PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER
PILOT PROJECT PROGRAM (2021-2022)

The University of Washington’s PNASH Center is dedicated to the prevention of illness and injury among agricultural producers, workers and their families. The Center focuses on safe and sustainable agricultural workplaces and communities with an emphasis on injury and illness prevention, especially among hired laborers, migrant/seasonal workers, and children. Our approach includes:

* Working in partnership with employers, workers, agencies and other research and service organizations.
* Conducting innovative research and intervention programs that focus on problem solving.
* Taking solutions to the workplace and community through training, outreach, and participatory research.

The Pilot Project Program’s annual process includes:
1) Review of pre-proposal submissions (June)
2) Invitation to submit a full/final proposal (June-July)
3) External and internal review of final applications (July-September)
4) Several awards will be granted from a fund of $180,000 Total Direct Costs

**Through a competitive process, the Pilot Program will award pilot research projects for a maximum total annual direct cost of up to $40,000, with an option of applying for an additional education/research translation component with a maximum of $5,000. Projects are expected to have a duration of 12 months with a project period of September 30, 2021 – September 29, 2022.**

**Application Description:**

1. **Pilot Research Project – Up to $40,000.** Academic investigators seeking to conduct pilot research studies to inform future large-scale research projects. This pilot project provides new and established investigators with opportunities to:
* Develop preliminary data or tools or to support new proposals.
* Adapt or evaluate proven tools or techniques for new populations, workplaces or delivery methods.
* Develop new interdisciplinary approaches or partnerships.
* Evaluate the merit of new ideas, or new approaches to existing methodologies or datasets.
* Explore new directions in research including new prevention/intervention approaches.
* Apply their expertise to the field of agricultural safety and health.

(*Please see evaluation guidelines on page 6*)

1. **Education/Research Translation Addition – Up to $5,000.** Projects seeking to support the development and dissemination of new project results through community partnerships may apply for an additional $5,000 of funding to translate research into practical formats that are accessible to working populations and their families, and explore innovative educational strategies based on research. This additional funding provides investigators and Northwest partners with opportunities to:
* Translate scientific discoveries into practice through effective education, training and outreach.
* Develop educational materials or programs to improve worker safety and health knowledge.
* Utilize innovative tools and technologies to promote and disseminate EHS best practices.
* Evaluate the effectiveness and retention of a training strategy or program.
* Adapt a training plan to address regional, cultural or linguistic differences for a specific Pacific Northwest worker population.

 (*Please see evaluation guidelines on page 10*)

To apply for this additional opportunity a letter of support must be obtained from the PNASH center Outreach Core or Evaluation Core.

For applicants outside the University of Washington, please contact the PNASH Center prior to submitting a pre-proposal to be connected with a project liaison. We will provide guidance and consultation to ensure your project is responsive to the program goals and criteria.

### Eligibility

* The principal investigator (PI) must be affiliated with the institutions within the HHS Region 10, but may collaborate with researchers outside of the Region with specialties/expertise essential to the project.
* Strong and demonstrated interest in agricultural worker health and safety OR investigators working in complementary or non-traditional disciplines who demonstrate cross-disciplinary applicability.

**PI must meet one of the following criteria:**

* Trainees (e.g., post-docs, occupational medicine residents, fellows, graduate school students, etc.) interested in advanced training in occupational health and safety research. Trainees must list a qualifying advisor/mentor.
* Early-stage investigators and junior faculty needing initial support for innovative research in agricultural occupational safety and health who lack support from other sources.
* Investigators attempting to develop innovative research efforts in collaboration with faculty from the PNASH center
* Investigators attempting to establish innovative research directions and topics which they had not previously studied
* Regional stakeholders, provided they are working with eligible faculty members.
* Previous Pilot Project awardees who are seeking for new research directions are eligible to apply, but will be additionally evaluated based on the productivity of the prior awarded project(s).

**Timeline**

| Pre-Proposal Due to Center | June 1st  |
| --- | --- |
| PNASH Invitation to Submit Full Proposal | June 22nd   |
| Proposal/Application Due to Center | July 23rd  |
| Earliest Award Notification | September 7th  |
| Earliest Date of Funds Availability | September 30, 2021 |
| Completion of Funded Small Grant Projects | September 29, 2022 |

Please contact Ilsa Olsen for more information 206-685-3250, ilsao@uw.edu.

**SUBMISSION INSTRUCTIONS**

1. **Pre-proposals due** **June 1st**. For the opportunity to submit a proposal, the PNASH Center requires that you submit a **pre-proposal** **by electronic mail to ilsao@uw.edu**. This pre-proposal should be *brief* (1-2 pages - max). Describe the major aims, planned research/project, approximate timeframe, personnel and collaborations and the direct and indirect **(only 10% of these costs are included in the award)** dollar amount you plan on applying for. Please be sure to include appropriate contact information. Biosketches and letters of support are welcome, but not required. We will use the information in the pre-proposals to provide feedback and determine eligibility to submit a full proposal. Expect acknowledgment of receipt of your pre-proposal within a week of your submission.
2. **Final proposal applications are due** **July 23rd - by invitation only.** Submission directions will be provided to you if your pre-proposal is selected. 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.

**Pilot Program Coordinator:**

Ilsa Olsen

Pacific Northwest Agricultural Safety and Health Center

UW Department of Environmental and Occupational Health Sciences

#### Box 351618

Seattle, WA 98195

Phone: 206-685-3250

Email: ilsao@uw.edu

**PNASH Pilot Program Director:**

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

**Small Grant period:** September 30, 2021 – September 29, 2022

**PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER**

**PILOT PROGRAM PRE-PROPOSAL APPLICATION**

| Principal Investigator |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Address |  |
| Phone |  |
| Email |  |
| Project Title |  |
|  |  |
| Funding Period | Start Date: | End Date: |

**Project Narrative**

(*Three sentences that describe the proposed project. For more information, refer to the NIH guidelines:*

[*https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm*](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm))

**Key Personnel and Collaborators**

**Project Timeline**

| Autumn |  |
| --- | --- |
| Winter |  |
| Spring |  |
| Summer |  |

 **Budget**

**Education/Translation Supplement: Yes No**

If yes, Total Direct Costs (up to 5k): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Direct Costs (up to 40k)**: \_\_\_\_\_\_\_\_\_\_\_\_\_

Do not include education/translation supplement

 **\*F&A (Max. 10%)**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Total: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Include a LOS from PNASH Outreach and/or Evaluation Core to qualify for the education supplement.

For applicants outside of the UW, a maximum amount of 10% F&A costs will be awarded. For UW applicants, F&A costs have already been covered

Will your institution approve a 10% F&A rate? **Yes 󠄗󠄗 No󠄗 󠄗󠄗**

 Will Human Subjects approval be required? **Yes 󠄗󠄗 No󠄗 󠄗󠄗**

Are any additional approvals or training required tocomplete the proposed research? (e.g. Animal subjects, **Yes 󠄗󠄗 No󠄗 󠄗󠄗**
radiation safety, biological hazards, etc.)

If so, which are required and which training have you

 and/or your team received? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please send completed applications to ilsao@uw.edu.

**PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER**

**PILOT PROGRAM PRE-PROPOSAL APPLICATION**

**Specific Aims**

**(*Use one page to complete the specific aims using the guidelines for NIH grant proposals*.)**

**Include a description of how you would use any education/research translation supplement here.**

**Other NIH Specific Aims page guidance:**

[**https://www.niaaa.nih.gov/sites/default/files/publications/Training/Training\_Quick\_Guide\_for\_Grant\_Applications-rev-2010.pdf**](https://www.niaaa.nih.gov/sites/default/files/publications/Training/Training_Quick_Guide_for_Grant_Applications-rev-2010.pdf)

[**http://www.biosciencewriters.com/NIH-Grant-Applications-The-Anatomy-of-a-Specific-Aims-Page.aspx**](http://www.biosciencewriters.com/NIH-Grant-Applications-The-Anatomy-of-a-Specific-Aims-Page.aspx)

**RESEARCH PILOT - FORMAT FOR FINAL PROPOSALS**

**Cover Page** (Page four of this document)

**Body of the Application**

1. **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 9 for agenda locations).
2. **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 budget should show the effort of all persons, paid and unpaid, who will carry out the activities. This should be followed by a justification page explaining the roles and duties of each individual. 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.

***For applicants asking for an education/research translation supplement please submit a separate budget for that component of the project (up to 5k).***

**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. ***If you are applying for an education/translation supplement, please clearly indicate the components of the supplement throughout your research plan.***

* 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 project should be provided. Include, if appropriate, a discussion of pitfalls you might encounter and the limitations of 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, including impact on equity. 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, providing a description of the collaboration that will occur with other institutions, community organizations, or any group whose cooperation is essential. A letter indicating the institution or organization’s willingness to participate 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) Outcome Metrics Table:** The Pilot 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 matrix with your final proposal. The matrix should include short-term outcomes, indicators and potential sources of information. Please contact us if you have any questions regarding development of this component.

**G) Human Subjects and Animal Care Committee Approvals:** Funded projects involving subjects and animals will have to obtain approval from the appropriate committee before funding will be released. If the award is external to the University of Washington (UW), and does not involve any UW employees or facilities, and the grantee’s institution has an accredited IRB, then the UW-IRB has waived the need to review these protocols. Otherwise, the UW-IRB handles all Human Subjects and Animal Care protocols.

**PILOT PROPOSAL - REVIEW AND EVALUATION GUIDELINES**

**Reviewer specific scoring criteria include. The same review and evaluation guidelines will be applied to pilot proposals and requests for education/translation supplements. Partnerships, dissemination plans and demonstrated ability to produce impactful end products will weigh heavily when considering supplement requests.**

**Significance**
Is the specific question being asked scientifically valid and not already answered elsewhere? Does the project align with the NIOSH research agenda for Agriculture, Forestry and Fishing? In particular, what is the seriousness of hazard, exposure numbers, and the probability that research will make a difference? Is the project likely to improve the health and safety of Pacific Northwest producers, workers, and their families?

**Investigator(s) qualifications**
Is the investigator well qualified to undertake the work described in the project? Does the investigator have an appropriate background or have they obtained adequate advice from other senior investigators? Early career investigators are encouraged to lead pilot projects, but they should have a capable advisor identified to assist them. Does the project leverage an interdisciplinary group?

**Innovation**
Does this project represent new and creative approaches to a problem? Is the approach interdisciplinary? Will the project engage new communities in the Pacific Northwest region?

**Approach**
Does the project have clearly stated aims and a well-defined study design? Are the data collection methods and analytic approach appropriate? Does the proposal explain how the final results or products will influence practice? Does the proposal discuss limitations, or pitfalls that might be encountered? Is there sufficient time and personnel budgeted to achieve what has been set forth in the proposal? Are proposed collaborations properly documented (i.e., letters from collaborators)?

If a population-based study, is access to the population demonstrated or likely? Is the sample size adequate? Are human subjects concerns addressed appropriately? Does the population identified target a diverse representation? Are vulnerable populations represented?

If an intervention study, is a method for evaluating the intervention included? Is a research-to-practice (r2p) strategy included as a specific aim?

**Future funding potential**
Is the project likely to develop valid preliminary data to support future proposals to outside funding institutions? Does the proposal identify potential future sources of funding?

**Overall impact**
In a summary score please indicate your overall impression of this proposal taking into consideration what has been asked above and any other factors you consider relevant. The summary score is not a simple average of five categories listed above. It should reflect your final judgment of the quality of the proposal.

**Additional priorities:**

**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:

 <http://deohs.washington.edu/sites/deohs.washington.edu.pnash/files/documents/farm_agenda.pdf>

* PNASH Occupational Research Agendas for NW Forestlands:
<http://deohs.washington.edu/sites/deohs.washington.edu.pnash/files/documents/forestland_agenda.pdf>
* NIOSH National Occupational Research Agenda: <https://www.cdc.gov/niosh/nora/default.html>

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. Please submit letters of support with your final proposal.

**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 initiatives see <http://www.cdc.gov/niosh/r2p/>

**Evaluation Component:** Required for all projects. All projects should evaluate the extent to which the project met the stated aims. Intervention projects seeking to reduce injury or illness should include an evaluation component that addresses outreach goals or feasible intermediate measures of impact that can be accomplished within the project period.

If you have questions about how the criteria should be applied or interpreted,
contact Ilsa Olsen ilsao@uw.edu.

**POST AWARD - EXPECTATIONS OF AWARD RECIPIENTS**

**Records Maintenance:** Records of all letters of intent, pre-proposals, and final proposals, as well as correspondence regarding the review process, grant-making, and final actions are maintained within the PNASH hardcopy files and computer server system, which is regularly backed up and archived at an offsite location. All materials that are received in hard copy format are scanned and stored on this system. All records are available to NIOSH upon request.

**Human Subjects IRB (or other protections):** Funded projects involving human subjects and animals must obtain approval from the UW-IRB or Institutional Animal Care and Use Committee (IACUC), before funding will be released. If the award is external to the UW, does not involve any UW employees or facilities, and the grantee’s institution has an accredited IRB and IACUS, then the UW accepts the grantee’s institution review.

The PNASH IAC is composed of senior researchers with extensive experience in Human Subjects and Animal research. However, if any questions arise about whether a particular project requires IRB or Animal Care review, we facilitate putting the applicant in touch with the appropriate oversight office, direct personnel to training and work with investigators to insure that all appropriate training and approvals are in place before the activities begin.

**Fiscal Responsibilities:** 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:** All PNASH Pilot Program projects are required to submit an annual progress report and a final scientific report. Annual reports are due in early September and PNASH will send a request with submission guidelines to report on activities, results, or outcomes (publications, presentations, independent grant applications, SOPs, websites, etc.) In addition, PIs of Pilot projects are asked to share their results and progress (as appropriate) in both internal and external forums including, but not limited to: PNASH quarterly Investigator Meetings (in person or virtual), newsletters, and national conferences. Final report also require the investigator to present their findings to the Internal Advisory Committee.