



## **ABGC Research Grant Application Requirements**

### **Introduction**

The purpose of the ABGC Research Award is to encourage and fund research initiatives that support the mission of the ABGC to protect the public by setting certification standards and providing leadership to promote the value of certified genetic counselors. We particularly encourage high quality submissions that will further research on the value of genetic counseling. Proposals may be submitted for either one- or two-year projects. When planning and preparing an application please consider the following guidelines carefully.

Any scientific questions should be directed to Erin Carmany, MS, CGC, ABGC Research Committee Chair (ecarmany@med.wayne.edu). Any questions related to the grant application process, fund allocation or general questions should be directed to Michelle Cunningham in the ABGC Executive Office ([info@abgc.net](mailto:info@abgc.net)).

### **Examples of Research Topics**

The mission of the ABGC is to protect the public by setting certification standards and providing leadership to promote the value of certified genetic counselors.

We welcome projects that will generate empirical data to inform this mission. In particular, the ABGC is interested in funding research studies that investigate and/or establish best practices for genetic counseling in the rapidly changing genetics/genomics milieu. Study proposals should include primary data collection (or novel, secondary use of previously collected data) and analysis plans designed to inform genetic counseling outcomes and/or services. Projects that are not directly relevant to genetic counseling, such as phenotype characterization studies, epidemiological or population studies, and animal studies, will not be considered. For additional inquiries, please contact Erin Carmany, ABGC Research Committee Chair (ecarmany@med.wayne.edu).

Examples of projects that would be acceptable for funding under this mechanism include, but are not limited to:

#### **Value of certification**

1. The value of certification or maintenance of certification for various stakeholders (e.g. employers, patients, healthcare providers and others)
2. The role of certification in establishing or maintaining practitioner competency
3. Impact of certification on state/provincial/national licensure and access to services
4. Barriers and facilitators of certification in advancing diversity and inclusion in the field
5. The value of additional/alternative pathways for maintenance of certification

#### **Genetic counseling quality of care**

1. Development of general and specialty-specific quality of care indicators

2. Methods to measure quality of care in diverse genetic counseling settings (e.g. in-person, tele-genetic counseling) and with diverse populations
3. Intervention research to evaluate approaches to improve quality of care

#### Service delivery models

1. Intervention research to develop and evaluate approaches to expand the reach of genetic counseling into underutilized (e.g. primary care, immunology, psychiatry, dermatology, pharmacy) or underserved areas.
2. Dissemination and implementation research to understand the feasibility, adoption and sustainability of novel genetic counseling delivery models.

#### Genetic/genomic policy and specifically how policy decisions will impact genetic counselors and the genetic counseling profession

1. Evaluation of hypothetical/proposed/enacted health policy changes (e.g. licensure, Medicare reimbursement) on the practice of genetic counseling (e.g. salary, workload, scope of practice)
2. Evaluation of hypothetical/proposed/enacted education policy changes (e.g., STEM initiatives, training requirements,) on the profession of genetic counseling (e.g. numbers of trained genetic counselors, supply of certified GCs)

#### Eligibility

- The project's principal investigator/project leader must be an ABGC Diplomate in good standing upon submitting the proposal.
- While we welcome the involvement of students, students are not eligible to apply as primary investigators.
- Co-principal investigators are permissible, but the application should be clear about rationale for having co-PIs, the responsibilities of each, and one must be designated as having primary responsibility for correspondence regarding the grant. At least one co-PI must be an ABGC Diplomate in good standing. In addition funds will only be disbursed to a single institution – subcontracts are not permitted.
- As funds will be disbursed to institutions rather than individuals, principal investigators must be eligible to receive research grant funds. (You must include a letter documenting institutional support or else include an explanation for its absence).
- Current members of the ABGC Research Committee or ABGC Board of Directors are not eligible to submit proposals. Previous members must be off the Committee/Board for a full year to be eligible to apply.

#### Application Deadline

Proposals must be received by 11:59pm EST, September 1<sup>st</sup>.

#### Funds Available

The maximum amount of total funding available is \$30,000 per award. Proposals may be submitted for either one- or two-year projects. Funds will be disbursed in equal installments every 6 months upon satisfactory completion of a progress report.

The goal of the ABGC Research Award is to facilitate substantive, high-quality genetic counseling research. Thus, we encourage applicants to carefully ensure the proposed budget is sufficient for the work to be done. Proposals requesting \$30,000 per award, if justified, are welcome. The ABGC Research Committee will base the total amount and number of the awards on the number and quality of the submitted proposals.

### **Proposal Guidelines**

Applicants should submit their proposals using the following Survey Monkey link:

<https://www.surveymonkey.com/r/Z68BQ73>

Any concerns or questions regarding the survey-based application should be addressed to Melody Goller at [info@abgc.net](mailto:info@abgc.net).

In addition to completing the application survey questions, the following components should be assembled into one PDF document in the following order and uploaded to the application survey:

1. Title
2. Specific aims/objectives
3. Background to justify the project
4. Significance and anticipated project impact
5. Methods/research plan
6. Feasibility
7. Timeline
8. Bibliography
9. Draft data collection tools (if indicated)
10. Budget and budget justification
11. Biosketch(es)
12. Letter(s) of institutional and other support
13. IRB approval notice & consent documents or submission plan

The PDF documents should use a standard 8 ½" by 11" paper format and should have minimum 1" margins. Use Times New Roman 12-point type. Proposal sections are limited to the page specifications listed below, if noted.

### **Research Plan Components**

1. Title
2. Specific Aims/Objectives of the project (*limited to 350 words*)
3. Background to justify the project (*limited to 1000 words*)
  - This may include a brief literature review, preliminary data, and/or a summary of the current policies/landscape/etc.
4. Significance and anticipated project impact (*limited to 350 words*)
  - Explain the significance of the proposed project for the genetic counseling profession and the relevance to the ABGC. If the proposed project is part of a larger initiative, be clear about the programmatic relationships. As part of this section, explain the anticipated project impact.
5. Methods/Research plan (*limited to 1000 words*)
  - Explain the project design and the procedures you will follow to accomplish the specific aims. Be clear about rationale for the study design chosen.

- Describe the population to be studied, the type of data to be collected and analyzed, and how data will be collected and generated.
  - Explain your analytic plan. Describe your qualitative and/or quantitative methods in sufficient detail to demonstrate competence to carry out the proposed work.
  - Explain how you will disseminate the results of your project.
  - Include a draft of the data collection tool.
6. Feasibility (*limited to 350 words*)
    - Describe the resources and expertise you have to carry out the project.
  7. Timeline
    - Include a timeline indicating when you expect to accomplish each step of the project.
  8. Bibliography
    - Please list cited references.

### **Budget and Budget Justification**

#### 1. Budget Guidelines (please use template below; downloadable from survey application)

Carefully consider the cost of the project. Proposed funds must be applied directly to expenses/percent effort necessary to carry out the project. Provide a table using the budget form documenting all expected expenses in US Dollars.

Please note:

- Total costs (direct + indirect costs) must not exceed \$30,000 per award.
- Indirect costs are limited to 10% of total direct costs.
- Funds to pay for salary support are permissible. The NIH cap will be used for the maximum salary base.
- Sub-contracts are not permitted. If researchers are involved from other institutions, they may be proposed as consultants on the project if appropriate.
- Travel to conferences to present study data is capped at 5% of total direct costs.

Examples of how funds cannot be used:

- Tuition costs and fees for work leading to an academic degree
- Subscriptions, book purchases or organizational dues
- Conference travel expenses unless for the purposes of presenting study data (capped at 5% of total direct costs)
- Malpractice insurance premium payments

#### 2. Budget Justification (please use template below; downloadable from survey application)

The budget justification must address at a minimum, the following information:

- Personnel costs, including full-time equivalents (FTEs) and roles of each person
- Travel costs
- Participant incentives
- Honorarium or consultant fees
- Equipment and supplies
- Matching funds or in-kind contributions from the host institution (not required)
- Indirect costs, not to exceed ten percent (10%) of total direct costs

Please explain proposed expenses in sufficient detail to allow reviewers to make sound judgments about the dollar amount requested. If the proposed study is an extension of another ongoing study or project, please specify the aspects of the study or project the ABGC funds will support in the budget justification. Be clear about the relationships among the studies.

### **Biosketch**

Please include a current NIH-formatted biosketch (<https://grants.nih.gov/grants/forms/biosketch.htm>) for the principal investigator and other individuals key to the scientific success of the project.

### **Letter Documenting Institutional Support**

You must include a letter documenting institutional support (or include an explanation for its absence).

### **Other Letters of Support**

Other letters documenting the feasibility of the proposed research are encouraged. This may include letters demonstrating adequate protected time and supervisory support, letters from necessary study personnel, and letters from relevant organizations, or committees key to conducting the research.

### **IRB Approval Notice & Consent Documents**

Please include documentation of IRB approval with informed consent document. If approval is pending or has not been obtained yet, provide plan for approximate date of submission. A copy of the approval notice and the consent form must be submitted to the ABGC Executive Office prior to release of funds.

*Acknowledgements: The ABGC Research Committee acknowledges the NSGC Public Policy Committee for generously sharing text of their Public Policy Grant Award application as a starting point for this document. We also thank the JEMF Advisory group for sharing their budget form.*



## Budget and Budget Justifications

**Total costs (direct & indirect) must not exceed \$30,000 per award.**

<b>Principal Investigator/Project Director:</b>						
					<b>FROM</b>	<b>THROUGH</b>
<b>DETAILED BUDGET FOR ENTIRE BUDGET PERIOD: Provide detailed budget justification on following page. Feel free to enlarge rows as needed.</b>						
PERSONNEL (Applicant organization only)				DOLLAR AMOUNT REQUESTED		
NAME	ROLE ON PROJECT	% effort	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Subtotals						
Consultant costs						
Equipment (itemize)						
Supplies (itemize by category)						
Paper						
Postage						
Travel						
Other expenses:						
Other expenses:						
Other expenses:						
<b>Total Direct costs for Budget Period \$</b>						
<b>Total Facilities and Administration</b>						
<b>Total Costs for Budget Period</b>						

## **Explanation of Budget**

Please explain proposed expenses in sufficient detail to allow reviewers to make sound judgments about the dollar amount requested. If you are conducting a large study or project and seek to use the ABGC grant to support an unfunded sub-study and/or additional research question please specify the aspects of the study or project the ABGC funds will support in the budget justification. Be clear about the relationships among the studies.

### **Personnel costs, include full-time equivalents (FTEs):**

*Funds to pay for salary support are permissible. The NIH cap will be used for the maximum salary base.*

### **Travel costs:**

### **Participant incentives:**

### **Honorarium or consultant fees:**

### **Equipment and supplies:**

### **Matching funds (if any) or in-kind contributions from the host institution:**

### **Indirect costs, not to exceed ten percent (10%) of total direct costs:**