



*A NIOSH Education and Research Center for
Occupational Health & Safety*

Request for Applications 2016

Professional Training Opportunities Program (PTOP)

in

Occupational Health & Safety

In accordance with its mission, the Northwest Center for Occupational Health & Safety (NWCOS) will be offering small grants to support projects, programs and activities that address health risks associated with work and the workplace. These funds will be provided through the *Professional Training Opportunities Program (PTOP)* of the NWCOS.

Immediate goals of this program: To provide students, non-profit staff, and other eligible applicants with resources to pursue a small research project, internship, program or activity that will increase their own experience in the field of occupational health as well as improve the health of workers in their state and local communities.

Long-term goals of this program: To prepare students and others to have a positive impact on the health & safety of workers and to reduce work-related health problems in the Northwest region.



A. Eligibility

Applicants are eligible if they are a student of or work for a non-profit organization within the state of **Alaska, Idaho, Oregon** or **Washington**, or the **tribal nations** residing within these states.

The following categories of applicants are eligible to receive PTOB grants:

- Graduate, Undergraduate, or Associate's degree-seeking students, or Post-Doctoral fellows,
- Staff/Employees or interns of Public and Private Nonprofit Organizations, Workers' Centers, Labor Organizations or Community-Based Organizations

Applicants from minority and underrepresented populations are strongly encouraged to apply.

Applicants do not have to currently be studying or working in the field of occupational safety and health in order to be eligible for a PTOB grant. We encourage applications from those who meet the eligibility, who are interested in the health of working populations, and who may come from a broad range of fields and disciplines

B. Proposal Requirements

- Proposals must address health and/or safety issues in the workplace, or for working populations and may be in the form of a:
 - Research project or demonstration
 - Example: Collect data on exposures and/or health status of workers in a particular industry.
 - Example: Research the policies affecting safety for workers hired by temporary staffing agencies.
 - Internship or other learning experiences
 - Example: Pay expenses while serving as an intern for a labor union local addressing the needs of the membership.
 - Example: Travel expenses to participate in a conference for women working in construction trades.
 - Activity or program
 - Example: Develop and deliver a training program on health protection on the job for day laborers.
 - Example: Hold a community forum to address concerns of labor, business and environmental organizations on a planned development in your community.
 - Other: Come to us with your ideas!
- Proposal should identify a mentor who will provide support and guidance to

the recipient for the project/activity. For student applicants, this should be a faculty member at your institution. For other applicants, this may be a program director or someone in a leadership position within your organization. The University of Washington can provide a faculty mentor in the event that no such mentor at your home institution/organization is able to serve in this capacity – please contact the PTO program to discuss these options.

Proposal must include the following:

- **Narrative/Scope of Work** (Maximum, 2 pages, single-spaced)
 - What are the expected goals or accomplishments of the proposed activity, program or research project? What is the value to you in your program of study or your job?
 - What are the occupational health and safety issues and why are they important to address? How will your program, activity or research project effectively address these issues and/or increase your knowledge and skills to address occupational health issues in the future?
 - How can your work be passed on and furthered either by you or by others?
- **Project Timeline** (Maximum ½ page)
 - The expected timetable for the project/activity
- **Budget and Budget Justification** (Maximum 1 page)
 - Outline of expected expenses associated with proposal
 - *Your budget also needs to include the cost of roundtrip travel for you to attend the Northwest Occupational Health Conference (NOHC) in the Fall of 2017 in Spokane, WA*
 - Explanation of associated costs and expenses with proposal
- **Letter of Support**
 - A letter from your mentor who will provide support and guidance as you complete the project/activity. The letter should voice support for the proposal and specify how the mentoring will be accomplished.

C. Requirements and Expectations for Grant Award Recipients

- **NOHC**: Grant award recipients are required to attend the Northwest Occupational Health Conference (NOHC) in mid-October 2017 in Spokane, Washington. At the conference, they will be expected to make a short presentation about the project's accomplishments.
- **Submission of Final Written Report**: Grant award recipients are required to submit a final written report. More information regarding the specifics to include in the final report will be detailed towards the end of the project period.

D. Evaluation Criteria

For proposals, the review committee members will assess the proposal using the following criteria:

1. *Significance:*
 - Does the proposal (i.e. research, internship, program) address an important occupational safety and health issue in the Northwest region?
 - How will worker health be advanced by your research project, internship, activity or program?
 - How will your proposal increase your own knowledge and skills?
2. *Approach:*
 - Is the overall proposal well-developed?
 - Have all involved parties agreed to participate?
 - Does the applicant acknowledge potential problem areas or obstacles with carrying out the proposed activity, programs, or project? Has the applicant proposed alternative plans to overcome potential challenges with execution?
 - Can the proposal be accomplished in the timeline presented?
3. *Interaction and Experience*
 - How is interdisciplinary interaction or the potential for it captured as part of the activity, program, or project?
 - *(If applicant is not a student:) How does the proposal include students or others who will benefit from the proposed activity, program, or project in exposing them to an occupational health and safety topic/issue?*
 - How are stakeholders from multiple points of view (e.g., employees, employers, organizations, academia, etc.) integrated?

Priorities of the NWCOHS

While applicants are encouraged to propose projects where they think a need exists, projects that address the following populations will be given special consideration:

- Worksites in rural and less economically-resourced areas
- Small or medium-sized enterprises lacking resources for worker health
- Underserved workers in the Northwest region, including but not limited to workers of minority communities and communities of color, non-English speaking workers, immigrants, and disabled workers

E. Funding Available

The NWCOHS will make available \$40,000 for PTOP Awards in 2016-2017. A maximum of \$10,000 will be available for each project/recipient, but expect most projects will be for smaller amounts. All expenses must be well-justified and applied to the project goals.

Travel expenses to attend the NOHC should be included in addition to the project-

related expenses. For instance, the award could be for \$10,000 for project expenses plus \$500 for travel expenses, for a total of \$10,500.

F. How to Apply

Send the following to Dr. Noah Seixas at nseixas@uw.edu by the application deadline: **December 1, 2016**

- Completed “**PTOP Application Coversheet**” – see form on last page
- **Full proposal** that includes narrative/scope of work, timeline, budget, budget justification and letter of support

G. Application Review Process

The review committee will review application submissions. Grant award recipients will be notified via e-mail. Applicants who did not receive a grant award will also be notified.

H. Important Dates and Deadlines for PTOp

- Deadline to Submit All Application Materials: December 1, 2016:
- Notification of Awards: January 30, 2017
- Project Period Start: Jan. 30, 2017
- Project Period End: Dec. 30, 2017
- Deadline to Submit Final Written Report: February 1, 2018
- Attend and present to Northwest Occupational Health Conference: Oct. 2017

Questions or more information?

Contact Dr. Noah Seixas, nseixas@uw.edu

University of Washington
Northwest Center for Occupational Health and Safety
Professional Training Opportunities Program – (PTOP)
Application Cover Sheet

Applicant Name: _____

Address: _____

Phone number: _____

E-mail: _____

(If Student): Academic program of enrollment, academic institution, expected graduation date:

Project Mentor: _____

Institution and Position: _____

Phone number: _____ **E-mail:** _____

Title of Proposed Project/Activity:

Location/Organization at which the project will be done:

Brief Description of Proposal (1-3 sentences):

Attached the full narrative, as specified in the PTO Program RFA to this cover sheet.