Request for Applications 2022

Professional Training Opportunities Program (PTOP)

in
Occupational Health & Safety

In accordance with its mission, the Northwest Center for Occupational Health & Safety (NWCOHS) 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 NWCOHS. PTOP aims to build each awardee's knowledge and skills in worker health and safety.

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, 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 PTOP grants:

- Graduate, Undergraduate, or Associate's degree-seeking students, or Post-Doctoral fellows. Trainees currently receiving NWCOHS stipend and/or tuition are not eligible for PTOP funding.
- Staff/Employees or interns of Public and Private Nonprofit Organizations,

Universities, Workers' Centers, Labor Organizations or Community-Based Organizations

Applicants from communities of color 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 PTOP 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, analyze, and interpret 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 health and safety needs of the membership.
        - Example: Pay 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, and collect information on how trainees intend to use the information from the training or otherwise evaluate the efficacy of the training program.
        - Example: Hold a community forum to address worker health concerns of labor, business and environmental organizations on a planned development in your community, and assess the extent to which the forum met pre-defined goals.
    - 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 (UW) 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) 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 of 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:
  - o Assist applicant in developing their PTOP application.
  - o Help applicant to identify needed expertise or technical resources to support the project.
  - o If awarded, plan to meet at least monthly (more frequently as needed) with mentee to review progress toward study aims and resolve any barriers to success.
  - o If awarded, assist mentee with their overall professional development.
  - o If awarded, 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)*
  - o What are the expected goals or accomplishments of the proposed activity, program or research project? How will you accomplish the expected goals? For proposed research projects, include a brief research plan.
  - o What is the value to you in your program of study or your job? How will your program, activity or research project increase your knowledge and skills to address occupational health issues in the future?
  - o 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?
  - o 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)*
  - o The expected timetable for the project/activity

- **Budget and Budget Justification**

  - o **Budget** *(use template provided)*: Outline of expected expenses associated with proposal

  - o **Budget justification** (*maximum 1 page)*: Explanation of associated costs and expenses with proposal

- o **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 what funding can cover, please contact ptop@uw.edu for clarification.

- o **Personnel**: Identify personnel costs in terms of their direct contribution to the project (e.g., 20 hrs/week on identifiable project tasks or 5 hrs at $15/hour for conducting community interviews).

  No support allowed for faculty or other mentors.

- o **Direct and Indirect Costs:** Applicants should use a Modified Total Direct Costs Base. This includes all direct costs, except equipment and tuition. Per National Institute of Occupational Health and Safety RFA-OH-22-001, under which PTOP is funded, indirect costs are limited to 8% of modified total direct costs. Note: indirect costs only apply to subawards funds. See Section I. Awards Administration below.

- o **Travel to Conference:** Required travel for the awardee to the 2023 Northwest Occupational Health Conference (NOHC) should **not** be included in your budget. We will reimburse this separately.

- **Letter(s) of Support**
  - o A letter from applicant's mentor. The letter should outline why the mentor supports the applicant and the proposed project/activity, and provide details on the proposed mentorship plan.
  - o Additional letters of support from key stakeholders may also be included to establish feasibility of the proposed project/activity.

C. Requirements and Expectations for Grant Award Recipients

- NOHC: Award recipients are required to attend the Northwest Occupational Health Conference (NOHC) in mid-October 2023 (location TBD). At the conference, award recipients will make a short oral presentation about the project's accomplishments.

- Submission of Final Written Report: Awardees are required to submit a final written report summarizing the project and results/outcomes. NWCOHS will provide more information on the specifics of the final report towards the end of the project period.

- Be willing to be contacted in subsequent years to provide a brief update related to the project, training, and awardee's future plans.

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

D. Evaluation Criteria

The review committee members will assess all proposals using the following criteria:

1. *Significance:*
   o Does the proposal (i.e. research, internship, or activity/program) address an important occupational safety and health issue in the Northwest region?
   o Will the proposal (i.e. research, internship, or activity/program) advance worker health?
   o If a program/activity proposal, is an evaluation proposed that will demonstrate the potential short-term impact of the program/activity?
   o Will the proposal increase the applicant's knowledge and skills?
   o Does the proposal address NWCOHS priorities (see Priorities of the NWCOHS below*)?
2. *Approach*:
   o Is the overall proposal well developed?
   o Have all involved parties agreed to participate?
   o Does the applicant acknowledge potential problem areas or obstacles with carrying out the proposed activity, program, or project? Has the applicant proposed alternative plans to overcome potential challenges with execution?
   o Can the applicant accomplish the proposed activities in the timeline presented and with the resources available?
3. *Interaction and Environment*
   o Does the applicant have an appropriate environment to ensure success of the proposed work?
   o (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?
   o 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, NWCOHS will give special consideration to projects that address the following populations:

   o Worksites in rural and less economically-resourced areas
   o Small or medium-sized enterprises lacking resources for worker health
   o Underserved workers in the Northwest region, including but not limited to

workers from communities of color, non-English speaking workers, immigrants, and disabled workers
  - o Projects addressing psychosocial exposures and occupational health
  - o Projects addressing climate change and extreme environmental effects and worker health

E. Funding Available

The PTOP program receives 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 NWCOHS will make available $44,000 for PTOP awards in 2022-2023. The maximum each applicant may request is $10,000 (includes direct and indirect costs). Typically, NWCOHS funds projects for smaller amounts. All expenses must be well justified and applied to the project goals.

Applicants affiliated with an Institution of Higher Education (IHE) should have their proposal approved by their sponsored programs office.

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.

F. How to Apply

Complete the online application and upload required documents by the application deadline: **August 22, 2022.**

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. The PTOP program may contact you for additional information/clarifications.

H. Important Dates and Deadlines for PTOP

  - Deadline to submit all application materials: August 22, 2022
  - Notification of Awards: September 30, 2022
  - Earliest Project Period Start: October 1, 2022

- Latest Project Period End: June 30, 2023
- Deadline to Submit Final Written Report: July 30, 2023
- Attend and present at Northwest Occupational Health Conference: October 2023

I. Award Administration

There are two main mechanisms for award administration:

1. **Subawards**: For applicants affiliated with an Institution of Higher Education or another organization accustomed to receiving grant funding, NWCOHS will set up a subaward to distribute award funds.

   For the subaward, the awardee's institution/organization must:
   - Be registered as a [UW vendor](#)
   - Be registered in the [System for Awards Management (S.A.M.)](#)
   - Have a [DUNS number](#)
   - Have a Financial Conflict of Interest (FCOI) Policy
   - Have insurance

   Once the subaward is fully executed (signed by both the awardee's institution and the University of Washington), the awardee can then begin submitting invoices for work completed.

2. **Invoice-only payment**: If your organization does not typically receive grant funding, your organization may register as a UW vendor and submit invoices directly to NWCOHS staff. Note: your institution/organization cannot invoice for indirect costs under this arrangement.

For both subawards and invoice-only payments invoices must be on institution or organization letterhead, include a date, number, and detailed description of the work completed. Invoices may be submitted monthly, quarterly or whatever interval works best for the awardee and their institution/organization.

Questions or more information? Contact ptop@uw.edu