

## TSGC Grant Proposal Guidelines Spring 2024

Any TSGC member in good standing or student enrolled in a Texas genetic counseling program is encouraged to submit a proposal for a grant. The maximum grant award is \$1,000 and partial funding is available. Grant proposals may come from individual members or multiple members working as a team.

Grant submissions are **due May 1, 2024 11:59 PM CT**. Proposals should be submitted by email to [tsgcgrantscommittee@gmail.com](mailto:tsgcgrantscommittee@gmail.com) as a single PDF attachment.

### Grant Proposal Components

1. Background: Provide sufficient background and context for the project.
2. Purpose/Goals (aims, hypothesis, objectives): Outline project goals and provide a detailed plan of action to achieve these goals.
3. Justification: Clearly describe the need within the genetic counseling profession and how the project will address this need.
4. Scope: Projects that have broad interest to all Texas genetic counselors will be ranked higher than ones with a more limited scope.
5. Methods: Outline reasonable and appropriate methods to achieve the goal. Keep in mind the timeline for allotted funds.
6. Final product (publication, creation of a tool, brochure, etc.): Describe the final product expected after study completion. It should be of use to the TSGC membership.
7. Itemized Budget (See budget guidelines below.)
8. References

### Grant Proposal Requirements

Length: Proposals should not exceed 3 pages (single-spaced). Citations/references do NOT count towards the 3-page limit.

Budget: The budget should be as specific as possible.

- The budget must include an itemized list of costs along with total dollar amount being requested for each item.
- In general, funding will not be approved for non- consumable supplies (e.g., LCD projectors, computer hardware) or symposium/conference costs (e.g., travel, registration). The grants committee understands that, in some cases, there may be extenuating circumstances. If non-consumable items are requested, please provide justification for the request.
- Preference will be given to proposals requesting funding to support the performance of the study and production of the final product over incentives/gifts.
- **The funding must be spent within one calendar year of award.**
- Funds are available for use of any applicable expense included in the proposal.

- Distribution of funds is completed via reimbursement of receipt(s) unless otherwise arranged.

IRB: Requirements for IRB approval are determined by the applicant's own IRB office. Final IRB approval is not required prior to submitting a proposal, but if IRB approval is necessary, documentation of approval should be forwarded to the TSGC Grants Chair.

### **Acceptance of Award**

A decision regarding proposals will be made by early June 2024. The awardee must accept the award in writing via email ([tsgcgrantscommittee@gmail.com](mailto:tsgcgrantscommittee@gmail.com)) within 5 business days of award notification. Acceptance of the award must include an understanding that the funds must be used within one calendar year of the award and as outlined in the budget.

Award recipients are required to submit a progress report 6 months from the time of award receipt. In addition, a short presentation or dissemination of results to the TSGC membership during and/or after conclusion of the project is required. The format will be determined by the TSGC Grants Committee.

If you have any questions, please contact TSGC Grants Committee Chair (Samantha Douglass, MS, CGC) at [tsgcgrantscommittee@gmail.com](mailto:tsgcgrantscommittee@gmail.com).