



# **Request for Applications 2021**

## **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 in, or work for a non-profit organization, within the states 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. Trainees currently receiving ERC stipend and/or tuition are not eligible for PTOB funding.
- Staff/Employees or interns of Public and Private Nonprofit Organizations, Universities, 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 requirements, 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 or training that addresses workplace health and safety issues.
  - 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 worker health 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 PTOp program ([ptop@uw.edu](mailto:ptop@uw.edu)) to discuss these options prior to submitting your application.
- Note: The mentor plays an important role in the professional development of the applicant and in ensuring the success for the proposed project. The mentor should have skills and experience appropriate to support the proposed project, and be able to dedicate sufficient time to advising their mentee. Some best practices for mentorship include:
  - Assist applicant in developing their PTOp application.
  - Help applicant to identify needed expertise or technical resources to support the project.
  - Meet at least monthly (more frequently as needed) with mentee to review progress toward study aims and resolve any barriers to success.
  - Assist mentee with their overall professional development.
  - Ensure mentee meets all reporting and evaluation requirements as required by this funding opportunity.

Proposal must include the following:

- **Narrative/Scope of Work** (*maximum 2 pages, 11-point font or larger using either Arial or Times New Roman, single-spaced, 0.5" margins or greater*)
  - 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, 11-point font or larger using either Arial or Times New Roman, single-spaced, 0.5" margins or greater*)
  - The expected timetable for the project/activity
- **Budget and Budget Justification**
  - **Budget** (*use template provided*): Outline of expected expenses associated with proposal

- **Budget justification** (*maximum 1 page*): Explanation of associated costs and expenses with proposal
- **Funding will not cover:** computer software, poster printing, photocopies, manuscript publication costs, nor travel for conferences (unless a conference is the major aim of your proposal). If you are unsure if it will be covered, please contact [ptop@uw.edu](mailto:ptop@uw.edu) for clarification.
- **Personnel:** Personnel costs should be identified in terms of their direct contribution to the project (e.g., 20 hrs/week on identifiable project tasks or 5 hrs at \$15.00 for conducting community interviews).

Support is not allowed for faculty or other mentors.

- **Direct and Indirect Costs:** Applicants should use a Modified Total Direct Costs Base. This includes all direct costs, except equipment and tuition. Per PAR-10-217, under which the PTOG grant is funded, indirect costs are limited to 8% of modified total direct costs.
- **Travel to Conference:** Required travel for the grantee to the 2022 Northwest Occupational Health Conference (NOHC) should **not** be included in your budget. We will reimburse this separately.
- **Letter(s) 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.
  - Additional letters of support from key stakeholders may also be included to establish feasibility of your proposed project.

### 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 2022 (location TBD). At the conference, they will be expected to make a short oral presentation about the project's accomplishments.
- **Submission of Final Written Report:** Grant award recipients are required to submit a final written report summarizing your project and collecting and reporting on evaluation metrics related to your time as a PTOG awardee. More information regarding the specifics to include in the final report will be detailed towards the end of the project period.
- Be willing to be contacted in subsequent years to provide a brief update related

to your project, training, and future plans.

- Share any additional/supporting products resulting from the project with NWCOSHS (e.g., videos, flyers, etc.)

#### **D. Evaluation Criteria**

The review committee members will assess all proposals 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?
- Will worker health be advanced by the research project, internship, activity or program?
- Will the proposal increase the applicant's knowledge and skills?
- Does the proposal address NWCOSHS priorities (Worksites in rural and less economically-resourced areas, Small or medium-sized enterprises lacking resources for worker health, Underserved workers, psychosocial exposures and occupational health, effect of climate change and extreme environmental events on worker health)

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 and with the resources available?

3. *Interaction and Environment*

- Does the applicant have an appropriate environment to ensure success of the proposed work?
- Is interdisciplinary interaction or the potential for it captured as part of the activity, program, or project?
- (If applicant is not a student) 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?
- Are stakeholders from multiple points of view (e.g., employees, employers, organizations, academia, etc.) integrated?

#### ***Priorities of the NWCOSHS***

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
- Projects addressing psychosocial exposures and occupational health
- Projects investigating how climate change and extreme environmental effects affect worker health

## **E. Funding Available**

The PTOP program is funded by flow-through funds from the National Institute for Occupational Safety and Health so the terms and conditions of the parent award flow down to PTOP awardees.

The NWCOSHS will make available \$44,000 for PTOP Awards in 2021-22. A maximum of \$10,000 (includes direct and indirect costs) 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.

Applicants who are in an Institution of Higher Education (IHE) should have their proposal approved by their sponsored programs office. The documents provided in the appendix to this RFA should be completed by all applicants so that the UW can set up a subaward with the awardee's institution or organization. Once the subaward is established, the institution must register as a UW supplier to submit invoices through the ARIBA system. Institutions can then begin submitting invoices for work completed, which should include salary and fringe benefits, travel costs with mileage and per diem details, and indirect costs at 8%. Invoices may be submitted monthly, quarterly or whatever interval works best for the grantee and institution.

Applicants proposing research with human subjects will need to apply for and receive approval from an appropriate Institutional Review Board. Please contact the PTOP program for guidance if needed.

Non-IHE awardees also need to register as a UW supplier and submit a detailed invoice through ARIBA.

## **F. How to Apply**

Complete the online application and upload required documents by the application deadline: **August 23, 2021**.

### **Application requirements:**

[Online PTOP Application Form](#) including uploading the following:

- Narrative/Scope of Work and Timeline
- Budget and Budget Justification
- Letter(s) 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 PTOB**

- Deadline to submit all application materials: August 23, 2021
- Notification of Awards: September 30, 2021
- Project Period Start: October 1, 2021
- Project Period End: June 30, 2022
- Deadline to Submit Final Written Report: July 30, 2022
- Attend and present at Northwest Occupational Health Conference: October 2022

#### **Questions or more information?**

Contact [ptop@uw.edu](mailto:ptop@uw.edu)

**To be completed via the online PTO Application Form**  
**Professional Training Opportunities Program – (PTOP)**  
**Application Coversheet**

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**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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

\_\_\_\_\_

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**Project Mentor:** \_\_\_\_\_

**Institution and Position:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Institutional Official:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\*Designate the subaward Principal Investigator?** Applicant, Mentor or Other (circle one)

If other, provide name: \_\_\_\_\_

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**Title of Proposed Project/Activity:** \_\_\_\_\_

**Location/Organization at which the project will take place:** \_\_\_\_\_

**Brief Description of Proposed Project/Activity (1-3 sentences):** \_\_\_\_\_

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\* If accepted for funding, NWCOHS will set-up a cost-reimbursable subaward with your institution. The subaward Principal Investigator (PI) could be the applicant, mentor, or other. The subaward PI must have an eligible appointment at your institution and cannot be a student. For questions, please contact [ptop@uw.edu](mailto:ptop@uw.edu).



**To be uploaded to the online PTO Application**

Research Subaward Agreement  
SCOPE OF WORK/STATEMENT OF WORK

**Narrative/Scope of Work:** (maximum 2 pages, 11-point font or larger using either Arial or Times New Roman, single-spaced, 0.5" margins or greater)

**Timeline:** (maximum ½ page, 11-point font or larger using either Arial or Times New Roman, single-spaced, 0.5" margins or greater)

**To be uploaded to the online PTO Application**

**ATTACHMENT 5**

Cost Reimbursement Research Subaward Agreement

**Budget**

Indirect Cost Rate (IDC) of 8%       TDC       MTDC       Other      Direct Costs      \$0  
De Minimis rate applied?       (Check if YES)      Indirect Costs      \$0  
TOTAL COSTS      \$0

Salaries      \$0

Employee Benefits      0

Equipment      0

Travel      0

Supplies      0

Other Contractual Services      0

Total Direct Costs      0

Indirect Cost 8%      \_\_\_\_\_

GRAND TOTAL      \$0

**Budget Justification**  
*(Maximum 1 page)*

Salaries:

Employee Benefits:

Equipment:

Travel:

Supplies:

Other Contractual Services:

Total Direct Costs:

Indirect Cost 8%: