

PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER

Small Grants Program Guidelines (2015-2016)

The primary goal of the University of Washington's Pacific Northwest Agricultural Safety and Health (PNASH) Center is to prevent workplace injury and illness through research, education, and intervention projects in the agricultural industries of farming, fishing, and forestry.

The small grants program goal is to stimulate and support new and expanded research, prevention/intervention, and education/translation activities in the area of occupational safety and health in Northwest farming, forestry, and fishing.

Priority areas for 2015-2016 fiscal year are influenced by the approach of the final year of our five-year cycle. We are emphasizing activities that further our research-to-practice objectives or that provide supplemental support for research relevant to our competitive renewal.

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

- Develop preliminary data or tools to support new proposals;
- Move research findings or model programs into practice in partnership with industry groups, worker organizations, health care providers, community service organizations or research institutions;
- Address a need or emerging hazard area for our Northwest agricultural workforce.

Up to 4 projects will be awarded for one year (September 30, 2015 – September 29, 2016). Awards will be made for \$10,000 - \$25,000 direct costs.

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 5 th |
| Proposal Application Due to Center | July 6 th |
| Completion of Review | August 4 th |
| Earliest Award Notification | August 14 th |
| Earliest Date of Funds Availability | September 30, 2015 |
| Completion of Funded Small Grant Projects | September 29, 2016 |

Please contact Marcy Harrington for more information 206-685-8962, marcyw@uw.edu.

Specific Instructions

Pre-proposals due June 5th. If you plan on submitting a proposal, the PNASH Center requires that you submit a **pre-proposal by electronic mail to 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 total 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 6th. Submit by email to 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.

Small Grants Program Manager:

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Marcy Harrington can be reached by phone 206-685-8962 and via e-mail at marcyw@uw.edu.

PNASH Director/PI:

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NIOSH Parent Grant Award #: NOSH/CDC Cooperative Agreement #5 U54 OH007544

Small Grant period: September 30, 2015 – September 29, 2016

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 modular budget format should *not* be used. Form Page 4 should be followed by a justification page explaining the roles and duties of each individual and detailing all other costs. The roles and duties should be commensurate with the effort indicated on the budget page. 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. Address human subject (or other ethical protections) engagement and protections, but IRB approval can be obtained on a JIT basis. A timetable for completion of the project should be provided.
- 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 provide a description of the collaboration that will occur with other institutions, community organizations, or any group whose cooperation is essential. Provide a letter indicating the institution or organization’s willingness to participate. Letters 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) Evaluation Matrix: See details on evaluation Matrix below. This is a required component and does not count against the page limit for the research plan.

Evaluation Matrix

The Small Grants 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 version of the below matrix with your final proposal.

The matrix below includes *examples* of a few outcomes, data sources and potential assumptions that may be appropriate to a project application. Do not feel constrained to use the items listed below refine or modify as appropriate for your project. Please contact us if you have any questions regarding development of this component.

| PROJECT OUTCOMES | INDICATOR | DATA SOURCE | ASSUMPTIONS |
|--|---|---|--|
| Reduction in injury of illness | Project specific | Project-specific evaluation results | - Data collected is representative of actual injury and illness. |
| Develop preliminary data or expertise to support advanced research | Project specific | Project-specific evaluation results. | - Preliminary data identify a need and funding in available for future proposals. |
| Develop or adapt novel tools or techniques | Project specific - Validated technology/procedure - For new populations, workplaces, or delivery methods | Project-specific evaluation results. | - New tools and techniques will be transferred through future funding or the Center’s outreach program. |
| Support students, early stage, and new investigators in the field of agricultural safety and health. | - Statement of interest - Project grants applied for - Continued work in the field | - Exit and Follow-up interviews - Personnel records - Project proposals | - Students and investigators recruited through current institutional programs and partnerships |
| Widen PNASH’s work in the industries, worker populations and Region X | - Industry types (commodity/sectors) - Worker populations (vulnerable groups, job/task type) - State, local geography and environment | - Project proposal - PNASH Center reports and evaluation database - Stakeholder Advisors - Scientific Advisors and Reviewers - PNASH Center NW AG Health and Safety Indictors (Eval. Program) | - Expansion does not negatively affect impact of existing priorities and projects through dilution of resources. |

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_adenda.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 initiative 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

Human Subjects IRB (or other protections): If applicable, documentation of approval must be provided within 60 days of award receipt. Do not submit Human Subjects or Animal Care approvals until your project has been approved. If there is a special need for the project to have approval at the earliest possible date please contact the PNASH Center to discuss.

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 Awardees are required to provide brief project updates on progress and activities at intervals throughout the year. Formal reports are required for NIOSH's year-end report (due in September) and Progress Report (due in March). Final reporting will include a presentation to the PNASH Internal Advisory Committee and a final detailed scientific report to NIOSH (submitted in September with the year-end report) – manuscripts or publications can be submitted in lieu of the final scientific report.

**PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER
SMALL GRANT 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 _____%

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