDRF Career Development Awards Application Checklist

Applicant Information

- Has a PhD/MD/DMD/DVM or the equivalent from an accredited institution.
- Has received their first faculty level appointment at least **3** years before submission date
- The applicant's institution is a nonprofit or academic entity
- Holds an academic faculty level position (including assistant professor or equivalent) at the time of the proposal; at a university, health science center, or comparable institution with strong, well-established research and training programs for the chosen area of interest.

Contact Information

Contact information is provided for:

- Principal Investigator
- Co-Principal Investigator (*if applicable*)
- Key Personnel (*if applicable*)

Resubmission

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

Budget

- Followed the JDRF budget guidelines outlined in the budget document below
- The Principal Investigator is devoting at least 75% of their time and effort on Type 1 Diabetes related research projects during the period of the award
- The maximum total cost requested does not exceed \$150,000 (USD) per year, including 10% indirect costs
- 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

- Principal Investigator included accurate and complete information regarding all other sources of grant support from the main PI (current and pending), including title, abstract, annual and total amount of the grant, inclusive funding period, and percent effort of the applicant.

Biosketch

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

- Principal Investigator
- Key Personnel (*if applicable*)



- Other Faculty Level Investigators: Collaborators, Consultants, Subcontract Investigators, etc. (*if applicable*)

Proposal Attachments & Supporting Documents

- Research Plan (*does not exceed 12 pages*)
- Future Plans (*does not exceed 2 pages*)
- 3 Letters of Recommendations
- Department Head Statement Included (*institutional assurance*)
- Collaboration Letters Uploaded (*if applicable*)

JDRF Budget Guidelines

- **Salaries and Wages** include wages earned by an employee and may include benefits, such as insurance and retirement plans.
 - All personnel listed in the grant (including all key personnel) must be included in the budget and in the personnel justification
 - If the Principal Investigator is not taking a salary from the grant, then their base salary is \$0.00 but a percent effort and justification must still be provided.
 - The percent effort listed in the justification should match the percent effort in the line item budget.
 - Confirm that all salaries requested are for personnel at the grantee institution. (see **subcontracts** and **consultants** below)

- **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 Costs** may include any domestic and/or international trips by an employee 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.

- **Equipment Costs** 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.

- **Other Costs** might include items that are not consumable but are needed on a regular basis, such as animal purchases and maintenance changes. Consultants are listed here.
 - **Consultants** are individuals hired to give professional advice or services for a fee. These individuals are typically presented at zero percent effort or as needed (individuals with measurable effort cannot be listed as consultants). The services to be performed by the consultant(s) must be included in the justification along with the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs for each.
 - Other 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.

Subcontracts are for individuals or entities that contribute to the execution or design of the project, are key personnel on the grant, and/or have measurable percent effort but are not an employee of the grantee institution.

- Subcontracts have the same rules as the main budget (i.e. travel cannot exceed \$2,000, equipment can only be requested in year one, etc.).
- Supplies, travel, equipment, and other costs should be broken down into line items under the corresponding budget categories. Separate justifications should be provided for each line item.

For all grant mechanisms, 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
- Computers
- Administrative Assistance Costs
- Financial Analyst, Accountant Cost
- Rent
- Office Telecommunications
- Advertising Costs
- Patent Applications
- Indirect Cost for Fee for Services, Consultants, and Contractors