

Pre-Award Guidelines

RMS360 Access

- For the most optimal system functionality, please use either Google Chrome or Mozilla Firefox as your browser when accessing RMS360.
- If you are new to the system, please click on the orange REGISTER button found on the RMS360 login page to submit a new user registration. If your Organisation does not appear in the dropdown menu, please follow the instructions on the registration form to submit your new organisation registration to JDRF.
- If you forget your username or password, you may reset your password or retrieve your username from the login page of RMS360 by selecting the “Forgot your username” and “Forgot your password” links.

Roles in RMS360

- **Principal Investigator (PI):** The lead researcher of the application, who completes the application (LOI and Proposal). The PI submits the LOI application to JDRF for review. For the full application (Proposal), the PI submits the Proposal to the University Research Officer (RO) who reviews it and then submits it to JDRF for review. The PI will also be invited by the Pre-Award Grant Administrator during the Proposal review to provide a rebuttal to the external reviews. While a grant is active the PI is responsible for submitting and reporting items needed throughout the lifecycle of the award.
- **Research Officer (RO):** The RO must review the Proposal and approve its budget before to submit to JDRF. The RO has access to the activation and renewal materials, will supply the payment details, and should work with the PI and Financial Officer (FO) to complete grant activations, renewals, and expenditure reports as appropriate. For other reporting materials required during the grant, the RO should work with the PI as needed to certify that the information is accurate.
- **Finance Officer (FO):** The FO has access to the expenditure reports for assigned active grants, in which they are required to complete the expense column and certify that the information included in the report is accurate before submitting to the RO.
- **Research Delegate (RD):** Designated by the PI, the RD can assist the PI with all required submissions and has access to all reporting materials for their assigned grants(s), with the exception of the annual Expenditure Report. The RD may complete their allotted sections throughout the lifecycle of the award but cannot submit any items.
- **Technology Transfer Officer (TTO):** A contact at the Grantee Institution who is responsible for reporting all Intellectual Property to JDRF.

Application Process

Please note: Specific non-negotiable Terms & Conditions apply for applications under the 'UK Programme'. By submitting an application, the PI confirms that they have read the specific Terms & Conditions for this award and agrees to abide by them. The Terms & Conditions can be found under the 'Additional Attachments' tab of the application in RMS360.

The application process begins with the submission of an LOI by the PI in response to a call for application.

The LOIs are then assessed by the Grand Challenge Root Causes of Type 1 Diabetes panel. Successful applicants are invited to submit a full application (Proposal). Unsuccessful applicants are informed.

The PI completes a Proposal and submits to their RO. The RO approves the budget and formally submits the Proposal to JDRF for external review.

The PI is invited to provide a rebuttal to the external reviewers' critiques.

The Grand Challenge Root Causes of Type 1 Diabetes panel reviews the Proposal, taking into account the external reviewers' comments and the rebuttal.

All PIs are informed of the outcome of their application.

RMS360 Process Guidelines

General notes

- Please be aware that the Type 1 Diabetes Grand Challenge sits under the UK Programme goal area. Do not reply to emails from grantoffice@jdrf.org – **send ALL queries to smfgrandchallenge@jdrf.org.uk**
- While preparing your LOI or Proposal in the system, please select Save Draft often to ensure there is no loss of data. This is especially pertinent in the Budget section(s).
- Once your application is complete, please press Save Draft, then Submit LOI/Proposal.
- **During the whole application process, enter all budget and other support information in Pounds Sterling (GBP) regardless of the Dollar signs.**
- Please be aware, especially when viewing deadlines, that the dates on RMS360 are in American format (MM/DD/YYYY).

LOI Application

- To initialise your application, please enter the 'Project Title', 'Project Start Date', 'Project End Date' and click Save Draft.
- Please download the BIOSKETCH template (found under the 'Additional Attachments' tab) and then update your user profile on RMS360.

Your 'User Profile' is found under your first initial (top right) > My Profile > Click Edit (top left)

Upload your up-to-date BIOSKETCH (**PDF**) to your RMS360 profile. And fill out your 'Other Support' information, if you do not have any relevant information to add to this section, click the + and then save with the row blank to continue.

Click Submit before returning to your application via the My Application & Grants tab at the top.

- Please fill out the Objective and Preliminary Specific Aims as your Lay Summary, in well-articulated plain English. Please keep in mind that this LOI will also be reviewed by lay members.
- Download and fill out the LOI application form as specified and convert to a **PDF** to upload.
- For the 'Budget', please click Add followed by View/Edit. The LOI stage only requires a yearly total amount. Please enter all budget information in Pounds Sterling (GBP) regardless of the Dollar (\$) signs that will show once you have completed the information. Indirect costs are not allowed on UK Programme grants budget and subcontracts. Equipment (excluding PC/laptop) critical to the project will be considered in the first year only.

Proposal Application

- Add your RO and FO by selecting their name from the drop down and clicking Add RO or Add FO one at a time.
- For 'Organisational Assurances':
 - Please refer to UK regulations regardless of the link provided.
 - Please provide the Research Ethics Committee approval number under 'Human Subject Assurance Number'.
 - Please upload copies of Research Ethics Committee approval letters for studies involving human participant (including human data, human tissue, or human samples) under 'IRB Document Upload'.
 - With regards to the use of animals, please comply with all Home Office regulations, and refer to the [ARRIVE guidelines](#), [NC3Rs](#) and [AMRC](#), the report '[Responsibility in the use of animals in bioscience research: Expectations of the major research council and charitable funding bodies](#)'.
 - Please provide the PPL and PIL reference numbers under 'Animal Welfare Assurance number (OLAW)'.
 - Please upload copies of the letter of approval under 'IACUC Document Upload'.
 - If any approvals are not in place at the time of the application, indicate when a decision is expected.
 - It is the responsibility of the Grantee Institution to ensure that all ethical and legal requirements are met.
- Download and fill out the Proposal Application Form as specific and convert to a **PDF** to upload.
- You must enter the project's Milestones and corresponding budget in the table provided in the 'Milestones and Timelines' tab, click Add and fill out the pop-up window accordingly for each milestone.
- For the 'Budget' section please click Add and then View/Edit and then Edit Proposal Budget in the pop up to fill out a full report, paying attention to the yearly tabs.
 - Enter 0 in 'Fringe' in 'Salaries' and include NI, pensions, tax in the salaries. Please note 'Indirect Costs' are NOT allowed on UK Programme grants budget and subcontracts. Equipment (excluding PC/laptop) critical to the project will be considered in the first year only.
- Ensure the Budget and Milestones match.
- If necessary, please inform your RO that to approve the application budget they need to login, open the application, and click View and Approve Proposal Budget in the pop-up window.