

2024 ISONG Education Project Award Information and Instructions

Purpose: The purpose of the ISONG Education award is to fund projects related to the mission of ISONG, specifically, to promote academic and clinical education for genetic/genomic nursing knowledge and practice. Funding may be used for new or ongoing projects that will contribute to the expansion of genetic/genomic knowledge. In 2024, the recipient of one \$2000.00 award will be selected through peer review of proposals by members of ISONG selected by the Chair(s) of the Education Committee. The funds are awarded at the annual ISONG Congress and are available for one year.

Eligibility:

- Project Leader must be a member of ISONG in good standing. The Project Leader is the person who submits and leads the project and manages the funds.
- The Project Leader may not have received more than \$50,000 over the past three years in combined awards (not including training grants) from other funding sources. This applies only to the Project Leader; for students, any mentors having such funding is acceptable.
- Student submissions and projects reflecting an interprofessional and/or international focus are highly encouraged.

Deadlines:

- Letter of Intent: Monday, June 3, 2024 (see below. Submit via online link)
- Project proposal (see guidelines below): Monday, July 15, 2024
- Final report (described below): 90 days following the end of the one-year funding

Letter of Intent: Upload pdf or MS Word document to online form. Letter should include project title, aims of project, and institution where project will take place. This letter is not to decide who may apply, but rather to help the Education Committee co-chairs to plan for the review process.

Project examples: Examples include development and design of courses, educational assessment measures/strategies, evaluation of educational methods or educational tool kits. Research projects that directly advance education of genetic/genomic nurses may be considered if the Project Leader or a team member has expertise in the research methods proposed.

Role of the Project Leader: All communication from the Education Committee will be with the Project Leader. The Project Leader is the person who: 1) submits and leads the project; 2) manages the funds; 3) assures ethical integrity throughout the processes of design, implementation, and evaluation; and 4) submits the final report.

Scoring Rubric: Applicants are strongly encouraged to become familiar with the scoring rubric linked to the Education award announcement on the ISONG webpage. Most questions about structuring the proposal can be answered by reviewing the scoring criteria.

Final report: The Project Leader is responsible for completing and electronically submitting a final report of the work by the above deadline. The report will include:

- Summary of project goals/aims
- Design and/or procedures
- Summary of outcomes
- Recommendations and brief reflection
- Publications or presentations of project, completed and planned
- Acknowledgement of ISONG funding support

Questions about eligibility? Proposal writing? Others? Contact ISONG Headquarters (director@isong.org) to be connected with the appropriate resources.

PROPOSAL GUIDELINES

Complete the online Award Proposal Cover Sheet and attach the proposal as a pdf or MS word document. Use a 12-point font and at least 1.0-inch margins. The elements of the proposal are as follows:

Project Title:

Project Aim(s):

Project Description: (maximum 800 words total): **1. Background and significance:** Discuss the significance of this project and the gap(s) it will address. Describe innovative aspects of the project. **2. Design/Approach:** Describe the project design, procedures, and the methods/instruments to be used. **3. Impact:** Describe how project success will be measured and how it will have a significant impact on genetic/genomic nursing and education locally or worldwide. Describe any plans for dissemination of materials created and for sustainability of the project.

The following items are NOT included in the 800-word maximum:

References: All citations noted in project description must appear in the reference list in the most recent APA format.

Personnel and environment: Provide the following for the Project Leader and each team member: Name, credentials, affiliation, email address, and short paragraph describing your expertise and anticipated contribution to this specific project. Append curriculum vitae of Project Manager and team members. Describe any institutional support or resources that will be used.

Proposed timeline for this project: List all steps of the project with the dates each step will be completed.

Budget and budget justification: Describe how the funds will be spent. Be specific and provide justification for each item. Examples of appropriate requests include, but are not limited to: printing materials such as brochures or posters, video production, purchase of books or other proprietary materials, software, fees for listservs, dissemination fees such as conference registrations, participant compensation or cost of instruments, consultation with experts such as librarians or graphic artists. Note: Funds cannot be used to subsidize Project Leader or team member salaries.

Does this project include research involving human subjects? ____yes ____no

If yes, what Institutional Review Board will approve the proposal? A copy of the approval (in English) must be submitted to the Education Committee Chair(s) before release of the funds.

Have you previously requested funding for the ISONG Education Project Award? ___Yes ___No

Has there been previous funding from ISONG for this project? ____Yes ____No If yes, specify the amount received and date: _____

Will additional funding be needed for completion or to meet aims of this project? ____Yes ____No If yes, please explain the amount and the plan for obtaining funding:

Appendices: May include instruments to be used, IRB approvals, letters of support (required from the supervising faculty member if the Project Leader is a student), biosketches or curriculum vitae. Additional documents may be requested at the discretion of the Chair(s).