

## PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER

### PILOT PROGRAM (2017-2018)

The University of Washington's PNASH Center is dedicated to the prevention of illness and among agricultural producers, workers and their families. The Center is focused on safe and sustainable agricultural workplaces and communities with an emphasis on injury and illness prevention, especially among hired laborers, migrant/seasonal workers, and children. Our approach includes:

- Working in partnership with employers, workers, agencies and other research and service organizations.
- Conducting innovative research and intervention programs that focus on problem solving.
- Taking solutions to the workplace through training, outreach, and participatory research.

The program will follow the following process: 1) release of request for proposals for Northwest Investigators; 2) internal and external review and scoring of proposals; 3) notification of award or request for revision and resubmission; and 4) a record of program process and project results.

This program provides both early stage and experienced investigators with opportunities to:

- Develop preliminary data or tools to support new proposals;
- Adapt or evaluate proven tools or techniques for new populations, workplaces or delivery methods;
- Evaluate the merit of new ideas, or new approaches to existing methodologies or datasets;
- Explore new directions in research, prevention/intervention and education/translation;
- Apply their expertise to the field of agricultural safety and health

**Through a competitive process, the Pilot Program will fund up to 2 projects for a maximum total annual direct cost allocation of \$30,000 and a project duration of 12 to 18 months. Awards will be available beginning September 30, 2017.**

For applicants outside the University of Washington, we request that all applications include a PNASH Center project liaison. We will work with you to find an appropriate fit for your project.

#### Eligible Applicants

- All University of Washington (UW) investigators.
- Researchers with organizations other than the UW who have contacted the PNASH Center in advance and established an affiliation with the PNASH Center.
- UW graduate students applying in conjunction with a faculty advisor. The faculty advisor must be listed as the principal investigator on the project.

#### Timeline

Pre-Proposal Due to Center	June 15 <sup>th</sup>
Proposal Application Due to Center	July 25 <sup>th</sup>
Earliest Award Notification	September 8 <sup>th</sup>
Earliest Date of Funds Availability	September 30, 2017
Completion of Funded Small Grant Projects	September 29, 2018

Please contact Marcy Harrington for more information 206-685-8962, [marcyw@uw.edu](mailto:marcyw@uw.edu).

## Specific Instructions

**Pre-proposals due June 15<sup>th</sup>.** If you plan on submitting a proposal, the PNASH Center requires that you submit a **pre-proposal by electronic mail to [marcyw@uw.edu](mailto:marcyw@uw.edu)**. This pre-proposal should be *brief* (1-2 pages). Describe the major aims, planned research, approximate timeframe, personnel and collaborations and the direct and indirect (**only 10% of these costs are included in the award**) dollar amount you plan on applying for. Please be sure to include appropriate contact information. We will use the information in the pre-proposals to provide feedback on the prospective application. Expect an initial response within a week of your pre-proposal submission.

**Final proposal applications are due July 25<sup>th</sup>.** Submit by email to [marcyw@uw.edu](mailto:marcyw@uw.edu). For University of Washington applicants, approval by Department Chair and School/College Dean for signatures of endorsement **may** be required – check with your department. However, proposals are *not* submitted through UW Office of Sponsored Programs; therefore an eGC-1 submission is not required.

### **Pilot Program Manager:**

Marcy Harrington, MPA  
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Marcy Harrington can be reached by phone 206-685-8962 and via e-mail at [marcyw@uw.edu](mailto:marcyw@uw.edu).

### **PNASH Director/PI:**

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PNASH Center Director  
UW Department of Environmental and Occupational Health Sciences  
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**NIOSH Parent Grant Award #:** NOSH/CDC Cooperative Agreement #5 U54 OH007544

**Small Grant period:** September 30, 2017 – September 29, 2018

## Format for Final Proposals

**Cover Page** (Final page of this document)

### **Body of the Application**

**A) Abstract (limited to 300 words).** Describe proposed project and how it relates to the goals of the PNASH Center (see PNASH website: <http://deohs.washington.edu/pnash>). Include a specific mention of the relevant Northwest or National Occupational Research Agendas priority (see page 5 for agenda locations).

**B) Budget and budget justification.** The format used for the budget will be the PHS 398 Form Page 4 “Detailed Budget for Initial Budget Period” (available at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>).

The budget should show the effort of all persons, paid and unpaid, who will carry out the activities. This should be followed by a justification page explaining the roles and duties of each individual. Administrative salaries cannot be covered. Equipment will be supported only if tied directly to the project and equipment costs may not exceed \$5,000 unless permission is granted in advance. If the proposal is partially funded by other sources (in-kind support), please specify the source and amount of support.

**Note:** As these are exploratory projects all non-UW applicants must use a **F&A rate of 10%** calculated based on total direct costs. *Any applications requesting a greater F&A rate will not be accepted.* UW applications should not include F&A costs in their budget as the UW has already charged F&A on these funds.

**C) Biographical sketch.** A sample and form pages of the PHS 398 format for biosketches can be found at: <http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>

**D) Resources.** Describe facilities and major items of equipment or resources available for proposed research. If you anticipate using PNASH Center services, discuss the nature and extent. It is essential that you discuss your project in advance with the Center to ensure that the necessary service(s) can be provided.

**E) Research Plan (limited to 5 single-spaced pages, 11 point font).** A concise research plan following the guidelines outlined below.

- **Objective and Specific Aims:** State the overall objective or long-term goal and the specific aims of the project.
- **Background and Significance:** *Briefly* review relevant literature describing the current knowledge in this field. Identify the NW Farming or NW Forestlands Agenda or NORA area(s) which your study addresses as well as its relevance to Northwest agriculture. If the study does not directly address a NW Farming or NW Forestlands Agenda or NORA priority, state the evidence that supports your decision to investigate the issue. Web addresses for NW Agendas and NORA area can be found below.
- **Methodology:** Provide a concise and thorough discussion of the proposed methods, including the study design, involved populations, data collection, and means employed to analyze or interpret the data to attain your objectives. Include a discussion of proposed method's limitations. A timetable for completion of project should be provided. Include, if appropriate, a discussion of pitfalls you might encounter and the limitations of procedures you propose to use.
- **Potential Impact/Potential for Future Funding:** Explain how the information gathered during this project will form the basis for future studies. Please also outline possible future sources of funding. Be as specific as possible, but whether you reference an RFA, Government

Initiative, or Agency briefly explain how future projects fit the research objectives of the potential funding source.

- **Collaborative Arrangements:** If applicable, providing a description of the collaboration that will occur with other institutions, community organizations, or any group whose cooperation is essential. A letter indicating the institution or organization's willingness to participate should be included in the Appendix.
- **Appendix:** You are not expected to have completed project materials before submitting this application. However, if appropriate, you may attach *samples* of the types of questions or formats etc. that you will be using in your study to supplement your methodology component of the research plan.

**F) Outcome Metrics Table:** The Pilot Program participates in the Center-wide program monitoring, tracking progress, activities, and products. To assist with these goals all applicants must include a project specific matrix with your final proposal. The matrix should include short-term outcomes, indicators and potential sources of information. Please contact us if you have any questions regarding development of this component.

**G) Human Subjects and Animal Care Committee Approvals:** Funded projects involving subjects and animals will have to obtain approval from the appropriate committee before funding will be released. If the award is external to the University of Washington (UW), and does not involve any UW employees or facilities, and the grantee's institution has an accredited IRB, then the UW-IRB has waived the need to review these protocols. Otherwise, the UW-IRB handles all Human Subjects and Animal Care protocols.

## Review and Evaluation Guidelines

**Scientific Merit and Feasibility:** Proposals will be reviewed for technical merit on the appropriateness of the methods, design, and the feasibility of attaining the stated objectives within the timeframe and budget. Projects likely to result in scientific publication or lead to successful procurement of a full study grant in the future will receive the highest priority. Keep in mind that proposals will be reviewed by an external scientific reviewer, but not all internal reviewers will be specialists in the particular field of the proposal.

**Relevance to PNASH Center and NIOSH goals:** Proposals should specifically name the Occupational Research Agenda for NW Farming, the Occupational Research Agenda for NW Forestlands or the NIOSH NORA priorities to demonstrate relevance. See:

- PNASH Occupational Research Agendas for NW Farming and for NW Forestlands: [http://depts.washington.edu/pnash/files/03\\_research\\_pub/03\\_farm\\_agenda.pdf](http://depts.washington.edu/pnash/files/03_research_pub/03_farm_agenda.pdf)  
[https://depts.washington.edu/pnash/files/03\\_research\\_pub/03\\_forestland\\_agenda.pdf](https://depts.washington.edu/pnash/files/03_research_pub/03_forestland_agenda.pdf)
- NIOSH National Occupational Research Agenda: <http://www.cdc.gov/niosh/nora/>

Projects that address needs not identified in these documents should provide a justification with evidence from epidemiological, clinical, or industrial sources.

**Collaborative Research:** Collaborations between institutions and with affected communities in Region 10 and with the PNASH Center are encouraged. Proposals will be reviewed on the merit of new and creative approaches that ideally are interdisciplinary, and that involve or whose outcome will result in projects involve more than one investigator or community.

**Research to Practice (r2p):** Each proposal should describe how the final results and products will influence practice. Research projects may highlight publications, national presentations, and plans for submitting a full proposal. For intervention projects, your r2p strategy should be included as a specific aim. For education projects, r2p is your overall goal. For information on NIOSH's r2p initiatives see <http://www.cdc.gov/niosh/r2p/>

**Evaluation Component:** Required for all projects. Intervention projects seeking to reduce injury or illness should include an evaluation component that addresses outreach goals or feasible intermediate measures that can be accomplished within the project period.

## Post Award - Expectations of Award Recipients

**Records Maintenance:** Records of all letters of intent, pre-proposals, and final proposals, as well as correspondence regarding the review process, grant-making, and final actions are maintained within the PNASH hardcopy files and computer server system, which is regularly backed up and archived at an offsite location. All materials that are received in hard copy format are scanned and stored on this system. All records are available to NIOSH upon request.

**Human Subjects IRB (or other protections):** Funded projects involving human subjects and animals must obtain approval from the UW-IRB or Institutional Animal Care and Use Committee (IACUC), before funding will be released. If the award is external to the UW, does not involve any UW employees or facilities, and the grantee's institution has an accredited IRB and IACUS, then the UW accepts the grantee's institution review.

The PNASH IAC is composed of senior researchers with extensive experience in Human Subjects and Animal research. However, if any questions arise about whether a particular project requires IRB or Animal Care review, we facilitate putting the applicant in touch with the appropriate oversight office, direct personnel to training and work with investigators to insure that all appropriate training and approvals are in place before the activities begin.

**Fiscal:** External applicants must begin billing within 90 days of contract receipt and must submit bills at least quarterly and no more frequently than monthly. External Institutions are required to submit final financial status reports no later than 60 days after the end of the award period.

**Communications:** Acknowledge funding support in publications and presentations resulting from the award with ***“Supported by the Pacific Northwest Agricultural Safety and Health Center (NOSH/CDC Cooperative Agreement #5 U54 OH007544)”***.

**Reporting & Evaluation:** All PNASH Pilot Program projects are required to submit both an annual and final reports to PNASH detailing their activities, results, or outcomes (publications, presentations, independent grant applications, guidance documents, websites, etc.) In addition, PIs of Pilot projects are asked to share their results and progress (as appropriate) in both internal and external forums including, but not limited to: PNASH meetings, newsletters, and national conferences. The Pilot Program activities also are captured in yearly and final reports. Final report also require the investigator to present their findings to the Internal Advisory Committee.

**PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER  
PILOT PROGRAM APPLICATION COVER SHEET**

**Principal Investigator**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

Phone & Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Project Title \_\_\_\_\_

Funding Period:

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Proposed UW Budget Title (Not to Exceed 15 characters) \_\_\_\_\_

**TOTAL DIRECT COSTS** \_\_\_\_\_

***Non-UW Investigators, please complete the following:***

F&A 10%: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Amount subject to F&A(Base): \_\_\_\_\_

Human Subjects Approval Required

Yes \_\_\_\_\_

No \_\_\_\_\_

If YES, have you complete HS training?

Yes \_\_\_\_\_

No \_\_\_\_\_

(Do NOT submit prior to funding approval unless permission has been given)

Animal Care Committee Approval Required?

Yes \_\_\_\_\_

No \_\_\_\_\_

Human/ Animal Subjects Review Board Approval Number (If Available) \_\_\_\_\_

Does this research take place on UW campus?

Yes \_\_\_\_\_

No \_\_\_\_\_

If NO, where? \_\_\_\_\_

**SIGNATURES**

Principal Investigator \_\_\_\_\_

Approval Authority  
(as appropriate) \_\_\_\_\_

Name

Title

**Send Completed Application by email (with scanned signature page) to [marcyw@uw.edu](mailto:marcyw@uw.edu)**