Application Instructions for Research Protocols Requesting NMS Match Data

Overview and Purpose

This document provides instructions for investigators wishing to obtain applicant data collected by National Matching Services (NMS) during applicant registration for a given admissions cycle. All data collected by NMS during an admissions cycle (henceforth called "Match Data") is owned by AGCPD. Investigators conducting research approved by an institutional review board (IRB) may request Match Data. Such requests will be reviewed by the AGCPD Match Committee and then approved or denied by the AGCPD Executive Committee.

The goals of this application process are to:

- promote safe handling and use of Match Data in a manner that respects the NMS applicant agreement and is consistent with AGCPD values
- establish a fair, consistent, and transparent system of evaluation for applications requesting Match Data
- ensure that researchers requesting access to Match Data understand the criteria by which their applications will be evaluated

Application Instructions and Timeline

1. Review the Match Data Request Rubric
2. Write an application addressing the points specified in the Application Checklist below
3. Applications should use an 11- or 12-point font that is easy to read (e.g. Times New Roman, Calibri) and be in a standard 8 ½" by 11" paper format with 1" margins
4. Applications should be no more than 15 pages, including all appendices
5. Email your application as a single PDF attachment to the Chair of the AGCPD Match Committee: Brad Rolf, barolf@uw.edu
6. There is no application fee
7. There is no deadline for applications
8. Submissions will be reviewed on a rolling basis as they are received
9. Please allow 4-8 weeks from the time of submission for a final decision on your application

Eligible Projects

Investigators wishing to obtain Match Data for use in an IRB-approved study should have projects in which there is a clear rationale outlining the benefits of the study and the need for Match Data. Applications for projects that can be completed without the use of Match Data will

be rejected. At this time, AGCPD is accepting applications from any investigator with an IRB-approved research protocol. It is not necessary to be a genetic counselor or a member of AGCPD to submit an application.

Strong applications will address how the study aims to advance the mission of AGCPD. For example, projects that aim to

1. Explore innovative approaches to genetic counseling admissions
2. Improve access to the genetic counseling profession, especially for underrepresented populations
3. Promote the training goals of genetic counseling students
4. Build a more diverse and inclusive workforce
5. Address an unmet need in genetic counseling admissions

Release of Match Data

Applications may be submitted prior to securing full IRB-approval; however, Match Data will not be transferred to an investigator until proof of IRB review and approval have been submitted to the AGCPD Executive Committee. Please allow 2-3 weeks for Match Data transfer.

Application Checklist

Your completed application must contain each of the following components. All components must be submitted as a single PDF. Please use an 11- or 12-point font that is easy to read (e.g. Times New Roman, Calibri). Applications should be in a standard 8 ½" by 11" paper format with 1" margins. Applications should be no more than 15 pages including all appendices.

☐ **Cover sheet**

Cover sheets must include the following information:

- Name of principle investigator (PI)
- Name of PI's institution,
- Address, daytime telephone number, and email address of PI
- Project title
- Names of study team member/other investigators

☐ **Proposal**

Proposals must include the information listed below. Each bullet point should have its own subheading in your application.

- Research question(s)
- Specific aims
- Background information and rationale
- Methods
- Risks and benefits

- Study timeline
- Required resources
- Necessity of Match Data
- Specificity of Match Data requested

☐ **Project Impact and Feasibility**

- Describe what novel contribution(s) your study will make to the genetic counseling profession
- Describe the funding needs of your study and address whether you have secured the funding necessary to complete the study

☐ **Investigator Qualifications**

- Describe the PI's previous experience with conducting research.

☐ **Safeguards**

- Describe the IRB review process used for your protocol. If the IRB at your institution has approved your protocol, please include documentation of that approval in Appendix B. If the IRB at your institution has NOT approved your protocol, please describe your plan for obtaining IRB approval and the estimated timeline for approval.

☐ **Appendix A: Bibliography**

Provide citations for all literature referenced in your application.

☐ **Appendix B: IRB-approval**

If your protocol has been approved by an IRB at the time of your application, please provide documentation of IRB-approval.

☐ **Appendix C: Consent form**

If your proposal involves the participation of human subjects requiring informed consent, you must include either a draft of the consent form (or information sheet, if documentation of consent is waived) or the IRB-approved study consent form/information sheet.

☐ **Appendix D: Biosketch for Principle Investigator**

Provide an NIH biosketch for the PI. The biosketch should not exceed 2 pages.

☐ **Appendix E: Survey instrument(s)**

If your study will survey participants, you must include the survey instrument you will use.

Additional Guidance

Application reviewers look for clear, concise writing that follows the rules of English grammar and syntax. You may include images, figures, and tables in your application if they support your application.

Research Question(s) and Specific Aims

Describe the purpose of your proposed project and provide a high-level overview of your goals and research plan. List the objectives or specific aims of your project, stated in measurable outcomes, as well as any hypotheses you plan to test for each aim.

Background Information and Rationale

Summarize what is known about the topic of your study. Explain the need your study aims to address.

Methods

Explain the project design and the procedures you will use to accomplish your specific aims and study objectives. Describe the population to be studied or targeted (if applicable); how you will sample and recruit participants; any interventions you will use; the data you will collect from participants; and the qualitative and/or quantitative methods you will use to analyze, interpret, and present those data.

Risks and Benefits

Specify the potential risks and benefits to participants in your study. Describe the measures you will take to minimize risk to participants as well as a description of how the study team will address participants concerns or requests to withdraw from the study.

Timeline

Outline the timing of the major steps of your study. Please specify when you expect to complete the project.

Required Resources

Describe the facilities and resources that will be required for your project. Please indicate if there are any necessary resources that will need to be acquired before the study team can complete the project.

Necessity of Match Data

Describe why your study can only be completed by using Match Data.

Specificity of Data Requested

Describe the specific Match Data your study needs in order to address its aims and objectives. For example, does your study need email addresses but not phone numbers?

Project Impact and Feasibility

Describe the short- and long-term impact of your study to the genetic counseling profession. Also indicate how your research advances the mission of AGCPD. Outline any funding issues that may affect your ability to conduct and complete your study.

Investigator Qualifications

Explain how you are equipped to successfully conduct and complete your proposed project. Please describe any previous experience you have conducting research. You may reference the biosketch you include in Appendix D in this part of your application.

Data Storage and Security

Describe how Match Data (once shared) will be stored and secured. What measures will be in place to minimize the chance of a data breach and ensure participant confidentiality? Describe how Match Data will be accessed by the study team.

Other Questions

Please reach out to the Chair of the AGCPD Match Committee, Brad Rolf (barolf@uw.edu), with any other questions regarding your application or the review process.