

Guidelines for Preparation of Proposals to the International Embryo Transfer Society Foundation Educational Support Grant Program

(Please follow the directions carefully, and complete the application in 12-point font.)

I. PURPOSES OF THE PROGRAM

- A. Stimulate development of educational materials to meet the educational mission of the IETS Foundation.
- B. Encourage use of electronic technologies to deliver educational information regarding the development, application and research in embryo related technologies, including but not limited to, nuclear transfer, genetic enhancement of animals, embryo and gamete biology, and food safety and risk assessment of products arising from embryo biotechnology.

II. ELIGIBILITY REQUIREMENTS FOR APPLICANTS

- A. The Project Director (PD) or one Co-PD must be a member in good standing of the International Embryo Transfer Society (IETS)
- B. If the PD is not an IETS member, the Co-PD must have an active role in the project, and the time commitment of the Co-PD to the project must be stated in objective terms (e.g., hours or days per week, days per month).

III. CONDITIONS OF THE AWARD

- A. The maximum disbursement to the grant will be \$10,000, although most grants will be for \$5,000 or less.
- B. The grants are offered for periods of 12 months, to begin on January 1, and will be provided to the awardee in quarterly installments.
- C. The grant funds are to be used primarily for direct support of the proposed research (i.e., technical assistance and supplies). Salary support for the PD and/or Co-PD may comprise only up to 10% of the total budget. **Indirect overhead or administrative costs WILL NOT be supported by the IETS Foundation.**
- D. Other sources of funding support that will contribute to the proposed project must be identified. The following items of information must be included in such disclosures: source, amount, duration, project title, and role of the PD and/or Co-PD in the funded project. Submit on Addendum C, *OTHER RESEARCH SUPPORT*.
- E. Research Environment and Institutional Relationship:
 - 1. The award will be made to the applicant's certifying institution on behalf of the awardee(s). Each investigator is directly responsible to the certifying institution for the proper management of funds and project performance.

2. Deviations from the approved project will be allowed only after a written request is submitted to and approved by the IETS Foundation Educational Grants Committee. A written response to any request will be provided.
3. Request for no-cost extensions of the grant will NOT be accepted.

Those individuals and/or institutions that receive an award will be bound by the terms of the agreement. The terms of the agreement are summarized as follows:

Educational materials created by this IETS Foundation funding mechanism are considered “works for hire”. The results (deliverables) from this proposal will be published on-line on the IETS website or other educational forums. The IETS will have non-exclusive, royalty-free rights to freely distribute and disseminate the materials created by this funding. The materials will be freely downloadable and disseminated from the IETS website and other appropriate media with full credit to the awardees for their creation and development. If the awardees use these materials for other publication purposes they must acknowledge that the PD, Co-PD etc. and/or their institution and the IETS with all rights reserved jointly hold the copyright. ***The IETS will also have non-exclusive, royalty-free rights with respect to the licensing, manufacture, distribution, and sale of any concept, materials, video, audio, slides, drawings etc., which result from any IETS Foundation Educational Grant.*** The grantee will be notified in advance of November 1, and prior to the conferral of award funds, as to the applicability and impact of this provision to his or her educational materials project.

IV. APPLICATION PROCEDURES

A. Application Forms and Format

1. Applications are to be *generated on computer word processing software* and must be submitted in the format described below. Conformity to the prescribed format will be considered in the review process, and failure of an applicant to conform to the requested format may result in rejection, without review, of the submitted proposal.
2. The appropriate institutional official and/or grants administrator must provide written endorsement stating institutional support for the proposed work.

B. Timing of the Application

1. Applications must be submitted to the IETS Foundation Educational Grants Committee by 5:00 p.m. on July 1 via the IETS Foundation website.
2. **ONLY applications submitted via the IETS website will be accepted.**

C. Review Procedures

1. The IETS Foundation Board of Trustees will select the Educational Support Grant awardees from recommendations provided by its Educational Grants Committee.
2. All eligible applications will be reviewed against previously established criteria determined by the IETS Foundation Educational Grants Committee and endorsed by the IETS Foundation Board of Trustees.

V. Progress Reports and Publications

A. Progress Reports

1. Award recipients must submit to the IETS Foundation within six (6) months after initiation of the project (i.e., by July 1) a report describing the results and conclusions of their educational grant activity.
2. The Progress Report must be submitted electronically to the IETS Foundation via its website. The report should contain the following information and **should not exceed two (2) pages**:
 - a. A statement of the specific progress on aim(s) of the proposal.
 - b. A description of the materials produced or designed.
 - c. A plan to complete and submit the deliverables of the proposal by the end of the grant period.
3. **Failure to submit the 6-month progress report will result in suspension of third and fourth quarter funding until the report has been received.**

B. Publications

1. The results (deliverables) from this proposal will be published on line on the IETS website or other educational forums. The IETS will have non-exclusive, royalty-free rights to freely distribute and disseminate the materials created by this funding. The materials will be freely downloadable and disseminated from the IETS website and other appropriate medium with full credit to the awardees for their creation and development. If the awardees use these materials for other publication purposes they must acknowledge that they are jointly copyrighted by the PD, Co-PD etc. and/or their institution and the IETS with all rights reserved. Further it must be acknowledged that, ***"The development of these materials was supported, at least in part, by an International Embryo Transfer Society Foundation Educational Support Grant"***

Submit the completed application on IETS.org.

Deadline: July 1st, 5:00 p.m. CST.

If you have any questions please email Debi Seymour at debis@assochq.org or call (217) 398-4697

***Application for International Embryo Transfer Society Foundation
Educational Support Grant***

Type of Award: Educational Materials Development Grant

1. ***TITLE OF PROJECT*** (Not to exceed 60 typewritten spaces):

2. ***APPLICANT (PD)***

Last Name: First Name: Middle Name: Degrees:

I am a member in good standing of the IETS. YES NO

IETS membership number:
If you have any questions about your IETS status please contact IETS at (217) 398-4697.

POSITION/TITLE OF APPLICANT (PD)

MAILING ADDRESS (Address, Street, City, State, Zip)

COMMUNICATION INFORMATION

Telephone Number: Facsimile Number: E-Mail Address:

3. ***CO-PD***(if any)

Last Name: First Name: Middle Name: Degrees:

I am a member in good standing of the IETS. YES NO

IETS membership number:
If you have any questions about your IETS status please contact IETS at (217) 398-4697.

POSITION/TITLE OF CO-PD

MAILING ADDRESS (Address, Street, City, State, Zip)

COMMUNICATION INFORMATION

Telephone Number: Facsimile Number: E-Mail Address:

4. ***NAME OF ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE*** (Name, title, address, telephone and fax numbers)

5. ***NAME OF OFFICIAL SIGNING FOR APPLICANT ORGANIZATION*** (Name, title, address, telephone and fax numbers)

6. ***APPLICANT (PD) ASSURANCE:*** I agree to accept responsibility for the scientific, ethical and legal conduct of the development of these educational materials.

(Signature of person named in 2.)

7. **CERTIFICATION AND ACCEPTANCE:** I certify that the statements herein are true and complete to the best of my knowledge.

(Signature of person named in 5.)

8. **BUDGET AND BUDGET JUSTIFICATION (Submit on Addendum A)**

Present a budget for the 12-month period of the grant including a narrative justification. The budget and narrative justification should be limited to two pages. Only items directly related to the project should be included. **The IETS Foundation will not support indirect overhead or administrative costs.** The budget should address the following items:

- A. Personnel costs (PD/co-PD salary not to exceed 10% of the total budget).
- B. Supply costs.
- C. Data management costs.
- D. Travel (to collect images, to consult with web page designers, etc.)

9. **BIOGRAPHICAL SKETCHES (Submit on Addendum B)**

Provide a sketch for the applicant and other key individuals who will be involved in the work. Limit each sketch to one page for each individual. A one-page summary curriculum vita for key individuals is required. A full curriculum vita for key individuals is desirable but not required.

10. **OTHER GRANT SUPPORT (Submit on Addendum C)**

List all other active and/or currently requested grant support for the Project Director and other key individuals included in the application regardless of whether it is related to the proposed work. Limit to one page per project.

11. **COMMERCIAL RELATIONSHIPS (Submit on Addendum D)**

If the applicant(s) has an ownership or an economic or financial relationship with a commercial organization that is involved with products related to the research described in the application, a signed and dated statement concerning such a relationship must be provided with the application. Limit to one page.

12. **RESOURCES AND ENVIRONMENT (Submit on Addendum E)**

Describe the personnel, facilities, and equipment available to the applicant including audio, visual, computer, production capabilities, administrative, and scientific. Limit to one page. Also see Sections III, A and B of the Guidelines.

13. **PLAN FOR THE PROPOSED PROJECT (Submit on Addendum F)**

*Note: The plan (sections A-F) is not to exceed three (3) pages, **not** including the literature citations (section G).*

Please include the following sections:

- A. Title of Project, Project Director and Co-PD, and Performing Institution.
- B. Summary Description of Project. Limit to 400 words.
- C. Specific Aims.
- D. Background and Significance.
- E. Preliminary Studies and Previous Studies by the applicant(s) related to the proposed work.
- F. Proposed Methods.
- G. Literature Cited. All literature should be cited in the text by author(s) and year.

Addendum A
Applicant and/or Principal Investigator

***International Embryo Transfer Society Foundation Educational Support Grant Proposal
Addendum A (Budget and Budget Justification)***

Addendum B
Applicant and/or Principal Investigator

***International Embryo Transfer Society Foundation Educational Support Grant Proposal
Addendum B (Biographical Sketch)***

Give the following information for applicant and collaborators.

NAME/TITLE

EDUCATION (begin with baccalaureate or other initial professional education and include postdoctoral training)

Institution and Location Degree/ Year Conferred /Field Of Study

Research and Professional Training: Concluding with present position, list in chronological order previous employment, experience, and honors. Key personnel include the principal investigator and any other individuals who participate in the development or execution of the project. List, in chronological order, the titles, all authors, and complete references to all publications during the past three years and representative earlier publications pertinent to this application.

LIMIT: ONE PAGE.

Addendum C
Applicant and/or Principal Investigator

International Embryo Transfer Society Foundation Educational Support Grant Proposal
Addendum C (Other Grant Support)

(Use continuation pages if necessary)

Other grant support is defined as all funds or resources, whether Federal, non-Federal, or institutional, available to the applicant and/or principal investigator and other key personnel in direct support of endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means. Include all individuals who participate in the development or execution of the project.

Describe all currently active support and all applications and proposals pending review or award, whether pertinent to this project or not. If support is part of a larger project, list the other project director(s). Write "None" if individual has no active or pending support.

Name:

a. Source and identifying no.: P.D.:

Title of project:

b. Role on project: % Effort:

c. Dates and costs of entire project:

d. Dates and costs of current year:

e. Specific aims of project:

f. Describe budgetary overlap with IETS Foundation Educational Grant submission:

g. Describe budgetary and project adjustments you will make if IETS Foundation Educational Grant application is funded:

Addendum D
Applicant and/or Principal Investigator

International Embryo Transfer Society Foundation Educational Support Grant
Application for Educational Materials Support Grant Award
Addendum D (Commercial Relationships)

Addendum E
Applicant and/or Principal Investigator

International Embryo Transfer Society Foundation Educational Support Grant
Application for Educational Materials Support Grant Award
Addendum E (Resources and Environment)

Addendum F
Applicant and/or Principal Investigator

International Embryo Transfer Society Foundation Educational Support Grant
Application for Educational Materials Support Grant Award
Addendum F (Plan of Work)