**Letter of Intent**

**Application number: 2025.81.** (to be entered by Dutch Diabetes Research Foundation)

* Conditions, criteria and instructions are listed in the document ‘[*Program Description Diabetes Fonds Fellowships 2025*](https://www.diabetesfonds.nl/media/researchpage/program_description_diabetes_fonds_fellowships_2025.pdf)*’*.
* Application must be written in English, using font type Arial, size 11.
* An electronic version (Word-file) of your application should be sent ultimately **Monday February 10 (12:00 CET)** to: [research@diabetesfonds.nl](mailto:research@diabetesfonds.nl)
* The application has to contain all signatures upon submission. This first page containing the signatures may also be submitted separately as a PDF-file, along with a Word-file containing the other pages of the form.
* It is **not** allowed to remove text from each heading

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Institute** | | **Date & Signature** |
| **Main applicant**  *I certify that the statements herein are true, complete and accurate to the best of my knowledge.* | | | |
|  |  | |  |
| **Established Scientist**  *I certify that the statements herein are true, complete and accurate to the best of my knowledge.* | | | |
|  |  | |  |
| **Head of Department**  *I certify that the statements herein are true, complete and accurate to the best of my knowledge.* | | | |
|  |  |  | |
| **Financial Officer**  *I certify that the statements herein are true, complete and accurate to the best of my knowledge.* | | | |
|  |  | |  |

***By submitting this form I agree that the Dutch Diabetes Research Foundation will process the application and all data it contains (including personal data of the main applicant and senior researcher if applicable) for review purposes under the General Data Protection Regulation (GDPR) (Algemene Verordening Gegevensbescherming (AVG)).***

**1. Administrative details**

**a. Personal details** (we prefer the use of Dutch names for institutes and departments)

|  |  |
| --- | --- |
| Name, initials, title |  |
| Current position |  |
| Institute |  |
| Department |  |
| Postal address |  |
| ZIP code, city |  |
| Phone |  |
| E-mail |  |

**b. Educational details**

|  |  |  |
| --- | --- | --- |
| Master | Institute |  |
| (if applicable) | Year |  |
|  | Field of study |  |
| PhD | Institute |  |
|  | Date of defence\* |  |
|  | Field of study |  |
|  | Thesis title |  |

\* Please take note of the document regarding the [eligibility criteria](https://www.diabetesfonds.nl/media/researchpage/fellowships_eligibilty_criteria_2025.pdf).   
If you qualify for an extension of the submission limit (number of years after your PhD graduation) please provide us timely (before submission of a Letter of Intent) with a brief explanation on why the limit needs to be extended (based on which criterium) and, if applicable, a calculation to determine the length (time) of the extension.

**c. Work experience** (since completing your PhD; extend the table if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Period** (date-date) | **fte** | **Institute** |
|  |  |  |  |
|  |  |  |  |
| **d. Number of publications**   |  |  | | --- | --- | | Number of publications | (total, last author, first author) | | | | | | |
|  | | | | | |

**e. Personal details established scientist** (Use Dutch names for institutes and departments)

|  |  |  |
| --- | --- | --- |
| Name, initials, title | |  |
| Current position | |  |
| Institute | |  |
| Department | |  |
| Postal address | |  |
| ZIP code, city | |  |
| Phone | |  |
| E-mail | |  |
| PhD | Institute |  |
|  | Year |  |
|  | Field of study |  |
|  | Thesis title |  |
| Number of publications | | (total, last author, first author) |

**2. Curriculum Vitae Main Applicant** (max. 3 pages)

**a. Academic profile**

*Provide a comprehensive description of your academic achievements. Include research focus and agenda, position in your (inter)national academic field and any academic and societal potential of your work.*

**b. Scientific quality: key publications** (max. 5 publications)

*Provide the references of 5 key publications and a motivation for the selection of each of these publications. Elaborate on the impact these publications had on the research field and/or why these publications are relevant for the plans outlined in the research proposal (please refrain from mentioning h-indexes or impact factors).*

**c. Up-and-coming diabetes researcher**

*Provide additional information to testify that you are an ambitious and up-and-coming (diabetes) researcher. You may include scientific output such as scholarships, grants, awards, presentations, etc.*

**d. Contribution to the field of diabetes research**

*Describe how the research activities described in this application are embedded within the research institute and how this grant would propel or accelerate your career in the field of diabetes research. Furthermore, elaborate on how you would make a contribution to the field of diabetes.*

**e. Diabetes related initiatives**

*Describe whether you have been involved in, or planning to do, any diabetes related initiatives outside the ‘scientific arena’. This may involve clinical work, public dissemination of your work, teaching, volunteering, etc.*

**f. Role of the established scientist** (to be completed by the established scientist; max ½ page)

*Describe why the main applicant is the best candidate for this grant, how the proposed work and the main applicant are embedded in the research group and how you will coach and (pro)actively assist the main applicant to a successful conclusion of the proposed project and a successful career in diabetes research*

**3. Research proposal** (max. 2 pages, references excluded)

**a. Project Title** (max. 150 characters)

**b. Duration**       months

*Max. 48 months. The duration of the project can be extended to a max. of 8 years for medical researchers*

**c. Keywords** (4-8 words)

**d. Scientific Abstract**

*Include rationale/background, objectives, study design, work plan and implementation of results. A graphical abstract can be included, as long as the set restraints in max. amount of pages are not surpassed.*

**e. Vision Dutch Diabetes Research Foundation**

*Explain how the project fits* *with the vision and strategy of the DDRF, making an impact on the lives of people with diabetes. The DDRF strategy for 2025-2028 is expected to be available online at the end of December 2024 on* [*our website*](https://www.diabetesfonds.nl/over-ons/visie-diabetes-fonds)*.*

**f. Collaborations (if applicable)**

*Describe the key established collaborations that are essential in the completion of this research project. This can be collaborations between research groups and/or institutes, but also collaborations with other stakeholders (patient organisations, healthcare professionals etc.)*

**g. References to the text**

**4. Knowledge utilisation** (max. 300 words)

*Please include in the description: I) How people with diabetes will (potentially) benefit in the short or long term from the outcomes of the proposed work; II) Which follow-up steps are essential to implement the outcomes of the study into practice, or how are potential opportunities thereto explored, III) How the proposed research will possibly contribute to other academic areas; Please identify clear steps.*

**5. Budget** (max. 1 page)

*Please specify personnel costs and material costs according to the ‘Algemene subsidievoorwaarden’, which can be found at our website:* [*https://www.diabetesfonds.nl/subsidievoorwaarden*](https://www.diabetesfonds.nl/subsidievoorwaarden)*. Maximum amount of the Diabetes Fonds Junior Fellowship to be awarded is € 300.000.*

Applications will not be considered in this program when personnel costs and material costs are not clearly specified.

**a. Budget specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Appointment type** | | **fte** | **Duration** | **Personnel costs** | **Bench fee\*** |
|  | |  |  |  |  |
|  | |  |  | € |  |
|  | |  |  |  |  |
| **Total Personnel** |  |  |  | **€** | **€** |
|  | | | |  |  |
| Materials and supplies | | | | € |  |
| Animals | | | | € |  |
| Other (specification is mandatory) | | | | € |  |
|  | | | |  |  |
| **Totals Materials** | | | | **€** |  |
| **Grand Total (incl. bench fee)** | | | | **€** | |

\* See the ‘Algemene subsidievoorwaarden’ for which type of personnel a bench fee is applicable

**b. Your role**

*Please elaborate on your role (and if applicable; the other personnel) in the project in relation to the requested budget for personnel.*

**6. Reviewers**

*Please provide a list of at least six potential international reviewers with expertise related to your research. Reviewers should be independent and able to give an unbiased opinion. Therefore, potential reviewers with whom you have co-authored more than one scientific publication in the recent past, are not considered eligible.* *The list of reviewers is used with utmost care and confidentiality by the Dutch Diabetes Research Foundation.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr.** | **Name** | **Institute** | **Area of expertise** | **E-mail** |
|  |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |

*You have the possibility to exclude one potential international reviewer. This is optional and used with utmost care and confidentiality by the Dutch Diabetes Research Foundation.*

|  |  |  |
| --- | --- | --- |
| **Nr.** | **Name** | **Institute** |
|  |  |  |
| 1. |  |  |

**Of note, all extra information accompanying this application will be deleted and will not be included in the review process. This includes letters of recommendation or publications. An exception is made for letters of support which confirm the availability of data/therapeutic agents/reagents etc. that are essential for the execution of the research project.**