

## BRIDGES Guidelines for applicants LOIs

### **DEADLINE FOR SUBMISSION: 01 October 2010 (20.00 GMT+1)**

*Letters of intent received after this date and time will not be considered*

This manual has been created to help you complete the letter of intent for the BRIDGES third round of funding. Please read it carefully before completing the letter of intent.

### **Translational research**

BRIDGES supports only eligible projects on **translational research in diabetes**.

“Translational research transforms currently available knowledge into useful measures for everyday clinical and public health practice. Translation research aims to assess implementation of standards of care, understand the barriers to their implementation, and intervene throughout all levels of health care delivery and public health to improve quality of care and health outcomes, including quality of life.”<sup>1</sup>

Only applicants which letter of intent will have been considered suitable for BRIDGES will be asked to complete a full application form (147 LOIs were received for BRIDGES second round of funding. 58 were asked to complete a full applications).

Reviewers will be asked to check:

- The translational research aspect of the proposal
- The feasibility of the project
- The adequacy of the project with current literature
- The potential sustainability and transferability of the project

To support you, we have developed a tool kit which contains a lot of information on translational research and supported projects. We encourage you to read it carefully before you start writing your letter of intent.

### **D-START**

BRIDGES is an extremely competitive program (9 projects out of 147 applications were selected for the second round) and only state of the art applications will be selected. To support the development of projects in Low and Middle income Countries, especially the ones which have low/no access to international funding and expertise, IDF has developed a new funding program called D-START (Diabetes, Supporting TrAnslational Research and Twinning). More information is available on the website [www.idfbridges.org](http://www.idfbridges.org) (section D-START).

Before you start completing your letter of intent for BRIDGES, we highly encourage you to navigate on the website, this guideline and analyze if:

- Your proposed project meets the inclusion criteria and our definition of translational research

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<sup>1</sup> (from Narayan et al. “Diabetes Translation Research: Where Are We and Where Do We Want To Be?” in *Ann Intern Med*, 2004; 140:958-963).

- Your organization and project will increase its funding opportunity by applying to BRIDGES or D-START

If you have any question about the 2 programs and which funding opportunity you should address, feel free to contact us by email at: [bridges@idf.org](mailto:bridges@idf.org)

**Some other sources for funding in diabetes include:**

- World Diabetes Foundation, [www.worlddiabetesfoundation.org/](http://www.worlddiabetesfoundation.org/)
- European Foundation for the Studies of Diabetes:  
[www.europeandiabetesfoundation.org](http://www.europeandiabetesfoundation.org)
- Juveniles Diabetes Research Foundation, [www.jdrf.org.uk](http://www.jdrf.org.uk)
- The American Diabetes Association Research Foundation  
<http://www.diabetes.org/diabetes-research/ADA-Research-Foundation/researchfoundation.jsp>

**Eligibility**

- All applicants should be legal entities
- Applications from individuals will not be accepted.
- Kindly note that BRIDGES does not fund the following activities:
  - Basic science research
  - Projects designed to test pharmaceuticals
  - Projects designed to test disease mechanisms
  - Any project that may be construed as product development
  - Any project that may be construed as marketing or sales interventions

Applications (as Principal Investigator or other investigator) from members of IDF Board, BRIDGES Executive Committee and Review Committee will not be accepted.

**Application requirements and procedure**

- Submit only one fully completed letter of intent per project
- The application must be completed in English
- Incomplete or multiple letters of intent for the same project will not be considered.
- Completed forms should be submitted to the IDF Executive Office by email to: [bridges@idf.org](mailto:bridges@idf.org)
- The signature page (the last page of the application form) should be scanned and sent with the letter of intent or fax to + 32 2 538 5114
- The document must be sent as a word document (not pdf)

- Use only verdana 10 points (font, single space) and do not write texts in block/capital letters.
- All amounts must be indicated in US dollars (and, when necessary, add the exchange rate and date. Please note that BRIDGES does not support fluctuation rates)
- Applications by IDF Member Associations must be sent along with a letter signed by the Chair/President of the Association
- Applications by non-member associations of IDF must be sent along with a letter from the main institution acknowledging the application.
- Letter of intent sent to IDF Executive Office are final and can not be modified.

### **Selection procedure**

Letters of intent received before the deadline will be reviewed by the BRIDGES Review Committee in October 2010. Only projects considered suitable for BRIDGES will be asked to submit a full application form (deadline for application is 15 January 2011).

The decision of the BRIDGES Review Committee is final.

Acceptance of the letter of intent does not guarantee that the project will be selected for a grant.

## **Letter of intent part 2**

### **Types and duration of BRIDGES projects**

BRIDGES funds two types of projects:

**Short term project:** is a study in translational research which will generate initial data which can/may be reproduced on a larger scale. Short term projects will last for a maximum of **2 years** and the maximum amount per project will be **\$ 65,000 USD**.

**Long term projects:** For investigators that have generated clinically significant findings in short term projects. Long term projects will last a maximum of **3 years** and the maximum amount per project will be **\$ 400,000 USD**.

### **Principal investigator**

*Please note that the IDF Executive Office may need to be in contact with this person, therefore he/she should be easily accessible.*

- The principal investigator must be experienced in managing and/or carrying out grant-supported projects.
- Attach (as a separate document), a brief CV of the project's main investigator including a list of publications related to the project (a template is available on our website)

- Should the project take place abroad, the Principal or Co-Principal Investigator must be from and based in the country where the project will take place.

### **Other investigator(s)**

Provide information concerning the other main investigators. If necessary, copy and paste the form for up to 5 investigators.

### **Name and postal address of the main institution/organization involved**

*Please indicate phone & fax number with international prefix (e.g.: for Belgium + 32 (0) 2.543.16.31)*

Should the project take place abroad, the main institution or co-main institution must be from and based in the country where the project will take place.

### **Description of the main institution/organization involved**

*Mission, history, structure, activities, relation with IDF (if any)*

### **Name and postal address of other organization(s) or institution(s) involved**

*Please copy and paste this part as many times as necessary. Please provide a letter from the institution/organization acknowledging its participation. The letter should be signed by the responsible authority of the institution/organization.*

### **Description of the supporting institution (s)/organization (s)**

IDF recommends that those institutions/organizations responsible for facilitating the project that do not have research or evaluation experience, establish and supply documented evidence of a relationship with an academic institution or facility that does have such experience/skills

### **Location of the project**

*(if the proposed project will take place in a different location from the institution).*  
Describe the site and sample population where the project will be conducted

Please note that for projects taking place in another country other than the country of the main institution, (especially in developing countries), we require that:

- at least one of the main investigators is based in the country where the project will take place
- at least one local institution is included as a main institution for the project
- Efforts are made to transfer knowledge and responsibilities to the local investigator(s).

## **Letter of intent part 3**

### **2. Non technical summary (max. 100 words)**

*Please summarize in non-technical terms the relevance of your project and how it will improve the quality of care of people with diabetes. Please ensure the summary*

*is written in language easily understood by a non-medical audience. The summary may be used in a range of IDF publications to communicate the work of BRIDGES*

#### **4. Details of application**

##### **- Purpose of proposed investigation with clearly specified objectives**

The final evaluation of your project will be based on the achievement of the proposed objectives, not only on the milestones reached and the activities accomplished.

*E.g: The objective of a project is to decrease the number of people with diabetes smoking in area X by 50% in one year. To reach the objectives, the project will put in place 200 workshops during the year. The project will be considered successful only if, at the end of the project, it is proved that there is a decrease of 50% in the number of people smoking in area X and not that the project created 200 workshops.*

The objective (s) of the project is crucial to its selection and funding therefore, it/they should be clearly defined, concise, realistic in scope and achievable. Furthermore, it should outline the need and importance of the study/project for the diabetes community.

##### **- Background information for the project including current evidence in the field and relevant literature**

- Give the background and existing knowledge of the present project
- Identify the problem your project is addressing
- Review related research

##### **- Detailed plan of investigation including:**

- Clearly set out design of the project
- A description of the target population in relation to the topic
- Proposed sample, sample selection and sample size including a power calculation if relevant
- Description on how the project addresses the community's need for diabetes care and/or prevention
- Details of data to be collected, data analysis and statistical support
- Sustainability and future impact of the project

##### ***Design of the project***

The activities should include actions, workshops etc which will be implemented to reach the objective (s) of the project. Activities should be classified chronologically and the importance of each activity should be clearly defined.

The design (operational and organizational) structure of the project should show a comprehensive Work Breakdown Structure allocating the project work into groups, tasks and sub-tasks small enough to allow adequate control without creating administrative workload. It should also include the role, accountability and responsibility of each member of the project, the number of hours (in absolute or in %) dedicated to the project per person as well as the names (and contact details if available) of external suppliers.

### ***Target population of the project***

Describe the target population and indicate the percentage and/or the number of people and the description (e.g. diabetes educators, people with diabetes and/or people with diabetic complications etc) of those who will participate and/or benefit from the project

### ***Milestones***

This part of the application is extremely important and will be used to monitor your project during the various evaluation periods.

The use of a GANTT chart is highly recommended and should be enclosed in your application as an attached document. For more information about GANTT chart, you can refer to [http://en.wikipedia.org/wiki/Gantt\\_chart](http://en.wikipedia.org/wiki/Gantt_chart)

### ***Schedule and ethics approval***

Most of the projects may require an approval from the local/national ethics committee. IDF will not disburse any funds before reception of the IRB approval for the project.

Obtaining ethics approval may take several months. The proposed start and end dates of your project should include the delay in obtaining the approval.

### ***Measurable outcomes of your project***

Which outcomes do you plan to measure to evaluate the success/failure of your project? Which tools do you plan to use to measure the outcomes?

### ***Sustainability and future implementation***

BRIDGES aims to support projects which, in the future, will be replicated and implemented globally. Please provide information on future plans regarding your project. How will the results of your project impact the future of people with diabetes and the diabetes community around the world? How do you plan to globally extend the result(s) of your project, if successful? How do you plan to financially sustain the project after the funding period.

### ***Any other question(s)***

Should you have any question, do not hesitate to contact BRIDGES Executive Office: Ronan L'Heveder, Project Manager, [ronan@idf.org](mailto:ronan@idf.org) (00 32 2 543 16 34)