



Bridging the Gap 2009: A Call for Development Proposals

Deadline for submissions: Monday August 31, 2009, 4 p.m. EDT

Submit all proposals to:
Research Secretariat
Workplace Safety & Insurance Board
200 Front Street West, 21st Floor
Toronto, Ontario M5V 3J1

For more information call:
(416) 344-6913
or email:
research_secretariat@wsib.on.ca

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Bridging the Gap 2009: A Call for Development Proposals

1. THE PURPOSE OF THE BRIDGING THE GAP COMPETITION

The WSIB Research Advisory Council (RAC) oversees both the “Solutions for Workplace Change” grants program and the Centres of Research Expertise. The WSIB RAC includes representatives of workers, employers, health and safety associations, the Ministry of Labour, the Institute for Work & Health, researchers, and the WSIB. The objectives of the research grants program and the Centres of Research Expertise are to support research directions that reflect the needs of Ontario workplaces, to develop a research program that meets international standards of excellence, to expand Ontario’s research capacity in occupational health and safety and workers’ compensation, and to coordinate WSIB-supported research in Ontario.

Ultimately, research results must be *used* to make Ontario workplaces healthy and safe. This can happen through the development of research-based products, programs, practices, policies, or legislation. The WSIB RAC recognizes the individual roles and efforts of workplaces, prevention organizations, and researchers in achieving this goal. It also recognizes the crucial role of ongoing, focused *collaborations* among these actors in the generation of research activities that arise from workplace needs, and in the transformation of knowledge produced by research into useful applications.

As a complement to its existing programs, and as a way of ‘bridging the gap’ between research and the workplace, the WSIB RAC has re-launched this request for proposals (RFP) for 2009. This RFP is aimed specifically at *increasing the collaboration among workplaces, prevention organizations, and researchers in engaging in research activities directly related to workplace needs, or developing completed research into practical applications.*

The primary focus of Bridging the Gap projects should therefore be the development and fostering of partnerships among workplaces, prevention organizations, and researchers through the generation of research results or research-based products that directly address workplace needs. Bridging the Gap grants are not for researcher-focused projects normally funded through the RAC’s regular annual RFP; neither are they for literature reviews, surveys, or polls. They are for projects in which researchers work collaboratively with workplaces and prevention organizations to solve concrete health and safety issues.

More specifically, this RFP aims to enhance the capacity of:

- researchers to collaborate with workplaces and involve them in research

- workplace parties to express needs that could give rise to research questions and projects
- prevention organizations to work with researchers
- researchers and prevention organizations to deliver useful results and products to workplaces.

This RFP is *not a substitute* for the ongoing responsibility of workplace parties, partner organizations, and researchers to develop and use the best research evidence available for occupational health and safety.

2. TYPES OF PROPOSALS

Proposals submitted in the Bridging the Gap competition may be of two types:

- A. proposals for short-term research projects that build partnerships among workplaces, researchers, and prevention organizations to address specific workplace needs
- B. proposals to develop completed research into practical applications while creating partnerships among workplaces, researchers, and prevention organizations.

Each type of proposal and its requirements is described more fully below.

A. Short-term research projects

Grants under this option are for small, short-term research projects that address specific, well-defined workplace needs. The workplace need, research question, and research proposal must be identified and developed through collaboration with workplaces, prevention organizations, and researchers.

Although the principal investigator on the project may be an individual from a partner organization who is not a university-based researcher, *the project must include at least one appropriately qualified researcher on the project team.*

The maximum grant for proposals of type **A** is **\$60,000**. Maximum grant duration is 12 months. Applicants submitting this type of proposal must use Application Form **A**, Short-Term Research Project.

Requirements

Proposals under this option must:

- clearly identify the workplace need that the project addresses and demonstrate the significance of the need
- demonstrate the need for new research to address the problem
- provide a brief critical review of the relevant literature
- provide letters from project partners that demonstrate their interest in the project and the nature of their participation in it
- identify the research question and clearly describe the research design and methodology that will be used to answer the question
- propose an appropriately qualified research team
- identify the roles and activities of the research partners on the project
- explain how the research findings will be used to address the workplace need
- provide a detailed work plan of the project
- include a project budget with appropriate justification of each major item.

Deliverable

The project deliverable is a complete report of the project results, together with their practical workplace applications.

B. Developing research into practical applications

Grants under this option support the development of existing research findings into practical applications, through the collaboration of workplaces, prevention organizations, and researchers.

Some possibilities are:

- developing research results into validated, useful applications
- adapting research results obtained in one industrial sector to another
- adapting research results obtained in another jurisdiction to Ontario
- investigating the most appropriate ways of implementing the results
- evaluating the implementation process or the impact of a research application.

Since one aim of the projects is to generate new research collaborations, *researchers must be involved in the process*, although they need not be the authors of the research being used to develop the application. Projects must develop research-based products for Ontario workplaces.

The grants are for research application and product *development*. Grants will not be awarded for research dissemination or product implementation, or for research development activities that do not *add* to the research in any significant way – *applicants must demonstrate the ‘value added’ aspects of their project*.

Grants will not be awarded for research utilization activities that organizations are expected to conduct as part of their normal business activity or health and safety responsibilities.

The maximum grant for proposals of type **B** is **\$40,000**. Maximum grant duration is 12 months. Applicants submitting this type of proposal must use Application Form **B**, Developing Research into Practical Applications.

Requirements

Proposals under this option must:

- identify the sectors or workplaces for which the product or application is being developed, and demonstrate their need for the product or application and their receptivity to its development and use
- identify the body of research the project will develop into practical applications
- identify the relevant project partners – workplaces, prevention organizations, and researchers – and identify their roles and activities on the project
- identify the ‘value-added’ aspect of the project in relation to the research being used
- identify how the product will be developed and evaluated
- include a project budget with appropriate justifications of each major item.

Deliverable

The project deliverable is a practical product or application based on research evidence that will be used to improve the health and safety of Ontario workplaces, *and* a report outlining the important lessons learned in the development process.

3. BRIDGING THE GAP BUDGETS

Budget proposals must be prepared using section 13 of the appropriate Bridging the Gap grant application form. In preparing a budget, applicants must adhere to the following requirements:

Budget Maximums

For type **A** proposals, ‘Short-Term Research Projects’, the maximum budget is **\$60,000**. For type **B** proposals, ‘Developing Research into Practical Applications’, the maximum budget is **\$40,000**. The maximum duration of both types of project is 12 months.

Salaries and Benefits

Principal and co-investigators are not eligible for salary or benefit support; this applies also to buy-outs of teaching time or of other responsibilities.

Graduate students, postdoctoral fellows, research associates, and technical and professional assistants may receive salary and benefit support from a grant. 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 institution, clearly indicate the amount budgeted for benefits, adhering to the policy of the host institution.

The grant *may* support existing partner organization staff when such staff is directly seconded to the proposed research or research transfer activity

The fees requested for consultants must reflect their experience and qualifications. The RAC reserves the right to limit the fee paid to a consultant.

Supplies and Expenses

The budget may include expenses for:

- materials
- equipment rental
- minor equipment (under \$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). [Please note that Ontario provincial government rates are considered the maximum]
- disseminating and/or communicating project results. This may include expenses related to the presentation of results at an academic/scientific workshop or conference. Conference travel is strictly limited to a maximum of \$1,700 per year.

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

The RAC will consider requests for funds for the purchase of permanent equipment integral to the proposed research project, but permanent equipment items will be allowed only in exceptional circumstances. Non-permanent equipment, such as equipment rental, should be reported in subsection 13(ii), Supplies and Expenses.

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 14 of the application form. Only single equipment items in excess of \$1,000 each should be listed as permanent equipment.

Ineligible Expenditures

Please note that the following expenditures are not permissible:

- salaries or benefits for principal and co-investigators, including buy-outs of teaching time or of other responsibilities
- costs of hiring personnel
- indirect or overhead charges
- laboratory or office furniture
- journal subscriptions, computer manuals, books and other publications
- entertainment or hospitality costs
- membership fees
- administration fees.

4. CONDITIONS OF GRANT

The following are some of the conditions of WSIB's Bridging the Gap research grants:

- successful applicants will be required to enter into a formal, signed agreement between the WSIB and the host organization
- the WSIB retains the rights to use all material gathered or produced from grant support, in any manner it considers useful or helpful to the administration of the Workplace Safety and Insurance Act
- the grant recipient must acknowledge the support provided by the WSIB in any publication, presentation, press release, or any other public mention, but must state that the WSIB grant does not in any way imply endorsement of the research findings by the WSIB
- the WSIB expects grant recipients to assist and provide advice to the WSIB for the dissemination and communication of research findings
- the WSIB requires that the financial/sponsoring organization or institution acting for the grant recipient maintain supporting documentation for all expenditures and appropriate books of account for the grant funds for three years, and make them available for inspection by the WSIB upon request
- grant recipients must receive authorization from the RAC for any major changes in a project's budget, design, or research team composition
- within 60 days of project completion grant recipients must submit a written report containing a summary of the results, and identifying the immediate and ultimate benefits of the research and any subsequent activity generated by the research to the WSIB

- the financial administrator must submit a final financial statement to the WSIB within 60 days of project completion, showing that all expenditures incurred against the grant were consistent with the project's approved budget
- grant recipients must retain original receipts and invoices, maintain a ledger of expenditures incurred against the grant, and make the receipts, invoices, and ledger available for inspection upon request by the WSIB.

5. SUBMITTING AN APPLICATION

Applicants must complete the application form that corresponds to the type of proposal they are submitting:

- Application Form **A** — Short-Term Research Project
- Application Form **B** — Developing Research into Practical Applications

All forms and application materials are available for download on the WSIB website (www.wsib.on.ca). If you cannot use the format provided (Microsoft Word), or cannot download the forms, please contact the Research Secretariat at (416) 344-6913, toll-free at 1-800-387-0750 ext. 6913, or by e-mail at research_secretariat@wsib.on.ca.

Applicants must observe the maximum length specifications of sections, where provided. All supplementary materials – CVs, letters of support must be provided as separate attachments. Application forms should be completed in regular 10-point type, Times Roman preferred.

Please note that all co-investigators must sign section 7 of the original application.
Faxed co-investigator signatures attached to the section are acceptable; it does not matter that pagination is disturbed.

Completed applications (excepting ethics certificates) must be received by the WSIB Research Secretariat no later than **4:00 p.m. EDT Monday, August 31, 2009.**

NO PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE ACCEPTED.

Please forward:

- a signed, double-sided original
- 10 copies (including attachments), double-sided
- an electronic version of the completed application form (including attachments), either on CD (no DVDs, please) or by e-mail to research_secretariat@wsib.on.ca.

to:

**Research Secretariat, 21st Floor
Workplace Safety & Insurance Board
200 Front Street West
Toronto, Ontario M5V 3J1**

The WSIB Research Secretariat will acknowledge receipt of all applications by e-mail. If you do not receive an acknowledgement by 4:00 p.m. EDT Thursday, September 3, 2009, please call the Research Secretariat at (416) 344-6913 or toll-free at 1-800-387-0750 ext. 6913.