

PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER

Small Grants Program Guidelines

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 Region 10 agricultural industries. Within this context "agriculture" includes the industries of farming, fishing, and forestry.

The goal of the P/FP 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. For PNASH's 2014-2015 Year, small grant **priorities areas include**: commercial fishing sector; Total Worker Health (for details see NIOSH's Total Worker Health page: <http://www.cdc.gov/niosh/twh/>), vulnerable populations, and pilot research with the intent to develop a project proposal for PNASH's next program cycle.

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

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

In addition this program places a special emphasis on supporting meritorious projects that widen PNASH's work in the industries of fishing and forestry, and those projects that support early stage investigators. Proposals must outline a specific objective, its significance, and its relevance to the National Occupational Research Agenda or PNASH Center Occupational Research Agendas for Northwest Farming or Northwest Forestry (or supporting evidence for non-NORA related projects), and the means and prospects for achieving its objective.

Up to two projects will be funded for a period of one or two years* (September 30, 2014 – September 29, 2015). The awards will be made for \$20,000 - \$40,000 TOTAL COSTS

The PNASH Center encourages applications from academic institutions, government agencies, health care organizations, and other groups. For applicants outside the University of Washington, we request that all applications include a PNASH Center faculty member to serve as a project liaison. We will work with you to help try and find an appropriate liaison. Please contact Robin Russell for more information 206-616-1958, rwr5@uw.edu.

Eligible Applicants

- All University of Washington (UW) investigators. Affiliation with the PNASH Center members is not necessary for proposal submission.
- 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.

*Two year projects must include a plan for substantial Year 1 deliverables and will face higher expectations than one year projects. Each year of multi-year projects will be funded through a competitive continuation process.

- Northwest region community members or organizations that establish a collaboration with the PNASH Center by contacting us in advance.

Timeline

Pre-Proposal Due to Center	June 2nd
Proposal Application Due to Center	July 2nd
Completion of Review	August 13th
Earliest Award Notification	August 18th
Earliest Date of Funds Availability	October 1st
Completion of Funded Small Grant Projects	September 29, 2015

Expectations of Applicant

Documentation/Fiscal

If applicable, documentation of IRB (or animal protections) approval must be provided within 60 days of award receipt.

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

Award recipients must acknowledge funding support from PNASH in all publications and presentations of materials resulting from the award. Specific language will be provided at the time of funding.

Reporting & Evaluation

Applicants are required to provide brief (2-3 paragraphs) project updates at intervals throughout the year. These updates will be requested no more frequently than quarterly and inform PNASH internal newsletters and decision making. Applicants are required to provide additional information needed for PNASH year-end reports and participate in the PNASH Center project evaluation program. Year-end reports are typically due ~60 days after the end of the project period.

A final report document detailing all project activities, outcomes and any manuscripts or publications resulting from project data is due one year after the completion of project activities.

All PNASH P/FP projects are required to submit both annual and final reports to PNASH detailing their activities, results, or outcomes (publications, presentations, independent grant applications, guidance documents, web sites, etc.). In addition, PIs of P/FP projects are asked to share their results and progress (as appropriate) in both internal and external forums including, but not limited to: PNASH Brown Bags, Advisory Meetings, Newsletters, and Regional and National Meetings. The P/FP activities also are captured in yearly and final reports. Final reports also require the investigator to present their findings to the Internal Advisory Committee.

Specific Instructions

If you plan on submitting a proposal, the PNASH Center requires that you submit a pre-proposal by June 2nd, either by postal mail or electronic mail. This pre-proposal should be a *brief* (1-2 page) description of the planned research, including approximate timeframe, personnel involvement, major aims, 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 2nd. Submit one complete original and email one electronic version to rwr5@u.washington.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 form is not required.

Please send Pre-proposal and Proposal submissions to:

Robin Russell
Pacific Northwest Agricultural Safety and Health Center
UW Department of Environmental and Occupational Health Sciences
Box 357234
Seattle WA 98195-7234

Robin Russell can be reached by phone 206-616-1958, fax 206-616-2687 and via e-mail at rwr5@u.washington.edu.

Application Format

Keep in mind that proposals will be reviewed by faculty selected from the general scientific discipline which the submission addresses, but not all members will be specialists in the particular field of the proposal.

Cover Page (Final Page of this Document)

Body of the Application

A) Abstract (not to exceed 300 words). Describe proposed project and how it relates to the goals of the PNASH Center (*see Background of PNASH in attachment*). Include a specific mention of the relevant Occupational Research Agenda or NORA priority. Please see page 6 below for web addresses of these documents or contact Robin Russell at rwr5@u.washington.edu for a copy.

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. The budget should show the effort of all persons, paid and unpaid, who will carry out the activities. Form Page 4 should be followed by a justification page explaining the roles and duties of each individual. The roles and duties should be commensurate with the effort indicated on the budget page. Where normal increases in salaries are anticipated, the required amounts must be included in estimates. Include applicable fringe benefits. Secretarial salaries cannot be covered. Itemize major cost items and describe in the justification. 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, please specify source and amount of support.

Note: As these are exploratory projects all non-UW applicants must use an Indirect Cost Rate of 8% calculated based on modified total direct costs. *Any applications requesting a greater indirect cost rate will not be accepted.* UW applications should not include indirect costs in their budget as the UW has already charged indirect costs on these funds.

Please do not hesitate to contact Robin Russell at 206-616-1958 or rwr5@u.washington.edu if you have any questions regarding the construction of the budget along these guidelines.

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

The blank form in word .doc format can be found at:

<http://grants.nih.gov/grants/funding/phs398/biosketch.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: A concise research plan following the guidelines outlined below **MUST BE LIMITED TO A TOTAL OF 5 SINGLE-SPACED PAGES** (11 point font minimum).

- **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 the project should be provided. Include, if appropriate, a discussion of pitfalls you might encounter and the limitations of the 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 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.

Human Subjects and Animal Care Committee Approvals: Funded projects involving human subjects and animals will have to obtain approval from the appropriate committee before funding will be released. For procedural information for the University of Washington call (206) 543-0098 (Human Subjects) or (206) 543-8047 (Animal Care). Do not begin processing of 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 the possibilities.

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 set forth. 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.
- Relevance to PNASH Center and NIOSH goals: Feasibility projects 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 to Northwest agriculture. Projects that address problems 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.

Evaluation Matrix

The Small Grants program participates in the Center-wide program monitoring, tracking progress, activities, and products. PNASH uses a periodic survey of applicants for process evaluation. 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 the types of outcomes, data sources and potential assumptions that may be appropriate to 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 this component.

PROJECT OUTCOMES	INDICATOR	DATA SOURCE	ASSUMPTIONS
Explore and evaluate new directions in research, prevention/intervention, and education/translation	<ul style="list-style-type: none"> - Project specific - Previous work within and external to Center 	<ul style="list-style-type: none"> - PNASH Center NW AG Health and Safety Indictors (Eval. Program) - Project proposal – literature review - Stakeholder Advisors - Scientific Advisors and Reviewers 	<ul style="list-style-type: none"> - Literature review, reviewers and advisors - Data collected is representative of actual injury and illness.
Develop preliminary data or expertise to support new proposals	<ul style="list-style-type: none"> - Project specific 	<ul style="list-style-type: none"> - Project proposal - Project results - PNASH Center reports and evaluation database - Scientific Advisors and Reviewers 	<ul style="list-style-type: none"> - Preliminary data identify a need and funding in available for future proposals.
Adapt or evaluate proven tools or techniques for new populations, workplaces, or delivery methods	<ul style="list-style-type: none"> - Project specific 	<ul style="list-style-type: none"> - Project proposal – literature review and methods - PNASH Center reports and evaluation database - Project-specific evaluation results. - Advisory meeting reports - Scientific Advisors and Reviewers 	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - Personnel experience and statement of interest 	<ul style="list-style-type: none"> - Project proposal – personnel - PNASH Center reports and evaluation database - Advisory meeting reports - Scientific Advisors and Reviewers 	<ul style="list-style-type: none"> - Students and investigators recruited through current institutional programs and partnerships
Widen PNASH's work in the industries, worker populations and Region X	<ul style="list-style-type: none"> - Industry types (commodity/sectors) - Worker populations (vulnerable groups, job/task type) - State, local geography and environment 	<ul style="list-style-type: none"> - Project proposal - PNASH Center reports and evaluation database - Stakeholder Advisors - Scientific Advisors and Reviewers - PNASH Center NW AG Health and Safety Indictors (Eval. Program) 	<ul style="list-style-type: none"> - Expansion does not negatively affect impact of existing priorities and projects through dilution of resources.

PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER

ATTACHMENTS FOR SMALL GRANT PROPOSALS - 2011-2016

- PNASH Center Director Information
 - Websites for Occupational Research Agenda for Northwest Farming, Occupational Research Agenda for Northwest Forestlands, and NIOSH NORAs
 - Additional Application Information
 - Background of the Pacific Northwest Agricultural Safety and Health Center
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Pacific Northwest Agricultural Safety and Health Center Director and Project PI

Richard Fenske, PhD MPH
Center Director/Administrative Core Leader/Research Project PI
UW Department of Environmental Health
Box 357234
Seattle WA 98195-7234
Phone: 206-543-0916
Fax: 206-616-2687
E-Mail: rfenske@u.washington.edu

Websites for Occupational Research Agenda for Northwest Farming, Occupational Research Agenda for Northwest Forestlands, and NIOSH NORAs

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/>

Additional Application Information

- Decisions regarding funding for multiple submissions by a single or group of investigators during a single review period reside with the Small Grant Review Committee. In general, more than one proposal submitted by a Principal Investigator or Co-Investigator during one review period is discouraged.
- Review procedures are similar to those used by NIH Committees. Investigators will be notified of the Small Grant Review Committee results by September 2 2006. Please do not call the Center concerning award status before this time.
- Projects will be funded for a maximum of twelve months.
- The Principal Investigator is responsible for the proper administration of funds. If the Project PI is located at the University of Washington, an award will be given an account number by Grant and Contract Accounting. If the Project PI is from another institution, appropriate paperwork will be filed with the UW by the PNASH Center to allow for invoicing by the award recipient's organization.

- Funds may not be transferred between projects. UW Grant and Contract Accounting will transmit budget reports on the award accounts to UW Principal Investigators and their departments. The PNASH Center will not assume fiscal responsibility for over expenditures on budgets.
- Presentation of progress on funded Feasibility Project Research is required on *at least* an annual basis at a meeting of Center investigators and members of the PNASH Center's Advisory Committees, and may be requested more frequently depending on the nature of the project.
- If publication results, directly or indirectly, from award allocations, it should carry an acknowledgment of the source of such support as the National Institute for Occupational Safety and Health Pacific Northwest Agricultural Safety and Health Center Grant #2 U50 OH07544-06: Please send five reprints to the Pacific Northwest Agricultural Safety and Health Center, Department of Environmental Health, University of Washington, Box 357234, Seattle, WA 98195-7234.

Background of the Pacific Northwest Agricultural Safety and Health Center

PNASH, established in 1996, is one of the Agricultural Safety and Health Centers the US created by the National Institute for Occupational Safety and Health. We are part of the Department of Environmental and Occupational Health Sciences at the University of Washington School of Public Health and Community Medicine. The School is consistently ranked among the best in the nation. It is the only accredited school of public health north of California and west of Minnesota.

Our goal is to reduce occupational disease and injury among those who work in agriculture and their families in Alaska, Idaho, Oregon, and Washington. We emphasize partnerships and collaboration with a wide range of stakeholders, from employers to community organizations. And we broaden our own expertise by working with researchers in varied disciplines across the region.

These measures allow us to:

Work with employers, labor, community organizations, and government agencies to identify problems and set priorities.

Lead innovative research and intervention programs in occupational medicine, epidemiology, and industrial hygiene.

Develop model education, outreach, and evaluation programs to promote safer workplaces.

PNASH's principal funding is from the National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, under Cooperative Agreement #2 U50 OH07544.

**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:

Indirect Costs _____%

TOTAL:

Amount subject to Indirect Costs (Base):

Human Subjects Approval Required	Yes _____	No _____
If YES, have you complete HS training? (Do NOT submit prior to funding approval unless permission has been given)	Yes _____	No _____
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)

* e.g. Chair or Dean (if required)
for UW. Office of Sponsored
Programs Official (external appl)

_____	_____
Name	Title

Application Deadline: July 2nd, 2014

Send Completed Application to:

Off-Campus Submissions: Robin Russell, UW Dept of Env Hlth, Box 357234, Seattle WA 98195-7234.

On-Campus Submissions: Robin Russell, DEOHS, Box 357234.