



ADA RESEARCH PROGRAMS – LEAVE GUIDELINES FOR ADA AWARD RECIPIENTS

American Diabetes Association Grant Awards are expected to be for continuous support of an individual; however, in certain circumstances, awardees are permitted to take a leave of absence. Circumstances include personal or family situations such as parental leave, childcare, elder care, medical conditions, a disability or military deployment. Grant award recipients are employees of the grantee institution, and as such, ADA defers to those institutional leave policies for leave such as vacation, sick, parental, etc.

Less than or equal to 3 Months Leave

A leave of absence less than or equal to 3 months requires institutional prior approval and, notification to the ADA within 5 business days of the start of leave. ADA requires written communication on institution letterhead, listing first and last name of awardee, ADA grant ID# and start and end dates of leave. Requests should be sent to grantadministration@diabetes.org.

ADA payments will continue to be made to the institution. If needed, two months prior to the end of the award, applicants may submit a no-cost extension request.

During this time, awardees are required to keep ADA updated on any status changes that may extend the original leave timeline. If additional time is required, awardees must submit for approval in writing, as listed below under **Greater than 3 Months Leave**.

Greater than 3 Months Leave

A leave of absence greater than three months must be requested in writing to, and approved by, the ADA prior to leave taking place.

The following information is required as part of any approval request requiring **more** than three months:

- Written communication on institution letterhead listing first and last name of awardee, ADA grant ID#, start and end dates of leave and brief description of leave circumstance.
- Request must address the impact of such action on the awardee's ability to make sufficient progress to meet the goals of the award.
- Request must also include institutional letter of assurance of commitment to support awardee research upon return (ie: letter of support from department chair).
- For fellowships, a leave of absence lasting more than 3 months must include a letter of assurance from the awardee mentor confirming mentorship will resume upon awardee return.

Requests should be sent to grantadministration@diabetes.org.

For fellowship awards, ADA payments will be placed on hold during an approved extended leave and no charges should be made against the grant. For all other award mechanisms, ADA will review on a case-by-case basis. If needed, two months prior to the end of the award, applicants may submit a no-cost extension request.