

JDRF Advanced Postdoctoral Fellowship Application Checklist

Applicant Information

- Has a PhD/MD/DMD/DVM or the equivalent from an accredited institution at award activation
- 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?

Contacts

- Principal Investigator Biosketch is up to date within profile

Contact information is provided for:

- Principal Investigator
- Research Delegate (if applicable)
- Research Officer/Finance Officer
- Recommendation References (blind) 3 required (sponsor not allowed as a reference)
- Mentor/Sponsor
 - o The Sponsor is affiliated full-time with an accredited institution and agrees to supervise the applicant's training

Application Type

- Research priority area in application
- Alternate research priority area in application
- Is the application a resubmission? Select **YES** or **NO**
 - o If yes, please include Summary Statement from the previous application
 - o Rebuttal Letter (*included in the research plan and does not exceed 2 pages*)
- Indicate yes/no if you agree to allow JDRF to share this application with The Leona M. and Harry B. Helmsley Charitable Trust for potential co-funding, under the JDRF confidentiality policy
- Clinical classification (if applicable)

Other Support

- Completed **only** for the Sponsor Indicate if any leverage

Project Descriptions/Abstracts

- All mandatory text boxes are filled-in

Organization Assurances

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

Proposal Research Plan

- Introduction to Revised Application (*2 pages maximum*)
- Research Plan (*7 pages maximum*)
- Future Plans (*2 pages maximum*)
- Training Plans (*written by the Sponsor, includes list of previous trainees, 2 pages maximum*)
- 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 \$95,000 (USD) per year
- The applicant is devoting at least 75% 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

Additional Attachments

1 - Biosketch(es) to be uploaded:

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

Upload only if applicable:

- 2 - Human Subject Research Plan (if applicable)
- 3 - Protocol Synopsis
- 4 - Resources
- 5 - Supporting Documents
- 6 - Diversity & Inclusion Resource Sheet

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 75% 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

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/2018/03/RMS360-External-FAQs-Pre Post-3.14.18.pdf>