



WORKING TO MAKE A DIFFERENCE

FOCUS ON TOMORROW

"INNOVATION AT WORK"

Guide to the 2010 INNOVATION AT WORK Grant Application Form

Deadline: 4:00 pm, February 15, 2010

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I. Introduction

INNOVATION AT WORK supports research for the development of practical, shop-floor solutions that translate new knowledge into practice, or that solve specific problems in workplaces. It is also designed to support development and evaluation of educational projects that will benefit workers and employers by assisting employers to ensure safety and health protection of workers in B.C. and/or in the partners' jurisdictions. Projects may include development of best practices applicable to specific work related activities.

The purpose of this document is to assist in preparing and submitting an INNOVATION AT WORK grant application to the Research Secretariat of WorkSafeBC. **Please read all the materials in the application package before you begin and consult our website regarding the conditions of funding.**

Funding and Duration

INNOVATION AT WORK is for short-term research projects that address specific workplace needs. Through this competition, WorkSafeBC and/or its partners provide financial assistance to support research or educational projects which are directly related to the respective operational goals. A number of activities will be considered for funding provided they meet one of the fund's objectives, have the support of those who will either use or be most affected by the project results, and are methodologically sound. The maximum grant for these projects is normally \$50,000, for a maximum duration of one year.

Objectives

Objectives of INNOVATION AT WORK range from preventative initiatives to disability management. It supports projects of practical application to:

- promote early identification and prevention of workplace risks,
- promote effective education and training specific to particular health and safety risks,
- promote and foster a positive health and safety culture,
- provide practical and understandable solutions for workplace safety, which incorporate effective prevention, disability management, and/or other interventions,
- support quality projects which increase levels of knowledge or use existing knowledge in new ways, and
- support initiatives that reflect the needs of workplaces and to share valuable findings.

Who is eligible for funding?

Anyone who is a Canadian resident may apply for an INNOVATION AT WORK grant. The experience and capability of the project team will be a primary consideration. Involving the experiences and expertise of people in the workplace and the research/training community will also be a primary consideration. WorkSafeBC also encourages collaboration among workplace parties, researchers, and educators and prefers projects which involve workplace parties to the greatest extent possible. Workers, employers, researchers, and educators may become involved in creating healthy and safe workplaces in B.C. and/or in the partners' jurisdictions by helping to find solutions to the priority problems which affect workers. Their involvement may assist WorkSafeBC and/or its partners in ensuring that critical areas of need are addressed and practical solutions are found and implemented.

Full-time employees of WorkSafeBC are not eligible to be a Principal Applicant. However, WorkSafeBC researchers may participate as Co-applicants in research proposals submitted to the Research Secretariat.

What types of projects may be funded?

INNOVATION AT WORK is intended to provide funding for small-scale research projects. WorkSafeBC will strongly favour those projects with the highest potential for practical or applied usages, and that have a high degree of relevance for WorkSafeBC and/or its partners' workplaces.

The Research Secretariat will facilitate access to WorkSafeBC statistics or contact with key staff to help project team members assess the relevance of possible projects.

What is included in the application?

Applicants are required to complete the application form in full. This will include specific participant information about the Principal Applicant, host organization, project team members, and sponsoring institutions. Applicants are also required to outline what the project is about, the methodologies to be used, and the significance and relevance of the project. A detailed budget must be included.

Review Process and Funding Decisions

Applications submitted to the Research Secretariat are evaluated in a three-stage process. This process is designed to be credible, transparent and accountable, while emphasizing relevance to our respective workplaces and the workers' compensation system.

The first stage is a preliminary review by the Research Secretariat, the second stage is a peer review by relevant experts, and the third stage is a relevance review by a cross-divisional committee of WorkSafeBC staff and an external advisory committee.

The Research Secretariat will then present the recommendations to the Board of Directors. Final authority for approving funding rests with the Board of Directors.

Deliverables

The grant recipient shall submit to WorkSafeBC a written final report no later than sixty (60) days after the project completion date.

The final report should include, where applicable:

- detailed report and findings,
- identification of immediate and long-term benefits of the findings or results,
- identification of subsequent research or activities that may be generated by the project,
- an integrated evaluation component for training and education projects,
- applicant's plans for sharing information, and
- suggestions for ways WorkSafeBC might effectively share the findings.

WorkSafeBC must also receive a final financial statement, indicating that all expenditures incurred against the grant were consistent with the approved project's budget, no later than sixty (60) days after the project completion date.

II. Application Form

Step 1: Notice of Intention to Apply

Prospective applicants should first submit (e-mail to resquery@worksafebc.com) a notice of their intention to apply for funding by **4 pm, January 11, 2010**. The notice of intent should include:

- the title of the research and a one-paragraph summary of the proposed research
- the contact information and name of the Principal Applicant, and
- the identities of other key personnel and participating institutions

Although the notice of intent is not binding and will not be used in the review of the application, the Research Secretariat will use the information it contains to estimate workload and to identify potential reviewers.

Step 2: Where to get the Application Form

Applicants must use the 2010 INNOVATION AT WORK grant application form. All forms and application materials are available for download from WorkSafeBC's website. Please ensure a signed "Applicant Consent Form for Use and Disclosure of Personal Information Provided to WorkSafeBC" for **each** project team member is included with the application.

III. Deadline for Submitting Applications

The deadline for the submission of full application materials is **4:00 pm, February 15, 2010**. Late or incomplete application packages will not be accepted. The **only** materials that will be accepted after the deadline are certificates, such as biosafety or human ethics approvals.

Mail, courier or deliver materials to the Research Secretariat of WorkSafeBC, Level 2 Main Building, 6951 Westminster Highway, Richmond, BC, V7C 1C6.

IV. Acknowledgment of Applications

The Research Secretariat will acknowledge receipt of all applications by e-mail. If you do not receive an acknowledgment by 4 pm, **February 19, 2010**, please phone the Research Secretariat (604-244-6300) and we will verify receipt of your application. Replacement copies of lost or misdirected applications will only be accepted during this time with proof that the original application package was submitted or couriered by the deadline date.

Please observe all formatting requirements described below. Failure to do so will result in the disqualification of your application during initial screening.

- Ensure your name and project short title appear at the top of **each** page. Page numbers should appear at the bottom right of **each** page. Use only 8.5 x 11 inch (i.e., standard letter size) paper.
- Ensure margins are at least 1 inch all around. **Use font size of at least 12 point.**
- Observe all page limits. Additional pages may not be added unless specified. Please note that many text boxes on the electronic forms will expand as you enter text.
- Follow the additional formatting requirements for Section 11 of the proposal.
- Collate appendices and include with the original **and each copy** of the application.

V. Step-by-Step Instructions for Completing the Grant Application Form

Sections 1 and 2: Principal Applicant and Mailing Address

Provide all applicable information, including the full name of the host organization under whose auspices and authority the project will be carried out. Please ensure that the e-mail address of the Principal Applicant is accurate and current, since the Research Secretariat will use this address to acknowledge receipt of your application package.

Section 3: Project Title

Provide the full title of the research project you are submitting. Include up to five specific keywords that best describe the project. The keywords will help the Research Secretariat assign your application to the most appropriate peer reviewers.

Section 4: Certificates Required

Grant recipients and their organizations are responsible for observing all ethical guidelines concerning experimentation with human or animal subjects or the handling of biohazardous material, indicated by the organization's Ethical Review Committee. In the event that one is not in place, the approval of an established committee must be obtained. **Certificates of approval must be received by WorkSafeBC prior to release of any funds.**

Indicate whether the proposal is subject to certification under the auspices of a Biohazard/Biosafety Committee or an Ethics Review Board (or their equivalents) of the host institution. If any such certificates are required, indicate whether they are included in the appendix, or will be provided later. Certificates available at the time of application should be submitted with the application package.

Where there is more than one institution involved, it is the responsibility of the Principal Applicant to ensure that appropriate certification from all participating institutions is secured and the certificates submitted to the Research Secretariat.

Biohazard/Biosafety: If the application involves the use of biological materials, a certificate must be submitted from the Biohazards Committee of each institution involved, guaranteeing that the project will be conducted under conditions which satisfy the [Laboratory Biosafety Guidelines \(2004\)](#).

Human Subjects: If the application involves human subjects, a certificate must be submitted from the appropriate committee of each institution involved, stating that the protocols and methods have been found acceptable in accordance with the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#). 1998 (with 2000, 2002 and 2005 amendments).

Section 5: Budget Summary

Enter the subtotals from Section 15 on the applicable lines of Section 5. Please sum the subtotals and enter the totals as requested.

Section 6: Project Team Information

Persons named on the grant as **Co-applicants** must provide their **original signatures** to explicitly acknowledge that they are aware of, and agree to, their role in the submission.

Section 7: Financial Officer Information

Provide the name, address, telephone number and e-mail address of the host organization's financial officer who will be responsible for the administration of the research grant and to whom all correspondence about the accounting of the grant should be sent.

Section 8: Project Signatories

Grants are made only with the consent and knowledge of the administrative head of the organization at which they are to be held and applications must be countersigned accordingly. The Principal Applicant must also indicate that he/she has read the formatting instructions contained in the application form and in this guide, and understands that failure to comply will result in the return of the application without review.

If a proposal is accepted for funding, a formal agreement specifying the conditions of the grant is signed between the Principal Applicant and the duly authorized officers of WorkSafeBC and the host institution. No funds will be released without these signatures.

Section 9: Overview and Relevance of the Project

All applicants must provide a summary, which describes the research problem and how it will be solved, why the proposed research is important, how it relates to the current state of knowledge, what impact it will have on workplace health and safety in our respective jurisdictions, and a description of success indicators. The summary should describe the project's rationale and research objectives in **simple, easy-to-understand, non-technical language**. Please organize the summary using the following headings:

- a) What is the problem to be solved and how will the research attempt to solve the problem?
- b) How will the research be done?
- c) Why is the research important and how does it support WorkSafeBC's (and/or its partners') mandate?
- d) How will we know if the research has been successful in solving the problem?

In completing this section, indicate how your research meets WorkSafeBC and/or its partners' objective(s), the impact it might have in the workplace, and who it will benefit. This section should explain how and why the project is innovative and novel and, therefore, appropriate for an INNOVATION AT WORK grant. The information contained in this summary will be used by the Research Secretariat to describe the project to stakeholders and interested parties and to determine the proposal's eligibility.

Section 10: Knowledge Transfer and Exchange

WorkSafeBC encourages collaboration with end users during the design and execution of the research, if applicable and where possible. WorkSafeBC is also interested in not only generating reliable research findings, but in seeing these findings transferred to groups and individuals who can use them in preventing and reducing occupational illness, injury, and disability in B.C. and/or in the partners' jurisdictions.

In this section, describe how you might include end users in the design and execution of the research. Also, indicate how the results of the project will be disseminated and to whom. Indicate whether and how the results may be transferable to other businesses or sectors of industry.

As a condition of funding, all researchers agree to collaborate with the Research Secretariat on the timely reporting and dissemination of the research results. Please note that we may request information on the project's knowledge transfer and exchange initiatives and obligations (as set out in a contribution agreement with successful applicants) following completion of the project.

Section 11: Detailed Research Proposal

Formatting Requirements for Section 11 – Detailed Research Proposal

- This section must be no longer than ten (10) pages of **double-spaced** text (excluding table of contents and references).
- Up to five (5) additional pages may be used for all figures, tables, charts and their associated legends. These pages must be placed immediately after this section, **not embedded** within it. Legends must be limited to providing only the information necessary to understand the associated figure, table or chart and must not be used as a means of circumventing the length limitations of this section.
- References must follow the proposal and figures/charts/tables (if any), and do not affect the page count.
- Any further additional supporting materials (e.g., questionnaires, informed consent documents) must be placed **at the end of the application package** (see Assembly Instructions, page 12 of the Guide).

The following are **required** components of this section.

a) Rationale and Significance

Provide a brief description of the rationale and significance of the proposed research.

b) Review of Existing Knowledge

Provide a brief critical review on the knowledge already known about your research topic. Your critique should assess the quality of previous work in the area and identify gaps in knowledge.

c) Aims and Objectives

Provide a clear description of the aims and objectives of your project.

d) Research Design, Methods and Data Analysis

Provide a clear and **detailed** account of your research objectives, design, methodology, procedures, and planned analyses. (Include an integrated evaluation plan for training and educational projects.) Indicate the type of data you will gather, your data sources, who the participants will be, the number of participants and/or work sites involved, and methods of analysis you will use. If you will use questionnaires, include them as appendices. If you will use interviews or focus groups, include an interview guide that identifies the topics to be discussed, and how they relate to your research question(s) and project design.

e) References

The list of references must include the names of all authors, the full title and the full journal citation. This list should be single-spaced and is excluded from this section's page limit.

Appendices

The limited and judicious use of appendices is permitted. However, applicants are cautioned to include all essential information within the ten page narrative as **reviewers are not obligated to review the appendices**. Out of consideration for the reviewers, it is requested that applicants reasonably limit the size and number of appendices to be included. All appendices (excluding the references and tables/charts/figures) should be attached at the end of the application package (see Assembly Instructions, page 12 of the Guide).

Section 12: Research Workplan

Provide a **detailed** research workplan, identifying the specific research activities you will undertake, which member of the research team will be responsible for each activity, the corresponding milestone(s), and the projected start and finish dates for each activity. Use a time-chart or clearly organized text to map the workplan for the proposed funding period. Limit this section to one page.

Note: Funding granted through this competition will not be released prior to **June 2010**.

Section 13: Project Supporters/Workplace Partners

The names, addresses, and telephone numbers of all organizations or individuals who recognize and support the need for the research should be included. A sponsoring organization must be willing to permit the project to be carried out in their organization and commit to certain resources, where applicable (e.g., space, salary support, computer equipment, administrative support, supplies and materials). Where applicable, it is also recommended to include letters from employer or worker representatives indicating willingness to participate in the study.

To complete this section, please address the following questions:

a) Who are the project's key supporters/partners?

List the individuals, groups or workplace partners that support your project.

b) What is their anticipated role?

Describe supporters' involvement to date and their future participation. Collaborations that pre-date the current proposal show that important linkages have already been made, are being fostered, and will last beyond the duration of the project.

c) Letters of support.

Where supporters have an active role in the project (e.g., collaborating on some aspect of the research or knowledge exchange, or providing resources for the project), ensure the letter of support clearly describes that role. **Please note that letters of support should not be from members of the research team or from individuals with significant financial interest in the application.**

Append the letters of support to this section and limit these to six (6).

Section 14A: Description of WorkSafeBC Participation — If Applicable

Sections 14A and 14B are only applicable if WorkSafeBC will have an active role in the project (e.g., by providing facilities, WorkSafeBC data, or through another form of direct participation). This section is **not** required if you are obtaining WorkSafeBC data **only** through the B.C. Linked Health Database, which has a different approval process.

Provide a clear description of the role WorkSafeBC will play in your research project. If you will be using WorkSafeBC data, specify in precise detail the data you will need and for what purpose. If WorkSafeBC will be providing you with facilities or otherwise assisting you with the project, indicate in detail what this will involve.

Section 14B: WorkSafeBC Signatories — If Applicable

This section is only applicable if WorkSafeBC will be directly participating in the project (see Section 14A). This section is **not** required if you are obtaining WorkSafeBC data **only** through the B.C. Linked Health Database, which has a different approval process.

Grants for projects requiring access to WorkSafeBC data and/or facilities will only be made with the consent and knowledge of the appropriate WorkSafeBC official. Applications requiring access to data only must be countersigned by a Director, while those requiring access to data and facilities must be countersigned by a Director and the Vice-President of the affected Division.

Section 15: Budget Request

In the spaces provided, indicate the breakdown of all requested funds into three categories – salaries and benefits, supplies and expenses, and permanent equipment.

(i) Salaries and Benefits

- Reasonable salary support may be allowed for applicants who are not full-time researchers. If salary support is being sought, the applicant must submit a letter from the organization that provides the rationale, detailing the time commitment to the project, the applicant's salary, and the portion of the salary requested.
- Any person holding an academic rank equivalent to Lecturer, Assistant Professor, or higher cannot be considered to be a professional assistant or research associate, and, therefore, may not be paid from a grant.

List all members of the proposed research team for whom salary support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. If any individuals will be employed on a part-time basis, indicate the amount of time to be spent on this work. For salaried employees of the host organization, clearly indicate the amount budgeted for benefits, adhering to the policy of the host organization.

It is prudent to also list individuals who are part of the research team for whom salary support is **not** being sought (e.g., trainees being paid from other sources such as external scholarships or fellowships) so that their impact on the total budget request may be evaluated.

If support is sought for consultant fees, please indicate this clearly and provide the same level of detail and justification. The fees requested for consultants must reflect their experience and qualifications. The Research Secretariat reserves the right to limit the fee paid to a consultant.

Copy the subtotal to Section 5(i) on the first page of the application.

(ii) Supplies and Expenses

Include expenses for:

- materials,
- equipment rental or minor equipment (less than \$1,000 per item),
- services (e.g., stationery, postage, courier, telephone/fax, photocopying),
- travel costs directly related to the conduct of the research activities (e.g., for research, planning, data collection, etc.). For **maximum** allowable travel rates, please consult our website.
- disseminating and/or communicating project results. This may include expenses related to the presentation of results at a relevant workshop or conference. Conference travel is strictly limited to a **maximum** of \$1,700.

Copy the subtotal to Section 5(ii) on the first page of the application.

(iii) Permanent Equipment (more than \$1,000 each per line item)

The Research Secretariat will consider requests for funds for the purchase of permanent equipment **integral to the proposed research project**. Non-permanent equipment, such as equipment rental, should be reported in subsection (ii), Supplies and Expenses. Budget requests for computers will not be approved if one is already provided. The host institution is expected to supply basic office equipment and supplies and requests for items such as computers will not be approved except in exceptional circumstances.

Budget requests for equipment purchases should normally constitute not more than 10% of the total budget.

List each equipment item and the amount requested on the form and, for each such item, justify its purchase in Section 17. Only single equipment items in excess of \$1,000 each should be listed as permanent equipment. Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted.

Copy the subtotal to Section 5(iii) on the first page of the application.

Please note that the following expenditures are not permissible:

- salaries or benefits for Principal Applicants who are full-time researchers,
- salaries or benefits for secretarial support,
- costs of hiring personnel,
- indirect or overhead charges (e.g., office space/rental; costs for light, heat, utilities)
- laboratory or office furniture,
- journal subscriptions, computer manuals, books and other publications,
- entertainment or hospitality costs,
- membership fees,
- administrative fees,
- transfers to other researchers (except where they are consultants to the project).

Section 16: Detailed Budget Description

In addition to completing Section 15, applicants must provide a detailed budget description, fully justifying all items requested as salaries, supplies, and expenses. It is important that requested items are adequately and persuasively justified so that the budget request can be properly evaluated. Use as much space as necessary to ensure sufficient detail. Detailed justification for equipment items costing more than \$1,000 each must be provided in Section 17.

Section 17: Detailed Justification for Equipment Items Costing More Than \$1,000

Complete this section for each equipment item costing more than \$1,000.

Justification of request: Explain the purpose of the request (i.e., is it to replace existing equipment, to make new types of measurements or to furnish a new laboratory?).

Provide a list of all requests: This list should include all applications for equipment items from the Research Secretariat, other granting agencies and other sources (e.g., industry, private foundations, start-up funds, etc.).

Section 18: Biographical Sketches of Research Team Members

Include an up-to-date biographical sketch for the Principal Applicant and each Co-applicant. You may use the blank forms provided in the electronic application form, or use your own format. As there may be more blank forms than you need, please delete any unused forms from the application. Please note, however, that each biographical sketch must be part of the electronic application form, may not be longer than five (5) pages, and should include the following elements:

Full name and title, institution or organization

Education, training, experience

Indicate education, training, and experience of each of the project team members. Any relevant publications should also be included in this section.

Funding applied for or received

Please list, in chronological order, all grants currently being applied for. Include applications pending and applications about to be submitted. Include any active grants and/or those for the period covered by this application.

Indicate the title of the proposal, source of the funds, total amount awarded or requested, the support period, and the degree of overlap with this request. Please list each grant/application only once, clearly indicating all of the applicants who are affiliated with that grant.

Section 19: External Reviewers

Although the Research Secretariat reserves the right to determine which research experts are the most suitable to review an application, all applicants may recommend experts who would be appropriate to review their applications.

Please suggest the names of two or three **impartial** reviewers who have the necessary expertise to critically evaluate the application and with whom you **do not collaborate**. Suggestions should not include individuals with whom you have published or had a professional association in the last three years, or with whom you have an existing personal or business relationship. You may also suggest, individuals you would prefer not be contacted as potential reviewers. Specific details should be given as to the reason for exclusion.

Assembling the Application Package

A **signed** original plus 3 **single-sided** copies of the application form and appendix should be assembled in the order indicated below and **must** be delivered by **4pm on February 15, 2010**. An **electronic** copy (Microsoft® Office Word) should also be sent by e-mail or submitted on CD. The electronic copy **must be identical** to the hard copy original (excepting the signatures).

Please do not bind the application material!

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Signed Applicant Consent form(s) – one signed original is required from each applicant & co-applicant named on the grant | |
| <input type="checkbox"/> Cover Page | Sections 1-5 |
| <input type="checkbox"/> Project Team Information — signed originals required | Section 6 |
| <input type="checkbox"/> Financial Officer Information | Section 7 |
| <input type="checkbox"/> Project Signatories — signed originals required | Section 8 |
| <input type="checkbox"/> Overview and Relevance | Section 9 |
| <input type="checkbox"/> Knowledge Transfer and Exchange | Section 10 |
| <input type="checkbox"/> Detailed Research Proposal (include references and up to 5 pages of charts, figures, and tables immediately after this section) | Section 11 |
| <input type="checkbox"/> Research Workplan | Section 12 |
| <input type="checkbox"/> Project Supporters/Workplace Partners (place copies of letters here) | Section 13 |
| <input type="checkbox"/> Description of WorkSafeBC Participation & Signatories (if applicable) | Sections 14A & 14B |
| <input type="checkbox"/> Budget Request | Section 15 |
| <input type="checkbox"/> Detailed Budget Description | Section 16 |
| <input type="checkbox"/> Detailed Justification for Each Equipment Item Costing More than \$1,000 (attach supplier quotes here) | Section 17 |
| <input type="checkbox"/> Biographical Sketches | Section 18 |
| <input type="checkbox"/> Suggestions for External Reviewers | Section 19 |
| <input type="checkbox"/> Appendix (ethics/biosafety certificates, questionnaire, survey instruments, informed consent documents, letters approving access to databases, supplementary materials) | |

Courier or deliver packages to:

**Research Secretariat
WorkSafeBC
Level 2 Main Building
6951 Westminster Highway
Richmond BC V7C 1C6**

**Telephone: 604-244-6300
Email: resquery@worksafebc.com**