



BRIDGES
IDF Executive Office
Avenue Emile de Mot, 19
B-1000 Brussels
Belgium
Tel: +32 543 16 31
Fax: +32 538.51.14
www.idf.org

BRIDGES Guidelines for applicants

Dear Applicant,

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

BRIDGES supports only eligible projects on **translational research** in **diabetes**. Read the help kit on the website carefully before submitting your letter of intent.

Some other sources for funding in diabetes include:

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

DEADLINE FOR SUBMISSION: 31 MARCH 2009 (20.00 GMT+1)

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

General Regulations

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

Application requirements

- Submit only one fully completed letter of intent per project.
- The application must be completed in English



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- 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
- The signature page (the last page of the application form) should be faxed to: + 32 2 538 5114 or scanned and sent by email
- 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 April 2009. Only projects considered suitable for BRIDGES will be asked to submit a full application form (deadline for application is 1 July 2009). 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.

1. GENERAL INFORMATION

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**.



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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

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)

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



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- Efforts are made to transfer knowledge and responsibilities to the local investigator(s).

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 succesful 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.

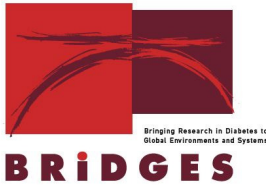
- Background information for the project including current evidence in the field and relevant literature

- 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



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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

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



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the result(s) of your project, if successful? How do you plan to financially sustain the project after the funding period.

8. Total budget for the project

A detailed budget must be included. Indicate cost per period of 6 months using the provided format.

- The budget must be consistent with proposed goals, objectives, and the project timeline. It should also be consistent with the standard of living in the country where the project will take place.
- Kindly note that overhead expenses per project can not be higher than 10% of the total budget.
- BRIDGES will not cover capital expenses e.g. automobiles, purchase or rental of buildings etc.
- All salaries should be itemized

Total funding (in USD)

Please indicate what is the total funding need for your project (including funding requested to BRIDGES).

Current funding (in USD)

List funding received from other sources- foundations, governments, personal income, fundraising activities...

Potential funding (in USD)

Have you currently applied for or planning to apply for funding for this project elsewhere?

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 (00 32 2 543 16 34)