

2025 End Diabetes Awards ProposalCentral Instructions

How to Apply

1. Visit <https://proposalcentral.com/> and select the Applicant or Awardee tab
2. Login with an existing account or register for a new account
3. Select the Grant Opportunities tab
4. Search "Diabetes Canada" in the search bar
5. Find the End Diabetes Awards program and select "Apply Now" to begin your application.

Please review the [2025 End Diabetes Awards Guide](#) before applying. This guide includes full details on the award being offered, including eligibility and assessment criteria, application and award policies, and review process and evaluation.

Note that once an application is started, the saved application will appear on the Home tab at the top under Proposals Due, or this can be accessed by navigating to the Proposals tab.

Application Sections

1. Download Instructions and Templates

This section includes a downloadable copy of the program guidelines and application instructions.

Also included here are ORCID ID instructions, but note that signing in to ORCID is optional. ORCID allows the researcher to have a central location for all their information. If they link their ORCID profile with ProposalCentral, anything that is available in their ORCID profile will be available to them while completing their applications through ProposalCentral.

2. Title Page

This section includes:

- Project Title – The full scientific title of the project.
- Lay Title – This title should be written using simple language, understandable by a general public audience.
- Indicate if the project is a resubmission (yes/no). If you have previously applied to Diabetes Canada for the same or similar project, and not been successful, the application is a resubmission.

For resubmissions only:

- Response to Reviewers – You may upload information on how the proposal has changed based on previous reviewers feedback and address the rationale for the changes. It is not necessary to attach the comments from the previous reviewers. Max. 2 pages.
- Previously submitted proposal – Select a prior application from within Proposal Central, or select “Prior proposal not in Proposal Central” if the application was submitted on another platform.

3. Enable Other Users to Access this Proposal

This section allows you to give other Proposal Central users access to view or edit your application.

To give a user access, enter their email address or User ID into the provided space at the bottom of the page, and click “Find User”. If the User is not found, they will need to create a Proposal Central account before you can give them access.

For the User to have access to edit the application, change their permissions (drop-down menu) from “View” to “Edit”, and click “Save”.

For the User to have access to edit as well as submit the application, change their permissions to “Administrator”, and click “Save”.

4. Principal Applicant

This section includes:

- Principal Applicant information – The person who initially creates the proposal is pre-loaded as the Principal Applicant. You may edit the profile information here as necessary.
- Principal Applicant career stage (early/mid/senior) – This is measured by the years from the date of first independent research-related appointment, minus eligible delays in research.
- Roles and Responsibilities of the Principal Applicant – Briefly describe the roles and responsibilities of the Nominated Principal Applicant. Max. 250 words.
- Estimate the number of hours per week the Principal Applicant will be working on the research project.
- Upload the CV of Principal Applicant - Uploaded CVs may be a maximum of 5 pages, and should follow the [Canadian Institutes of Health Research \(CIHR\) tri-agency CV template](#).

5. Principal Applicant Institution

In this section you will confirm the Principal Applicant’s host institution and enter the contact information for the institutions Signing Official and Financial Officer. The host institution is the institution that will administer the funds.

6. Research Team/Key Personnel

In this section you will add members of your research team, describe their role, and upload their CV (for co-investigators only). Once you have added a team member, you may modify

their access to the proposal to edit or view in the Enable Other Users to Access this Proposal section.

To add a team member:

1. Enter the email address of that individual and click the Add Contact icon.
2. Select the persons role (Co-Applicant/Collaborator/Person with diabetes lived experience)
3. Estimate the number of hours per week this role is working on the research project.
4. Enter the individual's personal information.
5. Briefly describe the roles and responsibilities of this individual on the project. Max. 250 words.
6. For Co-Applicant's only: Upload the CV of the Co-Applicant - Uploaded CVs may be a maximum of 5 pages, and should follow the [Canadian Institutes of Health Research \(CIHR\) tri-agency CV template](#).

7. Project Information

This section includes:

- Lay Summary for Public – If awarded, this summary will be posted to Diabetes Canada's website and used for background in press releases/website content. This summary may also be shared with potential donors to seek support for the project. Therefore do not include any confidential information or data in the lay summary and ensure it is written to communicate the research project and its importance to a lay audience. Max. 350 words.
- Plain Language Project Summary – This section of the application will be reviewed by both the scientific reviewers and the people with lived experience (PWLE) reviewers. Please review Diabetes Canada's [guide for writing an effective non-scientific summary](#). Max. 500 words.
- Select the appropriate pillar of research that applies to your project. The four pillars of health research are [defined by the Canadian Institute of Health Research](#).
- Select the area of focus for your project.
- Select the most relevant diabetes type for your project.
- Identify the relevant keywords for your proposal.
- Review and agree to the Partnership and Co-Funding Opportunities terms.

8. Research Proposal and Other Attachments

In this section, upload your research proposal and other documents. Please note that you will see all attachments, including those required in other application sections, listed on this page.

- Research Proposal – Max. 5 pages, not including references, tables, charts, figures, and photographs. Any additional proposal text exceeding five pages will not be reviewed.
- Research Proposal Appendix – Max. 5 pages. This attachment option is for relevant tables, charts, figures, photographs, and accompanying legends.
- Project References -There is no page limit to project references. Be mindful, however, that only references relevant to the project should be submitted.

- Summary of Research Proposal – Max. 1 page summarizing the research proposal.

Optional - You may also upload other application materials you wish to include with your application package. This may include:

- Letters of support (if obtained offline, outside of Proposal Central)
- Letters from collaborators (including people with lived experience with diabetes) who are expected to make a significant contribution, confirming their willingness to participate in the manner indicated.
- Eligibility letters - If, at the time of applying, the applicant does not have an independent faculty position (due to a requirement by their institution that they must secure independent peer-reviewed operating grant funding prior to the position being finalized), then a detailed letter from the department Chair or Dean providing details regarding the faculty position must be included in the application.
- Questionnaires and consent forms, if applicable.

9. Lived Experience Engagement and Impact

This section includes:

- Plan for Lived Experience Engagement and Knowledge Mobilization – Engaging people with lived experience in Diabetes Canada’s research program is part of a multi-phase initiative to ensure that the research being conducted is relevant and valuable to the people that it affects. Please refer to Section 5.0 PWLE Engagement and Knowledge Mobilization Plan in the [End Diabetes Awards Guide](#) for details and examples on people with lived experience engagement planning in research. Applicants are also encouraged to review the [CIHR Strategy for Patient-Oriented Research - Patient Engagement Framework](#). Max. 500 words.
- Impact for Persons Affected by Diabetes – The application requires you to include an impact statement for persons affected by diabetes, by answering the question “How will the completion of this project impact persons affected by diabetes, and describe the population/number of people who may benefit the most from this research?” Please draft this in language suitable for non-scientific readers. Max. 250 words.

10. Budget Period Detail and Justification

This section collects information on the budget for your research project. Applicants can request up to \$150,000 annually for three years (\$450,000 total). Budget for each year must not exceed \$150,000.

- Start and End dates for each Year are entered by default and should not be adjusted.
 - Year 1: 01/01/2026 - 12/31/2026
 - Year 2: 1/1/2027 - 12/31/2027
 - Year 3: 1/1/2028 - 12/31/2028
- Please refer to Section 9.0 Use of Award Funds in the [End Diabetes Awards Guide](#) for a list of eligible and Ineligible expenses for award funds.

11. Budget Summary and Justification

In this section, upload description/justification for the proposed budget for the project. Max. 2 pages.

Scientific reviewers will evaluate the proposed budget for appropriateness and feasibility. The expectation of the proposed budget is that it is fully justified and takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant. If the work proposed is not feasible given the \$150K/year budget, the application will be declined.

12. Letters of Support

In this section, you may include up to 3 letters of support/recommendation from mentors, department heads, or other professionals.

Please enter the email address of the referee in the text box provided. An email will then be sent to the referee with a link to provide a letter of recommendation for your grant application. Once the reference is provided, the Response column will display 'Submitted.'

Note that letters of support may also be attached in application section 8. Research Proposal and Other Attachments, if a copy of the letter is obtained offline and not requesting through ProposalCentral.

13. Other Funding

Complete this section only if this project has received other funding support or if this project (or elements therein) is the subject of another current pending application for funding from another source.

- Enter the source of funding, amount, and project details
- If there's funding overlap with the project being submitted to Diabetes Canada, describe the overlap with this application.

14. Applicant Publications

In this section you may upload up to three relevant publications (published, in press, or submitted).

15. Applicant Demographics – Confidential

In this section, the Principal Applicant is asked to answer five demographic questions. Diabetes Canada is committed to monitoring the equity of our funding programs and cultivating a culture of inclusion in research. Self-identification information is collected as part of the application process and in support of Diabetes Canada's Inclusion, Diversity, Equity and Accessibility Strategy. All data reported is de-identified, aggregate data. All questions have the option to prefer not to disclose. Note: Information provided in this section is NOT available to reviewers.

16. Peer Reviewer Nominations

This section is optional. The Principal Applicant may suggest reviewers to include or exclude for this application, for the purpose of Diabetes Canada's peer review administration.

17. Validate

This section allows you to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the Signature and Submission steps.

18. Signature Page and Print

This section collects all required signatures. Signatures are required from the Principal Applicant and from the signing authority of the Host Institution. Applicants may also print a copy of their application from this page.

19. Submit

In this section you will click to submit your application. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email from pcsupport@altum.com will be sent to the applicant.