



Diabetes Research & Wellness Foundation

Application Procedure

Diabetes Research and Wellness Foundation

Section (1): Scope

The Application Procedure is for:

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- Grant applicants and
 - Fellowship applicants
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Section (2): Types of Grant

There are currently three types of grant offered by the Diabetes Research and Wellness Foundation (hereafter referred to as DRWF)

- *DRWF Pump Priming Funding Programme (up to £20,000)*
This fund supports smaller projects that aim to improve and enhance the lives of those living with and managing diabetes on a daily basis.

Applications from basic science, clinical research or translational research centres are welcomed. The charity favours original clinical or scientific projects and selects on original clinical or scientific merit.

The Pump Priming Funding Programme supports research across areas considered to be of strategic importance with grants awarded up to £20,000. This is to enable researchers to develop proposals, to obtain pilot or proof-of-concept data. The aim of these grants is to allow successful awardees to leverage further, more substantial funding from other funding agencies.

Please note that DRWF does not pay any indirect costs

Depending on the quality and quantity of submissions, DRWF awards up to six pump priming awards per annum

NB: These awards are not intended to be used as a fund to meet a shortfall in funding from another funding agency

- *DRWF Research Fellowships*
Applications for funding for up to three years are invited from
 1. DRWF Sutherland Earl Fellowship: Medically qualified doctors working towards a PhD (£240,000) or
 2. DRWF Professor David Matthews Fellowship: Post-doctoral basic scientists who already have a PhD and between three and six years of postdoctoral experience (£195,000)

One fellowship is awarded every year and the award alternates between clinical and non-clinical, year-by-year.

There is a two-stage process for DRWF Fellowship applications:

1. Pre-applications: Outline proposals are invited in the first instance.
2. Full applications: The DRWF Research Advisory Board then selects top scoring applicants to submit a full proposal

Please note that DRWF does not pay any indirect costs

DRWF Fellowships are awarded to ambitious individuals with a proven track record in diabetes research and who can display a meaningful and genuine intention to continue working in the field.

DRWF Fellows are expected to act as ambassadors for the DRWF charity, its mission, vision and values

Section (3): Grant or Fellowship Submission

- Stage 1: Submission deadlines are advertised on the DRWF website
- Stage 2: Only applications submitted using the DRWF's online application system will be accepted
- Stage 3: Applications must be received by the DRWF by the advertised deadline. No extenuating circumstances will be considered for late electronic submission.
- Stage 4: One hard copy of the application signed by the Principal Investigator, all the co-applicants, the Head of Department where the research is to be conducted and the Head of the Finance Department for the relevant research institution must be received by the DRWF office within one calendar month of the deadline

Section (4): Grant or Fellowship Post-Submission Process

- *DRWF Pump Priming Funding Programme*
 - a) Each application is sent to up to six external and independent peer reviewers for comment and scoring who must alert DRWF to any conflict of interest at their earliest convenience
 - b) Each application is sent to the members of the DRWF Research Advisory Board for comment and scoring
 - c) Top scoring applications are reviewed at the annual DRWF Research Advisory Board meeting in autumn
 - d) Successful and unsuccessful applicants are advised by letter within one calendar month of the meeting date after approval and sign off by the UK's Board of Trustees
- *DRWF Research Fellowships*
 - a) Each application is sent to the members of the DRWF Research Advisory Board for comment, scoring and triage
 - b) Top scoring applicants are invited to submit a full proposal

- c) Each full application is sent to up to four external peer review experts for comment and scoring
- d) Each full application is sent to the members of the DRWF Research Advisory Board for comment and scoring
- e) Up to six applicants are invited to interview in London at the DRWF Research Advisory Board Fellowship Panel meeting. This is normally held in spring/summer each year.
- f) Successful and unsuccessful applicants are advised by letter within one calendar month of the interview date

Section (5): Review and Update of the Application Procedure

The charity will endeavour to review the charity's application procedure where necessary every two years, in consultation with its Board of Trustees.

Policy adopted on [October 2018]

Next due for review on [October 2021]