

***Assisted Reproductive Technology and Infertility Special Interest Group
National Society of Genetic Counselors
Grant Award Guidelines***

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Introduction

The Assisted Reproductive Technology and Infertility Special Interest Group (ART SIG) formalized this grant award program in 2013. The purpose of this program is to provide funding to research projects which focus on topics related to genetic services in this field. This grant award is only available to current ART SIG members. The amount of the award will vary from year to year, depending on the current budget and other ART SIG projects which require funding. All applications will be reviewed by the grant award committee and winners will be announced via email by the end of June that calendar year.

Committee make-up

There will be a total of three members on the committee: the two current ART SIG co-chairs, and the current ART SIG secretary/treasurer.

If one of these individuals must step down from their current position, a new individual will be appointed per SIG election guidelines and will serve on the grant award committee.

These individuals will have equal representation on the grant award committee.

Grant proposal guidelines

1. All applicants must be current ART SIG members in good standing.
2. Genetic counseling graduate students may apply, but they must be NSGC and ART SIG members. It is also advised that a non-student genetic counselor is part of the proposal committee, although this is not required.
3. The committee may choose to select one applicant or multiple applicants, depending on the current SIG budget and the quality of the grant proposals.
4. Grant proposals must include:
 - a. Background/significance
 - b. Study aims/goals
 - c. Methods
 - d. Project timeline
 - e. Budget
5. Final IRB approval is not required prior to submitting a proposal, but applicants must keep in mind that IRB approval may be necessary for the overall scope of their research project. If IRB

approval is necessary, documentation of approval must be forwarded to the SIG prior to dispersing SIG funds.

6. Grant award committee members will have approximately two weeks to review and score the submitted proposals (see separate scoring sheet). Committee members will then arrange a conference call to discuss all submitted grant proposals.
7. Proposals will be evaluated based on:
 - a. Eligibility
 - b. Relevance
 - c. Goals
 - d. Methods
 - e. Timeline
 - f. Budget
8. All applicants will be notified through an emailed letter regarding the committee decision and whether the applicant's proposal will be awarded SIG funding.
9. The awardee(s) must accept the award in writing via email within one full week of receiving the notification. It must be understood that the funds are required to be used as outlined in the budget and that all receipts must be submitted by the given date in order to receive funding.
10. The awardee(s) is/are required to submit a written progress update to the grant award committee every three months. Dates will be determined by the committee and provided to the awardee(s).
11. If the awardee(s) is/are attending the NSGC AEC meeting, they are encouraged to give a brief, informal presentation to the SIG membership regarding their research study.
12. Any unused grant funds will belong to the ART SIG for the purpose of other SIG-related activities.

Calendar due dates

1. November 1st – Proposals can be submitted to committee
2. January 31st – Last day to submit proposals to committee
3. Last week of February – Applicants will be notified via email
4. March 15th – Awardee(s) must notify the committee of grant acceptance or rejection
5. November 30th – All receipts for award funding must be submitted to the grant award committee