ACMG Foundation for Genetic and Genomic Medicine

Genzyme/ACMG Foundation Clinical Genetics Fellowship in Biochemical Genetics
2016-2017 FELLOWSHIP AWARD

THE AWARD APPLICATION WILL NOT BE CONSIDERED COMPLETE, AND WILL NOT BE FORWARDED FOR REVIEW, UNLESS THE EXECUTED AWARD AGREEMENT IS INCLUDED. CHANGES TO THE AWARD AGREEMENT WILL NOT BE ACCEPTED.

APPLICATION CHECKLIST
When completing the application, please submit the following by SEPTEMBER 14, 2015:

☐ Trainee application
☐ Institution application
☐ Application statements
☐ Project assurances
☐ Signed award agreement (changes to agreement will not be permitted)
☐ Outline of trainee-application’s research project proposal (No more than 5 pages long; 1.5 paragraph spacing; Times New Roman Font, 12 point type; References are not included in the count of five pages)
☐ Biosketch of applicant
☐ Biosketch of mentor
☐ Letter from applicant’s mentor attesting to candidate/program

OUTLINE OF REQUIREMENTS FOR APPLICANT’S RESEARCH PROJECT PROPOSAL

▪ Applicant is limited to five pages of application; Applications must be completed in 1.5 spaced; Times New Roman; Font Size 12 point. The five pages do not include references.
▪ Please do not send additional materials, attachments or appendices other than those requested by ACMG Foundation.
▪ The five page outline should be sufficient to fully describe your project.
▪ Include a paragraph on what applicant is exposed to in his/her position.
▪ Outline should have details of what the Fellowship will entail, to include details of the research design and method.

SUBMISSION INSTRUCTIONS:
Forward these forms via email or fax to: Helena Dessie
hdessie@acmg.net
F: (301) 718-9603
ACMG Foundation for Genetic and Genomic Medicine

Genzyme/ACMG Foundation Clinical Genetics Fellowship in Biochemical Genetics
2016-2017 FELLOWSHIP AWARD

**TRAINEE APPLICATION**

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Are you enrolled in an ACGME-approved Clinical Genetics Residency Program in the United States?  □ Yes  □ No

Have you completed your first year of residency to the satisfaction of your Genetics Program director(s)?  □ Yes  □ No

*If awarded, the period will begin on July 1, 2016.

**INSTITUTION APPLICATION**

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<th>TRAINEE APPLICANT:</th>
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Is your institution currently and fully accredited by the Accreditation Council for Graduate Medical Education (ACGME)?  □ Yes  □ No

Are you able to provide the awardee with appropriate clinical supervision and mentorship?  □ Yes  □ No

Does your institution have a multidisciplinary team established and trained to manage multiple aspects of care for those with biochemical genetic diseases?  □ Yes  □ No

If the research project does not include LSDs, how will awardee get exposure?  □ Yes  □ No

Does your institution serve a large patient population and have the diagnostic and research capabilities to properly diagnose patients and provide comprehensive management?  □ Yes  □ No
APPLICATION STATEMENTS

All Applicants are required to agree to the following statements:

I hereby apply to the ACMG Foundation for Genetic and Genomic Medicine ("ACMGF") for consideration of my application for the Genzyme/ACMGF Clinical Genetics Fellowship in Biochemical Genetics (the “Award”). I agree to disqualification from consideration, to denial of the Award, and to forfeiture and redelivery of any funds granted to me pursuant to the Award in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing the Award Program. I authorize ACMGF to make whatever inquiries and investigations it deems necessary to verify my credentials and professional standing.

I have read and agreed to the conditions set forth in the Award Agreement as evidenced by my execution of the Award Agreement which is included in this Application.

I have read the application announcement and if selected as an Awardee, agree to the terms of the award program.

I hereby agree to hold ACMGF, the American College of Medical Genetics and Genomics, Genzyme, and their respective officers, directors, members, owners, employees, and agents, harmless from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application; the application process, any award granted to me by ACMGF; the failure to grant me any award; or any demand for forfeiture or redelivery of funds issued pursuant to an award. I understand that the decision as to whether I qualify for the Genzyme/ACMGF Clinical Genetics Fellowship in Biochemical Genetics rests solely and exclusively with ACMGF and that the decision of ACMGF is final.

I HAVE READ AND UNDERSTAND THESE STATEMENTS AND I INTEND TO BE LEGALLY BOUND BY THEM.

____________________________________
Name

____________________________________
Date

____________________________________
Signature

NOTE: Award application MUST be signed by both Trainee-Applicant and Institution. Unsigned applications will be considered invalid.

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<th>Applicant Signature:</th>
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<tr>
<th>Sponsoring Organization’s Representative Signature:</th>
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Genzyme/ACMGF Biochemical Fellowship Award

Project Assurances

Applicant agrees to comply with the terms of the award, including a progress report at six months and a final report at twelve months from the commencement of the Fellowship Year.

Yes [ ]  No [ ]

Applicant or family members (spouses, children and their spouses, and siblings and their spouses) are not officers, directors, or employees of the ACMGF or Genzyme, or members of the Award Committee.

Yes [ ]  No [ ]

Applicant agrees that nothing in this Agreement shall be construed as imposing any duty or obligation, express or implied, upon the Awardee or sponsoring Institution of an Awardee to refer any patient, physician or healthcare organization to any user of Genzyme products or services, or to endorse or recommend the ordering or purchasing of any Genzyme product or service.

Yes [ ]  No [ ]

Applicant agrees that there will have institutional IRB approval for any award project that includes human subjects.

Yes [ ]  No [ ]
GENZYME/ACMGF AWARD
“Genzyme Clinical Fellowship in Biochemical Genetics”

AWARD AGREEMENT

This Award Agreement (the “Agreement”) is entered into this ____ day of _______________, 201__ (the “Effective Date”), by and between the ACMG Foundation for Genetic and Genomic Medicine (“ACMGF”) and ________________, an individual (“Grantee”) employed by ________________ (“Institution”).

WHEREAS ACMGF is sponsoring the 201__ Genzyme/ACMGF Fellowship Award (the “Award”) for projects directed to “Genzyme Clinical Fellowship in Biochemical Genetics” under the terms and conditions set forth herein; and

WHEREAS Grantee is submitting an application for the Award based on Grantee’s project “_______________________” (the “Project”);

NOW, THEREFORE, Grantee hereby agrees that, should Grantee be selected as a recipient of the Award, Grantee will strictly abide by the following terms and conditions of the Award:

1. Reports and Presentations

   (a) Semi-Annual Written Updates. Grantee agrees to submit to ACMGF by ________________, 201__ a semi-annual update indicating the progress made toward completion of the Project and achievement of the purposes of the Award.

   (b) Annual Written Reports. Grantee agrees to submit to ACMGF by ________________, 201__ an annual written report setting forth (1) the use of the Award funds granted and detailing all expenditures made from the Award funds (including travel, salaries, and supplies) and (2) progress made toward completion of the Project and achievement of the purposes of the Award.

   (c) Annual Oral Presentation. Should ACMGF organize a presentation, Grantee agrees to make an oral report on the progress of the Project. The expenses of Grantee’s participation shall be covered by the ACMGF. This presentation may be attended by individuals affiliated with ACMG, other members of the scientific community, the media, and potential donors to ACMGF. It is most likely that this presentation would occur at the annual ACMG Meetings in _______ of 201__.

   (d) Final Report. Grantee agrees to submit to ACMGF a Final Report upon completion of the Project. If the Project involves the creation of a written product, a copy of such written product must be submitted with the Final Report.

2. Investigation. If any of the reports required above indicate that Grantee is not working toward achieving the purposes of the Award, ACMGF may conduct an investigation. Grantee understands and agrees that if ACMGF determines, in its sole discretion, that Grantee has not met the terms and conditions of the Award, ACMGF may halt the disbursement of further funds and take all reasonable and appropriate steps to recover the Award funds and/or to insure the restoration of diverted funds. Grantee further understands and agrees that ACMGF may withhold any further payments until such time as it is satisfied that Grantee is meeting his/her obligations under this Agreement.
3. **Use of Funds**  
   (a) Grantee agrees to utilize all Award funds in accordance with the purpose of the Award, “Genzyme/ACMGF Clinical Genetics Fellowship in Biochemical Genetics,” as determined by the Board of Directors of ACMGF. Funds will be sent from ACMGF to Institution in quarterly installments.

   (b) Except as may be expressly provided herein, Grantee agrees that Award funds shall be used only for the direct support of Grantee’s fellowship and only in the manner and for the purposes indicated in the Award proposal. ACMGF grant funds may be used to pay for all direct costs (stipend, fringe benefits, other training costs) and indirect costs (capped at 8% as with NIH training grants). In addition, Grantee agrees that Award funds given by ACMGF shall not duplicate funds obtained from any other source.

4. **Institution Commitment.** Institution agrees that Grantee’s time, facilities, and position will remain at an appropriate level to facilitate the Project.

5. **Assignment of Rights.**

   (a) If any patents arise out of or are developed as a result of the research funded by the ACMGF Award described herein, the rights to which are deemed to be the property of Grantee and/or Institution, Grantee and Institution expressly agree not to enforce their rights in any such patents against any physician or not-for-profit institution utilizing the patented property for the diagnosis or treatment of genetic diseases in patients.

   (b) If any original notes, presentations, publications, or other materials, without limitation (including any summary or description of research results) (“Materials”) arise out of or are developed in connection with the research funded by the ACMGF Award described herein, the rights to which are deemed to be the property of Grantee and/or Institution, Grantee and Institution agree to (1) acknowledge in all Materials the support of the Award; (2) offer the ACMG’s journal *Genetics in Medicine* first option on publication of any Materials to be published; (3) provide ACMGF with copies of the Materials; and (4) assign to ACMGF a non-exclusive, fully paid, worldwide, unrestricted license to publish and distribute the Materials following any publication thereof. ACMGF agrees that it shall not publish any previously unpublished Materials of which it receives copies or otherwise vitiate the intellectual property rights of Grantee in said Materials.

6. **Indemnification.** Grantee agrees to and hereby does indemnify and hold harmless Genzyme, ACMGF, ACMG, and their respective directors, officers, members, owners, employees, and agents (“Indemnitees”) from any and all demands, claims, suits, and expenses, including but not limited to reasonable attorney’s fees (“Claims”), which one or more of the Indemnitees may incur by reason of Grantee’s negligent acts or omissions (including, without limitation, use of third party intellectual property rights) arising out of or in connection with this Agreement. Nothing provided herein shall be construed to impute liability to any party for injuries sustained by any third party.

7. **News Releases.**

   (a) Grantee agrees that ACMGF may issue news releases regarding the award of the grant. Grantee also agrees to assist in the development and production of such releases as requested by ACMGF.
(b) Grantee agrees to acknowledge ACMGF in any publication in a manner that shall be approved by ACMGF in advance.

(c) Grantee agrees to submit to ACMGF for prior approval any and all news releases or other published statements if such news releases or published statements mention or refer to ACMGF or the Award.

8. Permissions. No party shall use the name or names of another party, or any adaptation, abbreviation, or derivative thereof, whether oral or written, without the permission of such party, except as otherwise set forth in this Agreement. Notwithstanding the foregoing, prior written permission of Grantee shall not be necessary for ACMGF to identify him/her as a grantee or in research results, summaries, or discussions the distribution of which is permitted pursuant to Section 5.

9. Compliance with Applicable Laws. Grantee warrants that, in connection with Grantee’s acceptance of the Award, Grantee’s work on the Project, and all investigations conducted in connection therewith, he/she shall, at all times, comply with all applicable federal, state and local laws, regulations and other requirements including, but not limited to, the following:

- Protection of human subjects
- Inclusion of women and minorities
- Inclusion of children
- Financial conflicts of interest
- All applicable sections of the following statutes and the regulations promulgated thereunder:
  - Federal Food, Drug, and Cosmetic Act
  - Clinical Laboratory Improvement Amendments (“CLIA”)
  - Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

10. Termination.

(a) Either party may terminate this Agreement at any time for material breach by the other party. Within ten (10) days of such termination, Grantee shall return any unspent and uncommitted grant funds to ACMGF and provide ACMGF with a copy of all Materials prepared up to the date of termination.

(b) Either party may terminate this Agreement upon the death or permanent disability of Grantee. Within thirty (30) days of the date of Grantee’s death or permanent disability, Institution shall return any unspent and uncommitted grant funds to ACMGF and provide ACMGF with a copy of all Materials prepared up to the date of death or permanent disability.

(c) Either party may terminate this Agreement in the event Grantee leaves the full-time employ of Institution, for any reason other than death or permanent disability, prior to completion of the Project. Within sixty (60) days of the date of such end of employment, Grantee shall return any unspent and uncommitted grant funds to ACMGF and provide ACMGF with a copy of all Materials prepared up to the date of the end of employment, unless and until ACMGF, Grantee, and Grantee’s new place of employment enter into a written agreement providing for the continuation of the Project under the same conditions applicable herein or other conditions agreed to by such parties.
11. **Award Administration**

   (a) The Fellowship Year will commence on July 1, 2016 and end on July 30, 2017.

   (b) Genzyme/ACMGF will fund the Award in the amount of $75,000 per year, which shall be designated to pay for all costs (stipend, fringe benefits, other training costs) and indirect costs (capped at 8% as with NIH training grants) associated with the Awardee’s Fellowship Year.

   (c) ACMGF shall pay funds directly to the institution sponsoring the Awardee in four quarterly installments (July 1, October 1, January 1 and April 1), to use such funds in accordance with the terms of the agreement above.

   *   *   *

**Agreed to and Approved:**

**Grantee:**  
Signature: __________________________  
Name: __________________________  
Date: __________________________

**Institution:**  
Signature: __________________________  
Name: __________________________  
Title: __________________________  
Date: __________________________

**ACMG Foundation:**  
Signature: __________________________  
Name: __________________________  
Title: __________________________  
Date: __________________________
Outline of Trainee-Applicant’s Research Project Proposal

PLEASE NOTE:

- Applicant is limited to five pages of application; Applications must be completed in 1.5 spaced; Times New Roman; Font Size 12 point. The five pages do not include references.
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