PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER
PILOT PROJECT PROGRAM (2018-2019)

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-preproposal submissions (June)
2) Invitation to submit a full/final proposal (June-July)
3) External and internal review of final applications (July-August)
4) Several awards will be granted from a fund of $60,000 Total Direct Costs

Through a competitive process, the Pilot Program will award feasibility research projects for a maximum total annual direct cost of $25,000 and education/research translation projects for a maximum of $5,000. Projects are expected to have a duration of 12 months (18 months may be requested), with a project period of September 30, 2018 – September 29, 2019.

Two application tracks are available:

1. Feasibility Research Track – Up to $25,000. Academic investigators seeking to conduct pilot research studies to inform future large-scale research projects. This track 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.
   - 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*)

2. Education/Research Translation Track – Up to $5,000. Academic and community partnerships seeking to disseminate research findings, translate research into practical formats that are accessible to working populations and their families, and explore innovative educational strategies based on research. This track 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*)

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 the program goals and criteria.

Eligible Applicants

- All University of Washington (UW) investigators.
- 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.

Timeline

Pre-Proposal Due to Center	June 8th
PNASH Invitation to Submit Full Proposal	June 25th
Proposal/Application Due to Center	July 27th
Earliest Award Notification	September 8th
Earliest Date of Funds Availability	September 30, 2018
Completion of Funded Small Grant Projects	September 29, 2019

Please contact Dennise Drury for more information 206-616-1958, dodrury@uw.edu.

SUBMISSION INSTRUCTIONS

1. **Pre-proposals due June 8th**. If you plan on submitting a proposal, the PNASH Center requires that you submit a **pre-proposal by electronic mail to dodrury@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 on the prospective application. Expect an initial response within a week of your pre-proposal submission. Please see pages 4-5.

2. **Final proposal applications are due July 27th**. Submit by email to **dodrury@uw.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 submission is not required.

Pilot Program Coordinator:
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NIOSH Parent Grant Award #: NOSH/CDC Cooperative Agreement #5 U54 OH007544

Small Grant period: September 30, 2018 – September 29, 2019

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*)

Key Personnel and Collaborators

Project Timeline

Autumn	
Winter	
Spring	
Summer	

Budget

Total Direct Costs: _____
***F&A (Max. 10%)**: _____
Total: _____

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 will approve a 10% F&A rate?
Yes ☐ **N** ☐

Will Human Subjects approval be required?	**Yes** ☐	**N** ☐
Are any additional approvals or training required to complete the proposed research? (e.g. Animal subjects, radiation safety, biological hazards, etc.)	**Yes** ☐	**N** ☐
If so, which are required and which training have you and/or your team received?	_____	

Please send completed applications to dodrury@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*.)

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

http://www.biosciencewriters.com/NIH-Grant-Applications-The-Anatomy-of-a-Specific-Aims-Page.aspx

FEASIBILITY RESEARCH TRACK - FORMAT FOR FINAL PROPOSALS

Cover Page (Page four of this document)

Body of the Application

A) 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).

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 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.

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.

- 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. 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.

FEASIBILITY RESEARCH TRACK - REVIEW AND EVALUATION GUIDELINES

Reviewer specific scoring criteria include:

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 investigators have appropriate backgrounds 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.

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?

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 Dennise Drury at dodrury@uw.edu

EDUCATION/RESEARCH TRANSLATION TRACK - FORMAT FOR FINAL PROPOSALS

Cover Page (Page four of this document)

Body of the Application

A) 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).

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 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.

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) Education/Research Translation Plan (limited to 3 single-spaced pages, 11 point font). A concise research plan following the guidelines outlined below.

- Objective and Specific Aims: State the overall objective or long-term goal and the specific aims of the project. Explicitly state the problem the proposed education/research addresses and how it will result in public health impact and improvement in population health.
- Background and Significance: State the evidence that supports your decision to investigate the issue. *Briefly* review relevant literature describing the current knowledge and current practices in this field. Describe previous needs assessments with your target population. 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,. 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 plan for achieving worker or community engagement and participatory approaches. Describe how this study approach will meet the specific needs of the target worker population by including supporting data when available. Discuss any specific cultural and linguistic needs of the target worker population and how these needs will be addressed in this research study. If training is proposed, describe the professional and experiential credentials of those performing the training. Include a discussion of proposed method's limitations. A timetable for completion of project should be provided. Include, if appropriate, a discussion of the pitfalls you might encounter and the limitations of procedures you propose to use.

- Potential Impact/Potential for Future Funding: Describe the anticipated public health impact of this project. Explain how the information gathered or preliminary products/program will form the basis for a larger scale project or be sustainably adopted by a partnering organization. Be as specific as possible on the partners and future sources of funding and briefly explain how future projects fit the mission and specific objectives of the potential partner and/or funding source.
- Collaborative Arrangements: Provide 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 and/or use the resulting product/program 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.

EDUCATION/TRANSLATION TRACK - REVIEW AND EVALUATION GUIDELINES

Reviewer specific scoring criteria include:

Significance

Is the specific question being asked relevant and important to stakeholders 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 likelihood that this intervention will make a difference? Is the project likely to improve the health and safety of Pacific Northwest producers, workers, and their families? Does the project duplicate or overlap with existing training and translation efforts in the region or products/programs developed elsewhere for this target population?

Investigator(s) qualifications

Is the investigator well qualified to undertake the work described in the project? Does the investigators have appropriate backgrounds 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.

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? Does this project meet an existing need within their defined community or worker population, and is this need demonstrated with supporting data?

Approach

Does the project have clearly stated aims and a well-defined study design/program plan? Are the engagement, data-collection and education approaches appropriate? Does the proposal explain how the final results or products will influence practice and sustained adoption? 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 an education project, has the applicant demonstrated adequate capacity and qualifications for effectiveness in achieving their education goals?

If a translation study, has a research-to-practice (r2p) strategy included as a specific aim? Has the applicant demonstrated industry specific knowledge as well as cultural and linguistic understanding of the target worker population?

Future funding potential

Is the project likely to develop valid preliminary evidence, products or a program to support future proposals to outside funding institutions? Does the proposal identify potential future sources of funding for research or dissemination?

Overall effectiveness and 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 and promote best practices. 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 Dennise Drury at dodrury@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.