

## JDRF Innovative Application Checklist

### Applicant Information

- Has a PhD/MD/DMD/DVM or the equivalent from an accredited institution at award activation
- The applicant's institution is a nonprofit or academic entity
- Holds a faculty level position or equivalent at a college, university, medical school, or other research facility

### Contact Information

Contact information is provided for:

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

### Application Budget

- The maximum total cost requested does not exceed \$110,000 (USD) per year, including 10% indirect costs
- All of the Principal Investigators and key personnel are listed as salary line items and percent effort is indicated (even if they are not taking salary from the grant they must be listed as a line item and justified in the salary justification section)
- Sufficient justification been provided for applicable budget categories
- Expenses are consistent with JDRF cost principles
- Followed the JDRF budget guidelines (see below)
- No unallowable costs included in the budget (see below)

### Other Sources of Support

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

### Biosketch

A Biosketch should be uploaded in the **additional attachments** section for the

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

### Human Subject Research Plan Requirements

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

### Resubmission

- Is the application a resubmission? Select **YES** or **NO**

- Summary Statement from the previous application
- Rebuttal Letter (2 page maximum)

### Supporting Documents

- Research Plan
- Collaboration letters (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

For additional information please consult the JDRF Grant Center website <http://grantcenter.jdrf.org/> and JDRF's pre and post award FAQs <http://grantcenter.jdrf.org/wp-content/uploads/2012/12/RMS360-External-FAQs-Pre-Post-12.13.2016.pdf>