



Diabetes Canada 2024 Research Collaboration Grant Guide

Our vision

To create a world free of the effects of diabetes.

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Disclaimer

Diabetes Canada may, without notice, alter the funding program. Any major changes will be announced immediately on the [Diabetes Canada research funding opportunities website](#). Diabetes Canada reserves the right to interpret these guidelines and policies. Applicants should contact research@diabetes.ca for clarification, as required.

Diabetes Canada will accept and review applications in both official languages.

Diabetes Canada reserves the right to reject incomplete applications without appeal. It is the responsibility of the applicant to ensure the application is complete prior to submission.

Contacts

For information regarding research programs, governing policies, and application submissions, please contact:

Research & Science, Diabetes Canada
Email: research@diabetes.ca

For this program, applications are submitted via email to the contact above.

Deadlines

Applications will be reviewed by Diabetes Canada staff for eligibility and if approved, reviewed by Diabetes Canada's National Research Council (NRC) to prioritize applications and award funds.

For 2024, applications are due:

- April 22
- June 1
- July 18
- October 10

Notices of Decision will be shared approximately one month following the application deadlines.

Applications can be submitted to support research collaboration initiatives up to one year in advance of the planned event start date.

1.0 Funding Opportunity

1.1 Overview

Diabetes Canada is committed to supporting research that contributes to its vision of "creating a world free of the effects of diabetes" in two interconnected ways:

1. By advancing knowledge and solutions that address the issues and challenges identified by the diabetes community in Canada; and
2. By strengthening capacity to conduct relevant and impactful diabetes research in Canada.

Diabetes Canada is implementing a combination of programs that include funding research and supporting collaboration among researchers, and between researchers and the broader diabetes stakeholder community. This funding initiative is aimed at supporting researcher-led research collaboration activities. These activities could include: meetings, webinars, networking events, lecture series, or training sessions that are led by a Principle Applicant at an eligible institution.

For the 2024 Research Collaboration Program, Diabetes Canada will be awarding a total \$100,000. Applicants can request between \$3,000 and \$20,000. The applications will be reviewed and awarded quarterly, and it may be that funds are allocated before the last review meeting of the year, depending on the number of grants submitted and approved. It is recommended to apply early where possible as funds will not be held back if strong applications are received. Applications can be submitted up to one-year in advance of the event.

Each application will be assessed for eligibility by Diabetes Canada staff, followed by review and recommendations for funding from Diabetes Canada's National Research Council (NRC). The National Research Council consists of research experts across the country who represent the four pillars of research and are active researchers within the diabetes community.

1.2 Objective

The objective of the Research Collaborations Grants are:

1. To support investigator or network-initiated collaboration activities to bring researchers together.
2. To supporting collaboration among researchers, and between researchers and the broader diabetes stakeholder community (including people with lived experience).
3. To foster sharing of research ideas and development of new knowledge and solutions.

1.3 How to Apply

Application submissions can be made by completing the [2024 Research Collaboration Grant Application Form](#) and submitting as a PDF to research@diabetes.ca.

2.0 Award Eligibility and Assessment Criteria

2.1 Principle Applicant Eligibility

The Nominated Principal Applicant must be a researcher. The Nominated Principal Applicant and Co-Applicant(s) must have an academic or research appointment with an eligible Canadian institution.

The Nominated Principal Applicant can only apply once per year but can be a Co-Applicant on more than one application.

2.2 Collaboration Activity Eligibility

This funding initiative intends to support collaboration activities that are diabetes-focused and include a broad audience; events for one institution are not eligible.

2.3 Assessment Criteria

All applications determined to be eligible will be reviewed by Diabetes Canada's National Research Council. The NRC will conduct a thorough review and score the application based on the following criteria:

1. **Rationale:** Is the collaboration activity well justified? Is the goal of the collaboration activity clearly articulated and aligned with the objectives of the program? Will the collaboration activity support research towards a world free of the effects of diabetes?
2. **Feasibility:** Are appropriate team members included? Is an event plan in place including location, date and budget?
3. **Impact:** Does the collaboration activity contribute towards advancing knowledge and solutions that address the issues and challenges identified by the diabetes community in Canada; and/or strengthening capacity to conduct relevant and impactful diabetes research in Canada?

NRC reviewers will also evaluate the proposed budget for appropriateness and impact given the amount of funds requested.

2.4 Funding Level and Duration of Support

There is a total of \$100,000 for collaboration activity applications in 2024, with the intent to make additional funds available for applications in 2025. Applicants can request between \$3,000 and \$20,000. Applicants are encouraged to request the amount required for their activity, and the review will consider the request while taking into account the other applications also under review. The final budget is at the discretion of the NRC, and subject to the availability of funds. At this time, applications should be for one collaboration activity, whether that is a one-day event or an event series (e.g., a monthly lecture series) but not for a renewing activity.

2.5 Termination of Award

If, at any time leading up to the event, the Nominated Principal Applicant resigns or is terminated from their position, Diabetes Canada must be notified in writing within 2 weeks. If a Nominated Principal Applicant is unable to continue the planned activity, the grant may be transferred to a Co-Applicant who is already listed on the research application.

2.6 Location of Activity

The collaboration activity must be hosted in Canada. International attendees are permitted.

2.7 Co-Funding Opportunities:

Applicants should indicate their consent to be considered for partnership opportunities between Diabetes Canada and like-minded organizations through co-funding opportunities that may arise during the year of their application submission. Applicants who do not provide consent will not be considered for co-funding opportunities.

3.0 Review Process

3.1 Conflict of Interest and Confidentiality

All reviewers will be required to read and agree to Diabetes Canada's Conflict of Interest and Confidentiality policies before beginning their reviews. Diabetes Canada considers that a conflict of interest exists when the reviewers personal or financial interests affect, or may be perceived to affect, their objectivity. These policies have been developed by Diabetes Canada to ensure the effective management of real or perceived conflicts of interest in the review process and to ensure that all applicant and reviewer information is kept confidential, to ultimately encourage a culture of trust and transparency in the research funding process.

3.2 Relevance Review

Diabetes Canada staff will review all submitted applications to ensure that applications are in alignment with the objectives of the funding opportunity. Research collaboration funding applications that are not deemed relevant to the call will be withdrawn from the competition.

Please note, Diabetes Canada rejects incomplete applications without appeal. It is the responsibility of the applicant to ensure the application is complete prior to submission.

3.3 Review of Applications

The research collaboration funding applications will be reviewed by Diabetes Canada's NRC at quarterly meetings.

Any NRC member who is named in an application under review will recuse themselves from the discussion at that quarterly meeting. NRC members will receive all applications under review ahead of the meeting and determine those eligible for funding. Funds available for this program will be allocated until spent and it is recommended to apply early where possible as funds will not be held back if strong applications are received. Declined applications will receive a brief explanation for the decision.

4.0 Governing Policies

4.1 Definitions of Nominated Principal Applicant and Co-Applicant

The Nominated Principal Applicant (i.e., Principal Investigator) takes financial and project management responsibility for the collaboration activity. The Nominated Principal Applicant must be an independent researcher. Nominated Principal Applicant and Co-Applicant(s) must have an academic or research appointment with an eligible Canadian institution.

Co-Applicants (i.e., Co-Investigators) make significant contributions to collaboration activity planning and execution.

Collaborators do not need to be listed on the application for this funding program.

4.2 Funding

Funding decisions will be made quarterly, and funding disbursed once the agreement is signed. Applications can be submitted up to one year in advance of the proposed collaboration activity start date.

In the event that overlap funding for the activity is received, the applicant must notify Diabetes Canada, in writing, within 2 weeks of receiving the offer. If the funding obtained is from a public granting agency (e.g., Tri-Council), and if the amount is equal to or greater than that requested from Diabetes Canada, making the Diabetes Canada funding unnecessary, then the applicant must accept funding from the public agency, and all remaining funding from the Diabetes Canada

grant will be withdrawn. If the funding is for a lower funding amount or from a non-public granting agency, Diabetes Canada will work with the awardee to find the best solution.

4.3 Funding Results and Feedback

Applicants will be notified via email of the results and if successful, asked to complete the Award Agreement form and email it to Diabetes Canada within one week of receiving notification. Failure to do so will be interpreted by Diabetes Canada as declining the award.

4.4 Collaboration Activity Report

A report must be submitted following the collaboration activity to share information about the audience of the event and the impact of the event. Failure to submit this report may jeopardize ongoing and future funding from Diabetes Canada.

4.5 Transfer of Grants

If a Nominated Principal Applicant is relocating from the institution where their grant was awarded, permission must be obtained from Diabetes Canada to transfer grant funding. A Co-Applicant can be re-named Principal Applicant if required due to a personal leave of absence or change in activity leadership as long as Diabetes Canada is notified.

4.6 Misrepresentation or Dishonesty

Misrepresentation of facts or academic dishonesty will result in disqualification of the application and possible suspension of the applicant from future Diabetes Canada research funding.

5.0 Use of Award Funds

5.1 Budget Justification

Details need to be provided for the distribution of the award funds for the research collaboration activity. The budget must only include the direct cost of hosting the researcher collaboration activity, and not any overhead or salary for personnel involved in planning the event.

Travel costs can be requested for participants who do not have travel budgets through their faculty or research appointments, or through existing research grants, e.g., lived experience participants, community partners. It is encouraged that researchers plan these collaboration activities adjacent to other events, such as the Diabetes Canada Conference, to avoid travel costs and leverage the program budget. Final budgets are at the discretion of Diabetes Canada's NRC. Each budget item must be explained and justified, providing sufficient detail for reviewers to assess whether the resources requested are appropriate. Costs such as event space rental, AV costs, food and beverage (excluding alcohol) are appropriate budget items.

5.2 Administration of Funds

The institution administering the funding must have the necessary accounting systems and financial controls in place to hold funds in trust for the applicant. Payment will be distributed from Diabetes Canada to the administering institution once the agreement is signed.

5.3 Accountability and Auditing

Awardees and their institutions are at all times accountable for the use of Diabetes Canada funds in accordance with the policies set out by Diabetes Canada. Diabetes Canada reserves the right to audit any or all funds in any given year.

After the event, a collaboration activity report is due to Diabetes Canada and must report whether all funds were spent. Any unspent funds must be returned to Diabetes Canada.

6.0 Application

What are the required application components and page or word limits for each?

Identify Participants & Roles and Responsibilities (max. 1 page total)

The Nominated Principal Applicant and Co-Applicant must describe their roles and responsibilities.

Collaboration Activity Description (max. 2 pages)

Describe the research collaboration activity or event, including the goal of the collaboration activity and the intended outcome. If the event supports training, knowledge translation, or another activity mention this in the application.

Attendees/Audience (max. 250 words)

Describe the intended audience to attend the activity, whether it is cross-institution or open to attendees across Canada, whether it is trainees, scientists, clinicians, policy makers, people living with diabetes, etc.

Budget Information (max. 1 page)

Detailed breakdown of all anticipated expenses to host the activity/event. Each expense must be explained and justified, providing sufficient detail for reviewers to assess whether the resources requested are appropriate.

7.0 Post Activity Report

What are the required components of the final report?

Attendees

How many people attended the collaboration activity? Briefly describe the reach and audience.

Impact

What was the impact of this collaboration activity? How did it meet the program objectives:

1. To support investigator or network-initiated collaboration activities to bring researchers together.
2. To supporting collaboration among researchers, and between researchers and the broader diabetes stakeholder community (including people with lived experience)
3. To foster sharing of research ideas and development of new knowledge and solutions

Budget Information

Were all the funds requested spent in support of the collaboration activity as outlined? Yes / No.

If no, please indicate the amount remaining, which must be returned to Diabetes Canada.

8.0 APPENDIX 1 - Application Form Template

Application submissions must be submitted by email to research@diabetes.ca.

All submissions must follow this application form template and provide all the information requested. Applications should be submitted as a single PDF file attachment.

The following formatting requirements apply to all submissions:

- Use black type, 11-point Arial font or similar. Smaller text in tables, charts, figures, and graphs is acceptable, if it is legible when the page is viewed at 100%.
- Use a minimum of single line spacing.
- Margin sizes must be a minimum of 2 cm (3/4 inch) around the page.
- Follow the outline word limit/page limitations. Any submitted text or graphics exceeding the outlined word limit/page limitations will be truncated and will not be sent to reviewers.

1. Collaboration Activity/Event Name

2. Principal Applicant Information

Name:

Title:

Host Institution and department:

Area of diabetes research:

Co-Principal Investigators Information

List the names, titles, and institutions of any co-principal investigators involved with the planning and execution of the research collaboration activity.

3. Roles and Responsibilities (max. 1 page total)

Describe each participant's role in the planning and development of the research collaboration activity. Include information on each participant's necessary knowledge, expertise and experience to conduct the activity, and any relevant information on education, current/ past affiliations and employment/research experience pertinent to the participant's role on the application.

4. Describe the Collaboration Activity (max. 2 pages)

Describe the research collaboration activity or event. Include the goal of the collaboration activity and the intended outcome. Demonstrate how this activity or event aligns with the objectives of the funding opportunity and supports research towards a world free of the effects of diabetes.

5. Describe Collaboration Group/Audience (max. 250 words)

Describe the intended audience to attend the activity, whether it is cross-institution or open to attendees across Canada, whether it is trainees, scientists, clinicians, policy makers, people living with diabetes, etc. If the event supports training, knowledge translation, or another activity please describe this.

6. Budget (max. 1 page)

Detailed breakdown of all anticipated expenses to host the activity/event. Each expense must be explained and justified, providing sufficient detail for reviewers to assess whether the resources requested are appropriate. If there is additional funding to support the activity (i.e., other grants/awards, registration fees, donations, sponsorships) please include this and distinguish between costs to be covered by Diabetes Canada grant and costs to be covered by other sources.

Eligible expenses: The direct cost of hosting the researcher collaboration activity. This may include event space rental, AV costs, food and beverage (excluding alcohol), and promotion.

Ineligible expenses: Overhead or salary for personnel involved in planning the event and travel costs for researchers where travel could be available in research grants.

Travel expenses: Travel costs can be requested for participants who do not have travel budgets through their faculty or research appointments, or through existing research grants, e.g., lived experience participants, community partners. It is encouraged that researchers plan these collaboration activities adjacent to other events, such as the Diabetes Canada Conference, to avoid travel costs and leverage the program budget.

Complete budget information using this table format:

Expense Type	Amount Requested	Comments
Venue	\$	
Equipment/AV	\$	
Material and Supplies	\$	
Food and Beverage	\$	
Marketing	\$	
(cont.)		

7. Are you open to co-funding opportunities?

Yes No

Diabetes Canada may engage with like-minded organizations to fund research of mutual interest. With your consent, you will be considered and notified for these opportunities when they arise.

9.0 APPENDIX 2 - Post Activity Report Template

Please submit this report to research@diabetes.ca within one month of the completion of the research collaboration activity/event. Failure to submit this report may jeopardize ongoing and future funding from Diabetes Canada. Post activity report should follow this template and provide all the information requested. Reports should be submitted as a single PDF file attachment. For any questions, concerns or comments please email research@diabetes.ca.

Your responses in this report will help Diabetes Canada to track the impact that our funded research collaboration activities are making on diabetes research in Canada, and to convey to donors and volunteers the importance and value of these activities.

1. Collaboration Activity/Event Name

2. Principal Applicant Information

Name:

Title:

Host Institution and department:

Co-Principal Investigators Information

List the names, titles, and institutions of any co-principal investigators involved with the planning and development of the research collaboration activity.

3. Describe the attendees of the collaboration activity (100-250 words)

Include a description of the reach (i.e., local, national), and demographics of the audience (i.e., geography, research type, career stage, lived experience diabetes affiliation)

4. Describe the impact of this collaboration activity (250-500 words)

Describe the outcomes of the collaboration activity and what impact this may have for diabetes researchers and/or people with lived experience with diabetes. Include specific aims and accomplishments of the activity, and how they meet the program objectives:

1. To support investigator or network-initiated collaboration activities to bring researchers together.
2. To supporting collaboration among researchers, and between researchers and the broader diabetes stakeholder community (including people with lived experience)
3. To foster sharing of research ideas and development of new knowledge and solutions

5. Provide final budget information (250-500 words)

Please describe how funds were spent in support of the collaboration activity. If there is significant difference in how funds were spent compared to originally submitted budget, please highlight this, and provide justification for any significant changes.

If any funds were not spent, please indicate the amount remaining, which must be returned to Diabetes Canada.