



Diabetes Australia Research Program

GUIDELINES

2022 General Grants
2022 Millennium Awards

Please read these Guidelines before completing your application.

Closing date for applications:

Friday, 25 June 2021

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2022 DIABETES AUSTRALIA RESEARCH PROGRAM

Delayed opening of 2022 grant round

The opening of the Diabetes Australia Research Program 2022 grant round was delayed by two months due to the impact of the previous grant round being delayed by five months.

Millennium Awards have been re-instated and the assessment process detailed in these Guidelines has been compressed to enable completion by December 2021.

Overview

Diabetes Australia is the national organisation supporting all people living with or at risk of diabetes. We work in collaboration with member organisations, consumers, health professionals, researchers, and the community.

The Diabetes Australia Research Program has invested around \$36 million in over 500 diabetes research projects across Australia over the past twelve years.

Project applications will be considered across all types of diabetes and areas of interest including type 1 diabetes, type 2 diabetes, diabetes in pregnancy, pre-diabetes and risk factors, behavioural research, self-management of diabetes, and Aboriginal and Torres Strait Islander health and diabetes.

Diabetes Australia is pleased to offer the following grants for 2022:

- Two \$150,000 Millennium Awards: one for type 1 diabetes and one for type 2 diabetes.
- An unspecified number of General Grants, up to \$70,000 per grant.

Diabetes Australia supports and develops outstanding diabetes research in Australia. We do this by funding research towards the prevention, management or cure for diabetes. We foster young and upcoming diabetes researchers, and diversity in research across many areas of importance.

Our research program relies on the generosity of our members, partners and donors. The current major contributors to the Diabetes Australia Research Program include:

- Major donors:
 - Diabetes Victoria
 - Estate of the late Charles Campbell Coghlan OAM
 - Thiele Foundation
- Other significant donors:
 - Diabetes NSW&ACT
 - Diabetes Queensland
 - Diabetes Tasmania
 - Australian Diabetes Society
 - Kellion Diabetes Foundation
- Individual donors, bequests and charitable foundations

TYPES OF GRANTS AND AWARDS

General Grants (one year duration)

The Diabetes Australia Research Program funds General Grants up to \$70,000 per grant for the highest ranked applications received, with projects expected to be complete by the end of the 2022 calendar year.

Diabetes Australia Research General Grants are intended to provide for basic science, clinical or translational research. The main focus can be either type 1 diabetes, type 2 diabetes, diabetes in pregnancy (GDM or pre-existing) or pre-diabetes, but is not limited to these areas. These focus areas can reflect various populations, including children, youth, adult, older people, Aboriginal and Torres Strait Islander and the culturally and linguistically diverse. The major classifications of the research include the following:

- Self-management / education
- Psychological / behavioural research; and mental health and diabetes
- Glycaemic management
- Exercise / nutrition
- Islet biology
- Health care systems research
- Epidemiology
- Insulin resistance / obesity
- Complications - Vision / eye health
- Complications - Kidney health
- Complications - Nerve health
- Complications - Cardiovascular health
- Complications - Foot problems and amputations
- Complications - Other

General Grants will be awarded for a one-year period. The successful grant recipients will be paid in two half-yearly instalments (January and July) 30 days after an appropriately rendered Tax Invoice has been received.

Millennium Awards (two year duration)

The two Millennium Awards (one for type 1 diabetes and one for type 2 diabetes) of up to \$150,000 each are granted over a two-year period, with projects expected to be complete by the end of the 2023 calendar year.

Diabetes Australia Research Millennium Awards are intended to provide for basic science, clinical or translational research. The main focus can be either type 1 or type 2 diabetes. These focus areas can reflect various populations, including children, youth, adult, older people, Aboriginal and Torres Strait Islander and the culturally and linguistically diverse. The major classifications of the research include the following:

- Self-management / education
- Psychological / behavioural research; and mental health and diabetes
- Glycaemic management
- Exercise / nutrition
- Islet biology
- Health care systems research
- Epidemiology
- Insulin resistance / obesity
- Complications - Vision / eye health
- Complications - Kidney health
- Complications - Nerve health
- Complications - Cardiovascular health
- Complications - Foot problems and amputations
- Complications - Other

Millennium Awards will be awarded for a two-year period. Except in cases where other provisions are made, each award will be paid in equal half-yearly instalments (January and July) 30 days after an appropriately rendered Tax Invoice has been received.

GENERAL INFORMATION

The closing date for applications is **Friday, 25 June 2021**. Late applications will not be accepted.

We expect to be able to notify successful applicants in mid December 2021.

All applications are reviewed using the agreed assessment criteria. Please refer to the section titled “Grant Assessment Criteria” of these Guidelines for further details.

WHO CAN APPLY (ELIGIBILITY)

Diabetes Australia Research Program grants are available to non-profit organisations concerned with the promotion of health care, education and / or medical research in the area of diabetes. These organisations must possess the requisite facilities to carry out the activities detailed in the application.

Application Requirements

The application form must be used and completed in its entirety; any incomplete forms may not be accepted. Only one application per Responsible Investigator (RI) per Grant Type will be accepted. That is, an RI can only submit one General Grant, one type 1 diabetes Millennium Award and one type 2 diabetes Millennium Award application.

The applicant (RI) must have secured the appropriate approval from the supporting organisation prior to submitting an application. The accuracy of the information in the application is solely the responsibility of the applicant and the supporting organisation (institution).

Any proposed research involving humans or animals, must conform to the general principles set out by the NHMRC. **Note:** successful applications requiring ethics approval will need to provide proof that approval has been granted before any funding will be provided.

All personnel whose salaries are funded under the application will be subject to the conditions of employment of the organisation by which they are employed. It is the responsibility of the RI to ensure that the salaries of all personnel listed in the budget are appropriate.

Applications that include equipment costing over \$5,000 or conference travel will be ineligible. An application that seeks funding for administrative or other indirect expenses will not be considered. The budget information needs to be transparent; this will assist Diabetes Australia and the reviewers in the assessment of the application.

Details of the proposed project will need to be provided as a separate Portable Document Format (PDF) file. Please note that the maximum page length for details of the proposed project is four pages (excluding references) for the General Grants and nine pages (excluding references) for the Millennium Awards. In addition, the following requirements should be met:

- Font: Times New Roman at least 12pt
- Line spacing: at least Single
- Margins: at least 2 cm; and
- Any graphs, tables or pictures should be clear and legible.

The Application form (as a Word document and **not** a PDF) along with the project details (as a PDF) must be emailed to research@diabetesaustralia.com.au prior to midnight (Australian Capital Territory) of the closing date.

Peer Review

All applications are to detail the fields of expertise of the Responsible Investigator (RI) and named Participants. In submitting an application, the applicant (RI) acknowledges their obligation to participate in the Diabetes Australia Research Program peer review process and that they have advised all named Participants of their obligation; specifically, as part of the peer review process, **they may be required to review up to three other applications.**

In the event that an RI or named Participant is unable to contribute satisfactorily to the peer review process, the relevant Responsible Investigator will be informed and given a short time to respond. However, should a satisfactory response not be received, Diabetes Australia management will have the discretion to withdraw that application.

Funding Restrictions

One Grant Per Applicant

The Diabetes Australia Research Program will not fund more than one project per applicant per year, consequently:

- an applicant can only win one Grant / Award per grant round; and
- Millennium Award recipients cannot apply for funding in the grant round following their successful application.

Duplicate Funding

The Diabetes Australia Research Program will not fund activities in a General Grant and Millennium Award application if they are funded through other Research Programs. Applicants are required to advise the Diabetes Australia Research Program Manager in this circumstance.

GRANT ASSESSMENT CRITERIA

Both General Grants and Millennium Awards will be assessed in accordance with the selection criteria outlined below:

40% – Research Methods / Quality

This criterion is based on the details of the research plan and assesses the appropriateness of the suggested methods and the scientific quality of the study design. Applications will need to show strong design using robust methods. The reviewer will also need to consider whether the research team has the necessary skills and experience to complete the project; in doing so they should consider the timeframes, sufficiency of the budget and whether the principal researcher has the necessary resources.

60% – Potential Research Outcomes / Merit

This criterion is drawn from the literature review and research plan. This refers to the significance and impact of the study on a particular area of diabetes research or clinical care. Applications will need to show that the results are likely to influence future diabetes research, treatment or clinical care. Originality looks at what is new or likely to be added to the literature by the project. It is advantageous that applicants demonstrate their potential future diabetes leadership through the innovation and originality of the research.

The final score will be weighted so that Research Methods / Quality scores and Potential Research Outcomes / Merit scores will contribute 40% and 60% to the final score, respectively. Scoring guidelines specifically aligned to these assessment criteria will be provided to each reviewer (see next section titled “Scoring System”).

SCORING SYSTEM

Scoring guidelines which aim to simplify the review process and make the rankings more consistent are outlined in the following table:

Score	Descriptor	Research Methods / Quality	Potential Research Outcomes / Merit
10	Exceptional	Clear objectives, with flawless design. Highly feasible study with all resources required and relevant expertise available.	Will result in a major advance in knowledge and translate into significant outcomes for the diabetes community. Is highly innovative and likely to result in highly influential publications and plenary presentations.
9	Outstanding	Clear objectives with near flawless design. Very likely to be achieved with resources available.	Will advance knowledge in an important area of diabetes and translate into significant outcomes for the diabetes community. Is innovative and likely to result in highly influential publications.
8	Excellent	Clear objectives however with some minor design concerns. Good feasibility although some barriers evident which may require minor developmental work.	Will advance knowledge in diabetes and translate into tangible outcomes for the diabetes community. Is innovative and likely to result in influential publications.
7	Very Good	Clear objective however with some design concerns. Good feasibility but minor concerns regarding the breadth of relevant expertise available.	Most likely will advance knowledge in diabetes and translate into tangible outcomes for the diabetes community. Is innovative and likely to result in publications. Outcomes can form the basis for a further competitive grant proposal.
6	Good	Clear objective although several design concerns. Likely to be successfully achieved, although some concerns about the need for more significant developmental work.	Addresses an issue of some importance in diabetes. May have some novel aspects and may result in publications. Outcomes can form the basis for a further competitive grant proposal.

Score	Descriptor	Research Methods / Quality	Potential Research Outcomes / Merit
5	Satisfactory	Clear objectives although several potentially significant design concerns. Can be achieved but needs some potentially significant developmental work.	Will address an issue of minor importance in diabetes and may have some novel aspects. May result in publications.
4	Fair	Some objectives questionable or unclear, several significant design concerns. Some concerns regarding feasibility.	Will address an issue of minor importance in diabetes. Results will only underpin existing knowledge in the field. May result in low impact publications.
3	Marginal	Objectives questionable or unclear. Several significant design concerns and unlikely to be successful.	Does not address an issue of more than marginal concern in the field and follows previously established approaches.
2	Unsatisfactory	Contains several major design flaws and unlikely to be completed successfully.	Does not address an issue of any importance in the field and has little novelty.
1	Poor	Unfeasible and poorly designed research plan unlikely to be successful.	Does not address an area of any importance in the field and will not advance current knowledge.

GRANT REVIEW PROCESS

Overview

The Diabetes Australia Research Program is a robust peer review process and relies on the cooperation of researchers providing reviews on a timely basis. Diabetes Australia understands researchers' time limitations and due to the high volume of General Grant applications, introduced a two-stage review process in 2014 for General Grants. This process allows for greater time to be dedicated to high quality research applications, reduces the high time commitment required by reviewers and reduces administrative effort.

It is paramount that the quality of the review process remains high, as our funds come from the community, via Diabetes Australia Member Organisations, corporate partners, trusts and individual donors. We also need to ensure that this high quality peer review process maintains the confidence of the scientific community. This will allow the Diabetes Australia Research Program to attract the highest calibre applications and ensure the confidence of current and future donors, and the wider community.

The following principles guide the Diabetes Australia Research Program peer review process:

- Fair (all applications treated equally and in accordance with documented processes)
- Transparent (assessment criteria and process clearly documented)
- Merit based (funding decisions based on merit)
- Obligation to donors and targeted areas for funding consideration to be pre-defined and communicated to ensure an equitable process.

Our aim is to support the best research ideas each year as judged by peers and in accordance with these Guidelines. Peer decisions remain the cornerstone of the grant process, and the two Assessment Criteria described earlier are:

- Research methods and quality; and
- Potential research outcomes and merit.

Diabetes Australia Research Advisory Panel

It must be recognised that peer review is a complex process and is undertaken by committed researchers on a voluntary basis. The task of reviewing and allocating applications for further dissemination is challenging and time consuming and further requirements for adjudication is a large commitment. To assist in this process Diabetes Australia has a Research Advisory Panel which assists the Co-Chairs in coordinating and maintaining the integrity of the Grant and Award peer review process. The Research Advisory Panel is appointed by the Co-Chairs; it will typically have around 30 to 40 members who are experienced experts in a particular field. Diabetes Australia's overarching principles for the Research Advisory Panel are:

- (i) Broad state and territory representation
- (ii) Approximately 35 – 40% of Research Advisory Panel members retire per annum
- (iii) Representation from large and small institutions
- (iv) Experience and expertise in a particular field.

The Research Advisory Panel has two Co-Chairs appointed by the Diabetes Australia Research Board. The Co-Chairs report to the Board and are responsible for ensuring that peer review policies are upheld. The Co-Chairs will be experienced researchers of the highest integrity who have no or minimal conflicts of interest with the applications under review. In general, the Co-Chairs will maintain the integrity of the process by providing guidance and structure whilst remaining independent.

To assist with the review process the Research Advisory Panel will be organised into the following subcommittees:

- Children and youth diabetes
- Diabetes in pregnancy (GDM or pre-existing)
- Aboriginal and Torres Strait Islander people; and Cultural and linguistic diversity
- Patient self-management and education
- Psychological and behavioural research; and mental health and diabetes
- Glycaemic management and treatment
- Exercise and nutrition
- Epidemiology and healthcare systems research
- Insulin resistance and obesity
- Islet biology
- Complications - eye / kidney / nerve / other
- Complications - foot problems and amputations
- Complications - cardiovascular

Management of Conflicts of Interest

The difficulty in a small research community is that potential conflicts of interest arise frequently. All Research Advisory Panel members and reviewers must declare their conflicts of interest prior to assessing confidential information; this includes Grant and Award applications in full. In respect of conflicted Research Advisory Panel members, they will not participate in a discussion in which there is a real or perceived conflict of interest, and they are required to excuse themselves from that aspect of a meeting and any relevant application review(s). No reviewer will be assigned an application on which they have a conflict of interest.

General Grants: Two-stage Review Process

The key steps for the General Grants two-stage review process are:

1. After the closing date, applications are allocated to the appropriate Research Advisory Panel subcommittee.
2. Each application will be reviewed by a member of that Research Advisory Panel subcommittee (or their delegate).
3. General Grants deemed competitive are sent for second stage review involving two further external reviewers allocated by the Research Advisory Panel.
4. Those applications with a wide disparity of scores obtained in the second stage review may be discussed at a Research Advisory Panel adjudication to determine a final agreed score.
5. Diabetes Australia management in partnership with the Co-Chairs will recommend the highest ranked applicants to the Diabetes Australia Research Board.
6. The Diabetes Australia Research Board will review the recommendations from Diabetes Australia management and the Research Advisory Panel Co-Chairs. The directors approve the applications to be funded and the total number funded depends on the total amount of funding available each year.

Details of Steps (1 to 4):

Step 1 – Allocation to appropriate subcommittee for the first review.

Co-Chairs allocate applications to the appropriate Research Advisory Panel subcommittee according to the applicant's self-assessed classification. This is to ensure each application is reviewed by those with the most appropriate expertise.

Step 2 – First stage review of applications and appointment of spokesperson.

Each application will be assigned to a Research Advisory Panel member who will review the application and act as the primary spokesperson for the application, as necessary. If the application receives a high score, in the top one third of applications, it will proceed to the second stage review (see Step 3). All other applications will not be considered further.

Step 3 – Second Stage Review.

All applications which proceed to the second stage review are sent to a further two external independent reviewers nominated by the primary spokesperson. These reviewers can be selected from the pool of Grant and Award named applicants and Participants, according to their expertise in a particular field.

Step 4 – Scores, Ranking and Adjudication.

Each competitive application will be reviewed by three reviewers. The three scores will then be collated by the Diabetes Australia Research Program team. The overall score for each application will be the average score of the three reviews and this allows all applications to be ranked in order of merit. A Research Advisory Panel adjudication may be required to discuss those applications with a wide disparity of scores to determine a final agreed score.

Upon request, reviewers' comments will be made available to unsuccessful applicants following the final award of grants.

Targeted Areas of Research

In some instances, the Diabetes Australia Research Program will seek to provide a number of General Grants for projects in Targeted Areas of Research aligned with the Diabetes Australia strategic plan and objectives, and/or to support research partnerships with other organisations.

The Diabetes Australia Research Board will determine the process for selecting projects in these areas which may vary from year to year and will be highlighted in these Guidelines.

Targeted Areas of Research for the **2022 General Grant Round**.

Projects focused on:

- self-monitoring & self-management education and support in diabetes;
- Aboriginal and Torres Strait Islander people and diabetes; and
- behavioural and psychological research in diabetes.

Millennium Awards: Review Process

After the closing date, Millennium Award applications will be assigned to five reviewers by the Research Advisory Panel Co-Chairs. Reviewers will be assigned according to their area of expertise, and assistance may be sought from the Research Advisory Panel members to contribute to the review and / or to nominate appropriate reviewers. The general steps in the Millennium Award application review process are:

- Research Advisory Panel allocation to five reviewers
- Scores are collated and ranked by the Diabetes Australia Research Program team
- Adjudication if required
- Diabetes Australia management in partnership with the Research Advisory Panel Co-Chairs recommend the highest ranked applicants to the Diabetes Australia Research Board
- Diabetes Australia Research Board awards two Millennium Awards

Consideration of Capacity Building

The Diabetes Australia Research Board in determining which recommended applications to fund, may take into consideration an applicant's proven ability to build capacity in diabetes research.

SUCCESSFUL GRANT APPLICATIONS

Certification Form

A Certification Form signed by the applicant and the institution will need to be completed prior to payment of any funds. The Certification Form and these Guidelines together form the basis of the terms and conditions of funding for the identified project.

Reporting Requirements

General Grants are expected to be completed within one calendar year and Millennium Awards are expected to be completed within two calendar years.

Final / Progress Report

Within three months of the expiry of each granting period, a Final Report must be forwarded to the Diabetes Australia Research Program team. In the case of Millennium Awards, a Progress Report on the first year should also be provided within three months of the completion of the first year.

The report should be consistent with the information requirements of our Final / Progress Report template, available on our website or by contacting the team at research@diabetesaustralia.com.au

Financial Acquittal

Within three months of the expiry of each granting period, the institution responsible for administering the grant must provide a financial acquittal of the funds received to the Diabetes Australia Research Program team.

The report should include the amount of funding received; expenditure across the categories identified in the application; and should be signed by the finance officer.

Acknowledgment

Any publication arising from work funded by a General Grant or Millennium Award must acknowledge the support of Diabetes Australia and specific sponsors where relevant.

Promotion

Recipients are required to actively promote diabetes research through a range of channels including but not limited to:

- providing a 90-second video on why the Diabetes Australia Research Program and your research is important, especially for people living with diabetes;
- participating in communications, including video presentations, media releases and publications (such as Circle and the Cure Club newsletter); and
- speaking at events.

In addition, recipients are required to make every effort to present their findings at a future Australian Diabetes Society and Australian Diabetes Educators Association Annual Scientific Meeting.

The support provided by the Diabetes Australian Research Program should be appropriately acknowledged in these circumstances.

Change to Grant or Award Terms and Conditions

When a recipient is awarded a General Grant or Millennium Award, they are to refer to these Guidelines and complete other requirements in the offer letter. If the recipient wishes to change any of the terms and conditions, including deliverables, they need to obtain written permission from the Diabetes Australia Research Program Manager. This does occur from time to time and the most likely scenarios are:

- Request for extension to the grant period
- Change of institution or responsible investigator
- Change in payment schedule

Unspent Funds

All funds which are unexpended or uncommitted at the end of the grant period are to be returned to the Diabetes Australia Research Program.

FURTHER INFORMATION

To obtain forms, guidelines and information, please visit the Diabetes Australia web site <http://www.diabetesaustralia.com.au/research>

For further information, please contact the Diabetes Australia Research Program on 02 6232 3800 or contact us via email: research@diabetesaustralia.com.au