JEMF Full Member Award Application Instructions

The purpose of the JEMF is to encourage and fund initiatives by board-certified genetic counselors who are members in good standing of the National Society of Genetic Counselors (NSGC) and by genetic counseling students enrolled in ACGC accredited training programs. The Full Member award is structured to enable one or more genetic counselors each year to pursue projects that:

1. Develop innovative approaches and/or service delivery models for genetic counseling practice
2. Improve access to genetic counseling among underserved populations
3. Promote growth and competence in students and practicing genetic counselors
4. Build a more diverse and inclusive workforce, and/or
5. Address an unmet need of a specific client population or populations

The JEMF Advisory Group (AG) is willing to consider a broad range of proposals and you are encouraged to contact the committee chair to discuss your proposal in advance of submission. Funded projects will have the prospect of significant impact on the growth of the individual researcher or researchers and also beyond the personal interests or work setting of the applicant.

Application Deadline
Proposals must be received by 11:59 pm CT on Monday, June 1. Applicants will be notified via email upon receipt of their application.

Announcement of Award
Applicants will be notified of the decision of the JEMF Advisory Group regarding awarding of funds prior to the NSGC Annual Conference. The award will be announced electronically to the NSGC following notification of awardee, and will be announced formally at the NSGC Annual Conference. The awardee is expected to attend this presentation.

Applications that do not adhere to the following instructions will be rejected without review.

- Applications should be submitted electronically (as an email attachment to the address above). All elements of the application including appendices must be combined into a single document.
- Applications should use a standard 8 ½” by 11” paper format and should have minimum 1” margins. Use Times New Roman 12-point type. Please follow the instructions for line spacing as indicated on the checklist (see next page).
- Applications must include all components included on the Checklist Form. Please include a completed checklist with the application package.
Funds Available
The maximum amount of funding available is $90,000. Funds may be allocated over a 2-year period. Funding will apply to the period commencing January 1 following the announcement of the award at the NSGC Annual Education Conference.

Application Checklist Form (include with your application package)

- **Completed Checklist Form**

- **Response to reviewers (if applicable)**
  - Maximum of 2 pages **single spaced**. Resubmission of proposals is limited to the original and two resubmissions (total three funding cycles).

- **Proposal**
  - 15 pages **double spaced**, laid out as detailed in the “Proposal Guidelines”
  - Include the applicant's name and a page number on each page.
  - Read the attached “Proposal Guidelines” and “Helpful Hints” carefully.

- **Appendix A-Bibliography**
  - Provide citations from the relevant literature to support the need for the proposed project and for your proposed methodology.

- **Appendix B-Budget**
  - The maximum budget for any JEMF award is $90,000 (in U.S. dollars)
  - Indirect costs, if required by the host institution, are not to exceed ten percent (10%) of total direct costs.
  - Use the JEMF budget template (posted on the website) and include a budget justification (as per the “Budget guidelines”).

- **Appendix C**
  Biosketches for P.I. and professional staff. Use the JEMF biosketch form, limited to 4 pages per individual.

- **Appendix D**
  Brief description of other current and pending research funding for principal investigator(s).

- **Appendix E**
Letters of support including confirmation that each funded investigator's immediate supervisor agrees to the time commitment. You must include a letter documenting institutional support (or else include an explanation for its absence). If salary support is requested for an individual, or if an individual is critical for the successful completion of the project, they MUST provide a letter of support.

• **Appendix F**

If the proposal involves the participation of human subjects, this section MUST include either a draft of the consent form or the IRB-approved study consent forms; or (if applicable) institutional review board approval for the use of human subjects. Please note IRB approval is required before release of funding from JEMF proposals but IRB approval is not required at the time of proposal submission. Other relevant material including items such as a course curriculum for a continuing education program, sample questionnaires, surveys, interview guides, or other instruments may also be included in this appendix.

**Proposal Guidelines:**

The proposal must include, within the fifteen-page limit, sections 1-8 in the sequence indicated. Reviewers look for clear, concise writing that demonstrates a command of basic grammar and syntax. The proposal must be prepared such that reviewers are able to evaluate its merit as a stand-alone document, i.e., do not refer to a Table in the proposal that can only be found in an Appendix if the content of that table is critical to the interpretation of the proposal.

1. **Goal and Specific Aims**

   Describe the purpose of your proposed project and a high level overview of your goals and research plan. List the objectives or specific aims of your project, stated in measurable outcomes, as well as any hypotheses you plan to test for each aim.

2. **Background, Rationale and Need for the Proposed Project**

   Explain the significance of the proposed project for the genetic counseling profession, and the delivery of healthcare. If the proposed project is part of a larger initiative, be clear about the programmatic relationships.

3. **Project Impact**

   Describe the short and long term impact of your research to the field of genetic counseling. Also indicate how this research addresses the objectives of the JEMF. The objectives of the JEMF are to promote the professional development of individual counselors and to improve the practice of genetic counseling by providing support for scholarly investigation of any aspect of the profession. Such investigation is essential as the profession responds to changes in genetics, health care, and the ethical, legal, and
social dimensions of genetic medicine. It is critical, therefore, that any proposed project hold the prospect of significant impact beyond the personal interests or work setting of the applicant.

4. Methods
Explain the project design and the procedures you will follow to accomplish the specific objectives of the project. Distinguish between the general project design and the specific methods used to meet each specific objective. Describe the population to be studied or targeted (if applicable); how you will sample and recruit the participants; the interventions you will use; the data you will collect; and the qualitative and/or quantitative methods you will use to analyze, interpret, and present those data. If applicable, include sample questionnaires as Appendix material, or a description in the Methods section of how questionnaires will be constructed, including plans for piloting the materials you will use. Define clearly all of the variables to be assessed in the study, providing any available validity metrics. Outline your plan of analysis, with explanation of any statistical tests to be used. Discuss potential difficulties and limitations of the proposed procedures. Explain how you will disseminate the results of your project and who will do the work you have proposed.

5. Timeline
Include a timeline indicating when you expect to accomplish each step of the project.

6. Physical Setting and Resources
Describe the setting in which the project will be conducted (for example, consultation rooms, patients' homes, classrooms, conference center). Describe the facilities and resources required for the project. Distinguish between needs that can be met in the work environment and those that require funding.

7. Qualifications of Applicant and Advising/Mentorship Team
Explain why you are especially well-positioned to conduct the proposed project. It is strongly recommended that you consult with an application advisor while creating your proposal; list your application advisor(s) here. Identify other personnel required for the project and/or individual development plan and describe qualifications for their selection, and responsibilities. All projects must have a mentor or mentorship team to guide the professional development and training of the applicant to complete the proposed project. If appropriate, establish an expert advisory committee or similar resource for ongoing advice and counsel and include their qualifications and roles. Include honoraria or salaries as budget items. Submit biosketches and letters of acceptance for professional staff members as Appendix material.
8. Proposed Individual Development Plan and Mentorship Plan

Outline up to three professional development goals for the project and planned activities to build the necessary skills to successfully complete the project. This may include one-on-one mentorship meetings with qualified project mentors, online or in-person course work, or specific training workshops. Up to 10% of your budget may be allocated to specific professional development activities (not including salary support for study personnel who may be serving in mentoring roles as well).

**Budget Guidelines:**

The budget justification must address at least the following:

- personnel costs, including full-time equivalents (FTEs). Principal investigators are encouraged to request an adequate amount of protected time to successfully complete their project, typically between 0.10 – 0.25 FTE per year.
- travel costs (if any);
- honorarium or consultant fees;
- equipment and supplies;
- costs for publication or distribution of materials;
- costs for subscriptions, dues, books, or software;
- in-kind contributions (funds, equipment or other supplies and services), contributed by the host institution or other sources;
- matching funds (if any) from the host institution; and
- indirect costs, if required by the host institution, not to exceed ten percent (10%) of total direct costs
- all costs must be translated into U.S. dollars

Please note that the budget may include costs related to project development and dissemination, but **may not be used for costs related to project maintenance**.

If the proposed project is part of a larger initiative, be clear about the fiscal relationships.

The budget section should be complete enough to allow reviewers to make sound judgments about the dollar amount you request. When in doubt, provide more information rather than less. The budget should be consistent with the work plan you propose for your project. It is just as bad to under-budget as it is to over-budget. An insufficient budget compromises the success of a project; an inflated budget wastes money and betrays a lack of careful planning.

Costs associated with dissemination of project outcomes should be clearly delineated in the budget. As examples, if the project involves the development of online, web-based resources, then the budget must provide details about how the costs associated with hosting the web-based resources will be covered (e.g., budgeted from JEMF funds, budgeted from host institution funds).
funds, shared cost-coverage, in-kind support, etc). If the project envisions publishing results in an open access journal, then the budget might consider including publication fees. In cases where dissemination involves agreement with another party (e.g., NSGC, an institution, a business), be sure to include a letter of support in Appendix E that clearly delineates the roles, responsibilities, and fiscal relationship between the JEMF application and the additional party.

Note that the space on the budget form can be modified to accommodate extra space where necessary.

Helpful hints:

Proposal:
• Sections 1-3 should be ~ 3-4 double-spaced pages, in total.
• Section 4 should be ~9-10 double-spaced pages.
• Sections 5-8 should be ~2-3 double-spaced pages.

Appendices:
Limit appendices to material that is directly relevant to the review of your proposal, for example, biosketches, letters of support, and documentation related to research on human subjects and institutional review boards.

For Further Information Contact:
jemf@nsgc.org