



RFP 2010

Solutions for Workplace Change REQUEST FOR PROPOSALS 2010



Deadline for submissions:
FEBRUARY 8, 2010 4:00 p.m.

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Research
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REQUEST FOR PROPOSALS 2010

Introduction

Solutions for Workplace Change is part of the WSIB's commitment to high quality occupational health and safety (OHS) and workers' compensation research in Ontario. Its purpose is to fund world-class scientific research that seeks to prevent occupational injury and disease; improve the diagnosis, treatment, rehabilitation and return to work of injured workers; and ensure the fair compensation of injured workers and the fair assessment of employers.

Solutions for Workplace Change is an open research grants competition. It looks for research proposals that arise out of real workplace OHS needs and seeks to engage workplace parties and partners in collaborative research activities. Priority is given to projects with a clear workplace focus, with active partner involvement, and with provisions for using research results to produce practical solutions.

The WSIB research program is overseen by a multi-stakeholder Research Advisory Council (RAC), composed of representatives of researchers, workers, employers, health and safety associations, the Institute for Work & Health, the Ministry of Labour, and the WSIB. The RAC reviews all grant applications and makes funding recommendations to the WSIB Board of Directors.

Grants under the program are normally awarded to Ontario-based researchers. However, out-of-province and multi-jurisdictional proposals may be considered if their focus is of high priority for the RAC. The RAC will also consider research proposals for co-funding with other granting agencies, occupational health and safety institutes, or workers' compensation agencies. Both out-of-province and co-funded projects are subject to the same budgetary parameters and restrictions, contractual agreements, and reporting obligations as other projects. They will undergo the same RAC peer review process. All projects must demonstrate a benefit to Ontario workplaces.

This Request for Proposals (RFP) describes the programs, priorities, review process, types of grants available, and the conditions of grants. It includes a detailed, section-by-section *Guide to the 2010 Research Grant Application Forms*, starting on page 19. The **2010 research grant application forms** are available on the WSIB website at <http://www.wsib.on.ca>.



Changes from Last Year's RFP

Separate application forms are now being provided for Development Grants and Full Grants. Applicants must ensure they are using the correct form. Both the 2010 Full Grant Application Form and the 2010 Development Grant Application Form are available for download on the WSIB website.

WSIB RAC Research Priorities

The WSIB RAC established broad priorities for the research program through consultation with stakeholders. The six priority categories are described below.

Occupational Disease, Injury, and Health Services

This priority includes research that focuses on the biological, medical, and health care factors of work-related injury and disease, including causation, prevention, diagnosis, treatment, and rehabilitation. The RAC is especially interested in research related to:

- improved understanding of the relationship between occupational risk factors (biological, chemical, physical, environmental, organizational, and psychosocial) and the incidence of occupational injuries and disease
- development and evaluation of treatment programs and options for occupational injury and disease
- the investigation of the occupational aspects of diseases and conditions such as soft tissue injuries, chronic pain, cancer, lung diseases, adverse reproductive outcomes, chronic stress, and health effects specific to female workers.



Prevention, Workplace Design, and Intervention

This priority includes research that focuses on the relationship between workplace design and health and safety. In addition, research in this area includes ergonomics and occupational hygiene research that aims at developing prevention programs and assessing interventions. This category is designed to address such issues as:

- best practices in the design, implementation, and evaluation of occupational injury/disease prevention programs
- evaluation of occupational health and safety programs
- adaptation of workplaces to workers with special needs (for example, injured or ill workers, older or pregnant employees, persons with disabilities)
- identification of physical and psychological stressors in the workplace
- development of risk assessment methods for assessing risk of injury in jobs requiring complex and/or multiple tasks.

Fair Compensation, Ontario Workers' Compensation System, and Policy

This priority includes research that focuses on compensation levels, the assessment of employers' premium rates and policy within the Ontario workers' compensation system. This research priority addresses such issues as:

- investigation of fair levels of compensation
- employer incentive systems and assessment of premium rates
- the factors underlying trends in workplace injuries, occupational illnesses, and compensation claim rates
- the effects of WSIB adjudication practices, such as cost transfers to social programs and private insurers
- the effect of policy, regulatory, or legislative changes on injury and disease rates and workplace behaviour.

Workplace Organization and Management and Economic Analysis

This priority includes research that focuses on the impact of organizational structures and management policies on occupational health and safety. This research also includes evaluation of economic impacts as these pertain to occupational health and safety. This priority addresses issues such as:

- the impact of organizational changes such as downsizing, restructuring, and privatization on lost-time claims
- the investigation of non-standard work, including self-employment and contingent work, in relation to occupational health and safety
- work intensification (increased pace, duration, and complexity of work) in relation to occupational health and safety
- the evaluation of organizational factors and management practices on health and safety practices.

Return-to-Work, Disability Management, and Rehabilitation

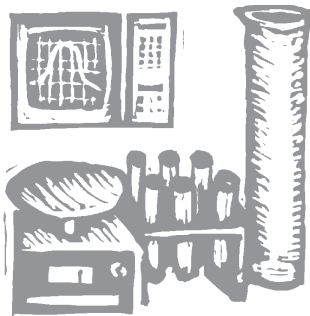
This priority includes research that focuses on disability management, return to work, and models of health service delivery. This priority includes:

- identification of factors that determine sustained return to work
- development and evaluation of programs to overcome barriers to reemployment
- workplace adaptation
- the interaction of health care and service providers with the workplace in effective service delivery, rehabilitation, and return to work.

Research on the Transfer of Scientific Knowledge to the Workplace

This priority includes research that focuses on transforming scientific knowledge and best practices into practical, accessible workplace solutions. This category addresses such issues as:

- identification of generalizable principles of effective knowledge transfer involving workplace, prevention, and other occupational health and safety system partners
- evaluation of the effectiveness of strategies of transferring research knowledge into the hands of employers, workers, service providers, health and safety practitioners, and policy makers.



Literature Reviews

Solutions for Workplace Change does not fund literature reviews. This applies both to applications which are themselves solely literature reviews, and to applications where a review of the literature is specified as a component of the project work plan. A thorough, critical review of the literature is a requirement of the grant application.

The WSIB research program may, from time to time, issue RFPs for literature reviews on specific topics. However, such requests for reviews are made separately, through channels other than this RFP.

Basic Research

The main focus of *Solutions for Workplace Change* is applied research. The RAC is not usually interested in basic research proposals on the mechanisms of injury and disease. This type of research is generally better funded by more appropriate agencies.

Program Evaluations

Proposals for program evaluations are eligible to be considered for funding by *Solutions for Workplace Change* if they meet each of the following criteria:

1. The evaluation results will be generalizable beyond the program/organization being evaluated, or will have the potential for significant impact on the broader Ontario occupational health and safety system.
2. The researcher will retain intellectual property rights and will be able to publish the full results of the evaluation.
3. The organization being targeted for evaluation has explicitly committed to facilitating and enabling the proposed evaluation.

Proposals for program evaluations must also pass scientific peer review and RAC relevance review in the same way as other projects (for more information, see “The Research Proposal Review Process,” page 14).

TYPES OF GRANTS

Solutions for Workplace Change accepts applications for two types of grants: Full Grants and Development Grants. A separate application form is provided for each type of grant. Applicants must ensure they are using the correct form. Please follow the instructions in the *2010 Research Grant Application Guide*, included with this Request for Proposals (starting on page 19), when completing the forms.

Full Grants

Full Grants under *Solutions for Workplace Change* are for fully developed proposals which have clearly specified research questions and methodology, have identified a research team and the measurement tools the team proposes to use, have secured such access to information and workplaces as will be required, have the express support of all relevant parties, and are highly feasible. Full Grants can be up to **three years** in duration, with a maximum budget of **\$150,000 per year**.

Applicants for Full Grants must use the **2010 Full Grant Application Form**.

Development Grants

The RAC recognizes that often the development of high quality, innovative research proposals depends on new methods, approaches, and ideas. Therefore, in addition to Full Grants, *Solutions for Workplace Change* offers Development Grants. Development Grants are up to **12 months** duration and have a maximum budget of **\$30,000**.

The intention of a Development Grant is to allow the investigator to pursue a research idea that may not be developed to a stage that would make it eligible for full funding. Development projects may take the form of novel approaches to health and safety research, the development of new or untested measurement tools (including reliability and validity), feasibility studies, or preparatory work necessary to developing a full proposal.

Development funding is provided with the understanding that a Full Grant proposal will be submitted once the initial work has been completed. Applicants must therefore indicate clearly how development funding will prepare them for submitting a full proposal.

Applicants for Development Grants must use the **2010 Development Grant Application Form**.

Use of WSIB Data

Researchers who plan to use WSIB data must complete section 15 of the application form.

Prior to submitting a proposal, researchers planning to use WSIB data are strongly encouraged to contact the WSIB Research Secretariat to ensure the data they require are available. We recommend that researchers make such inquiries early, in case they need to modify their proposals accordingly.

All personally identifiable data are subject to the confidentiality provisions of the Ontario Freedom of Information and Protection of Privacy Act (FIPPA). In those exceptional circumstances where researchers have demonstrated to the WSIB that they require access to personally identifiable data, and the WSIB agrees to provide such access, the researcher must first sign a WSIB research agreement with the WSIB, containing confidentiality provisions as specified by section 21(1)(e)(iii) of FIPPA and section 10 of Ontario Regulation 460. The WSIB research agreement must be approved by the WSIB Privacy Office. No personally identifiable data will be released by the WSIB until the WSIB research agreement has been signed. Pursuant to the terms of the research agreement, researchers shall not use information provided to them by the WSIB to contact workers or employers directly.

All WSIB data requests respecting this RFP must go through the WSIB Research Secretariat. For more information, contact the Research Secretariat at (416) 344-6913 or 1-800-387-0750 ext. 6913, or at research_secretariat@wsib.on.ca.



Ethics Review

All funded research proposals must receive appropriate approval from an Ethics Review Board or a Biohazard/Biosafety Committee. No research proposal will be funded until all required certificates have been received by the WSIB.

For more information on required ethics or biohazard/biosafety certificates, see section 5 of the *Guide to the 2010 Research Grant Application Forms*, included as part of this Request for Proposals (starting on page 19).



The Research Proposal Review Process

The WSIB RAC awards research grants through a competitive process. Each grant application undergoes a series of checks and reviews before a final decision is reached. All Full Grant proposals will be peer reviewed. Development Grant proposals may be adjudicated by the RAC without being sent out for peer review. However, the RAC reserves the right to send Development Grant proposals for expert review.

Preliminary screening

Each application is first reviewed for completeness and compliance with the conditions of the competition. Proposals that are not complete, use the wrong form, do not provide the right information in the right sections, exceed length limitations, or are otherwise in a form that is unacceptable for peer review, may be rejected at this stage. Proposals that have no bearing on occupational health and safety or fair compensation in Ontario will also be withdrawn from the competition at this stage.

Peer review

All full proposals that pass preliminary screening are evaluated by at least two external reviewers expert in the application's field of study. Development Grant applications may be sent out for peer review if the RAC determines expert advice is required.

External peer reviewers are asked to assess:

- the originality of the proposed research
- the scientific merit of the proposal — whether the critical literature review is appropriate and supports the need for the proposed research, whether the data acquisition methods are practical and free of bias, whether the number of subjects in the study is sufficient to answer the research question unambiguously, whether the methodology is appropriate to the research question, and whether the methods specified for the analysis of the data are appropriate
- whether the goals of the project are realistic and attainable, and the timeline achievable
- the knowledge, expertise, and experience of the research team, and whether all relevant disciplines are adequately represented
- whether the project's budget is appropriate or includes any items the RAC should look at more closely
- in the case of Development Grants, the likelihood of the development project's results forming the basis of a Full Grant proposal.

Review by the Research Advisory Council (RAC)

The RAC carefully reviews each grant application. In addition to the peer reviewer assessments, the RAC considers:

- the proposal's relevance to the RAC research program, and to the research priorities as stated in this RFP (see WSIB RAC Research Priorities, page 7)
- the impact of the research outcomes on the health and safety of Ontario workers and workplaces
- the support for the project from relevant workplace parties or policy makers
- the applicants' plans for transferring their research findings
- the applicants' access to the required data, individuals, worksites, and resources
- the feasibility of the research work plan
- the acceptability of the budget requested.

Letters of Support

In assessing a proposal's fundability, the RAC looks to attached letters of support for further demonstration of a proposal's importance, relevance, feasibility, and practical impact. Letters of support should clearly indicate the extent of the support being provided. Some examples:

1. A proposed research project may require resources from an entity without which the project cannot be completed. Examples of such resources are access to an employer's workplace, access to data, availability of material resources such as funds or equipment, or use of human resources such as employee skills and time. To determine the feasibility of the project, the RAC looks to letters of support for information that clearly demonstrates that this cooperation will be forthcoming. The letters of support from the appropriate entities must confirm that the requisite resources will be provided, and specify the nature and extent of these resources.
2. A proposed research project may be of special interest to an entity (for example, a health and safety association). The letter of support from the entity should therefore explain why the proposed research is of interest to it, how it would be helpful to its work, and how it expects to use the results once the project is completed. If the entity will be contributing resources (material or human) to the project, these should be indicated too. This allows the RAC to understand the proposal's relevance to occupational health and safety in Ontario, as well as its utility.
3. In assessing a proposal's potential impact, the RAC checks whether entities to whom the project's results would be useful, or who can assist in the dissemination and practical use of the results, are supportive. Letters of support from these entities should indicate what role they will play and what practical impact the proposed research is likely to have.

Electronic Copy of the Application

All applicants must submit an electronic copy of either the 2010 Full Grant Application Form or the 2010 Development Grant Application Form **in addition to** a signed, clamped, hard-copy original and 15 stapled, **double-sided** copies. Applications without an electronic copy of the appropriate application form will not be accepted.

The electronic copy of the completed application form **must be identical** (with the exception of signatures) to the submitted hard copies of the form. Non-identical copies may risk disqualifying the application from the competition.

Please submit all supporting materials that are not part of the electronic form as a separate appendix. The appendix should include letters of support or partnership, copies of survey instruments and questionnaires, measurement tools, clinical protocols, ethics and biohazard/biosafety certificates, and all other supporting materials. **An electronic copy of the appendix must also be submitted, as a separate file.** Applications without an electronic copy of the appendix will not be accepted.



Conditions of Grant

Successful applicants will be required to enter into a formal, signed agreement between the WSIB and the host organization. The agreement specifies the conditions of the grant.

The following are some of the specific conditions of a WSIB research grant through the *Solutions for Workplace Change* program:

1. 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*.
2. 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.
3. The grant recipient must advise the WSIB five (5) working days in advance of any public announcement of a project's findings.
4. The WSIB expects grant recipients to assist and provide advice to the WSIB for the dissemination and communication of research findings.
5. For one-year grants, 20% of the allocation is withheld until recipients have submitted final research and financial reports.

6. For multi-year grants, the WSIB holds back 20% of the current year allocation and the whole of the upcoming year allocation until recipients have submitted progress and financial reports.
7. 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.
8. Grant recipients must receive authorization from the RAC for any major changes in a project's budget, design, or research team composition.
9. Grant recipients must inform the WSIB in writing of any other funding (source and amount) obtained to support the same or related project within 30 days of receipt of notification of the other funding.
10. 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.
11. 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.
12. 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.

GUIDE TO THE 2010 RESEARCH GRANT APPLICATION FORM

General Information

Where to Get the Application Form

Please note that starting in 2010, separate forms are required for Full Grant applications and Development Grant applications. Applicants applying for Full Grants must use the 2010 Full Grant Application Form; applicants applying for Development Grants must use the shorter 2010 Development Grant Application Form. Both forms are available for download on the WSIB website (<http://www.wsib.on.ca>). The information in this guide applies to both forms. Where the information differs for each form, this is clearly indicated. For the difference between Full and Development Grants, see page 11.

If you are unable to use the format provided (Microsoft Word), or cannot download the forms, please contact the Research Secretariat directly, at (416) 344-6913, 1-800-387-0750 ext. 6913, or by email at research_secretariat@wsib.on.ca.

How to Submit an Application

Your application package should consist of the following items:

- one clamped, completed, signed original of either the 2010 Full Grant Application Form or the 2010 Development Grant Application Form, as appropriate
- one clamped appendix, separate from the application form
- 15 double-sided hard copies of the original application form, stapled
- 15 double-sided hard copies of the appendix, stapled
- an electronic copy of the complete application form on CD or memory stick (no DVDs, please)
- an electronic copy of the appendix on CD or memory stick (no DVDs, please), as a file separate from the application form.

The electronic copies of the completed application form and appendix must be identical to the hard copy originals (with the exception of signatures).

Forward the complete package to the Research Advisory Council, c/o Research Secretariat, 200 Front Street West, 21st Floor, Toronto, Ontario M5V 3J1.



Deadline for Submitting Applications

The deadline for receipt of applications (both the electronic and hard copies) is **4:00 p.m. February 8, 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.

Acknowledgement of Applications

The Research Secretariat will acknowledge receipt of all applications by e-mail. If you do not receive an acknowledgement by 4:00 p.m. February 12, 2010, please call the Research Secretariat (416-344-6913 or 1-800-387-0750 ext. 6913). Replacement copies of lost or misdirected applications will only be accepted with proof that the original application package was submitted or couriered by the deadline date.

Assembling your Application Package

This guide contains important instructions on how to prepare your grant application. Follow the instructions carefully. Please note that some sections of the form have maximum page restrictions. Once all required items have been completed, refer to “Assembling the Completed Application Package” on page 33 of this guide to verify that all items have been included.

Formatting

Apart from boxed form areas, where a 10-point font is requested, please use a 12-point font throughout your application. Times Roman is preferred. For the most part, the appropriate fonts and margins have been pre-programmed into the electronic version of the application form.

Note that most text areas on the electronic form will expand as you enter text. Consequently, for those sections that have strict space limitations, ensure that you adhere carefully to the stated size/space restrictions.

Step-by-Step Instructions for Completing the Grant Application Forms

Applicants for Full Grants you must use the 2010 Full Grant Application Form; applicants for Development Grants must use the 2010 Development Grant Application Form. The difference between Full and Development Grants is explained on page 11 of this RFP.

Sections 10, 12 and 13 are not required for Development Grant applications. Sections 16 and 24 request different information for Development Grants and Full Grants.

Section 1: Principal Investigator

Provide all applicable information, including the full name of the host institution under whose auspices and authority the project will be carried out.

Section 2: Mailing Address of Principal Investigator

Provide all applicable information. Include the building name and room number as appropriate. Please ensure that your e-mail address is accurate and current, since the Research Secretariat will use this address to acknowledge receipt of your application package.

Section 3: Type of Application (check one only)

Using the check boxes provided, indicate whether the application is an initial application, or a resubmission. A resubmission is a revised version of a submission that was unsuccessful in a previous *Solutions for Workplace Change* competition. If an application is a resubmission, applicants must complete section 15, Response to Previous Reviewers.



Section 4: Title of Project

Provide the full title of the research project you are submitting. Include up to five specific keywords that best describe the scientific and technical aspects of the project.

Section 5: Certificates Required

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 investigator to ensure that appropriate certification is secured and the certificates submitted to the Research Secretariat.

There is no prescribed format or form for such certificates. However, they must clearly have been issued by a duly constituted and authorized person or body of the host institution. All certificates must refer clearly to the specific application being considered. Certificates that expire before the start date of the proposed research are not acceptable.

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 (3rd edition, 2004)*. The guidelines are available at <http://www.phac-aspc.gc.ca/publicat/lbg-lbmbl-04/>.

Human Subjects

If the application involves human subjects, a certificate must be submitted from the appropriate committee, stating that the protocols and methods have been found acceptable in accordance with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (1998, with 2000, 2002 and 2005 amendments). The Tri-Council Policy Statement is published by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada. It is available at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>.

Please note that it is the applicant's responsibility to ensure that all necessary certificates are provided to the Research Secretariat. Failure to provide complete and valid certificates will result in funds being withheld until the required documentation is received, and may eventually lead to cancellation of the grant.

Section 6: Budget Summary

Carry forward the subtotals from section 21 and enter them on the applicable lines of section 6. Please sum the subtotals and enter the yearly totals as requested. Make sure the totals do not exceed the maximum allowed for the project as a whole or for each project year.

Section 7: Co-investigator Information

Provide the contact information requested by this section for each co-investigator. Please note that the application forms require the signature of each co-investigator named. Faxed co-investigator signatures added in hard-copy form to section 7 of the application form are acceptable. The addition of faxed pages may disrupt the page numbering.

Section 8: Financial Officer

Provide the name, address, telephone number and email address of your institution'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 9: Project Signatories

Grants are made only with the consent and knowledge of the administrative head of the institution at which they are to be held, and applications must be countersigned accordingly. The principal investigator 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 WSIB and the host institution. No funds will be released without these signatures.



Section 10: Scientific Summary

THIS SECTION IS NOT REQUIRED FOR DEVELOPMENT GRANT APPLICATIONS.

The detailed scientific summary will be used by the Research Secretariat to describe the project to the WSIB's stakeholders and interested parties. The scientific summary must contain the following parts:

- the objectives of the research
- the research methodology to be used
- the intended research outcomes

This section may not exceed one (1) page.

Section 11: Plain-Language Summary

All applicants must provide a 200-word non-scientific summary, which describes why the proposed research is needed, how it relates to the current state of the field, and what impact it will make on workplace health and safety in Ontario. The non-scientific summary should describe the project in simple, non-technical language.

This non-scientific summary may be used:

- in the production of a WSIB RAC newsletter, distributed to a wide audience
- for media releases
- to provide information to the WSIB's stakeholders and to other research or lay organizations, or to describe the project on the WSIB website.

Limit this section to 200 words.

Section 12: Relevance

THIS SECTION IS NOT REQUIRED FOR DEVELOPMENT GRANT APPLICATIONS.

In completing this section, please address the following questions:

- how do your research questions address the WSIB's priorities?
- what impact will your research outcomes have on workplaces in Ontario?
- what target groups will benefit from your research project?
- if the project has no immediate application in the workplace, how will it advance scientific knowledge?

Limit this section to one (1) page.

Section 13: Research Transfer

THIS SECTION IS NOT REQUIRED FOR DEVELOPMENT GRANT APPLICATIONS.

The RAC is interested not only in 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 Ontario.

In this section, please identify:

- the key user groups or potential audiences that would be interested in your research findings
- the linkages you will build with potential user groups before, during, and after your project
- how you have involved workplace parties and other potential research users in project design
- the dissemination strategies you will use to communicate your findings
- the publications in which you plan to publish your findings
- the steps you will take to increase the usability and transferability of your research findings
- how you will help the WSIB Research Secretariat communicate your findings to user groups.

Limit this section to one (1) page.

Section 14: Use of WSIB Data

This section only applies to applicants who will require data from the WSIB. Investigators requiring access to WSIB data are strongly advised to contact the Research Secretariat prior to submitting a final proposal, and preferably as early as possible. Specify precisely the data elements needed, and their purpose. The Research Secretariat cannot guarantee the availability of all data required.

Limit this section to one (1) page.

Section 15: Response to Previous Reviews (Resubmissions Only)

Investigators who are submitting a revised grant application, which had been unsuccessful in a previous RAC grant competition, must provide a response to the comments and critiques of the RAC and the peer reviewers. This response may not be longer than two (2) pages. Indicate how you have amended your project in response to the peer reviewers' comments.

Section 16: Detailed Research Proposal (FULL GRANT APPLICATIONS)

The following are the required components of this section for Full Grant applications. For Development Grant applications, see Section 16: Detailed Research Proposal (DEVELOPMENT GRANT APPLICATIONS) below.

All components of the section must be included in the electronic copy of the application form:

a) Table of Contents (maximum 1 page)

Include a brief table of contents to guide the reviewer through the application. The table of contents should not exceed one page in length.

b) Critical Review of Existing Literature (maximum 6 pages, excluding bibliography)

Provide a thorough critical review of the current literature relevant to your research question. Your critique should assess the quality of previous work in the area and identify gaps in knowledge. The literature review provides the context for your research question. It must show that you have a full understanding of the area in question. The critical review may not be longer than 6 pages (this does not include the bibliography, which is provided in section 16d). The literature review must be provided with the grant application.

c) Objectives, Methodology, and Data Analysis (maximum 7 pages)

Provide a clear and detailed description of your research objectives, design, methodology, procedures, and planned analyses. Include information on the type of data you will gather, your data sources, who the participants will be, the number of participants and/or work sites involved, sample size calculations, and the analytic methods you will use. It is important that the research design be specified clearly and completely. If possible, include a 'process map' or some similar graphical representation of your research strategy to help make clear to the RAC and to external reviewers what your project will do.

Place all tables, charts, and figures that are available in electronic form here.

If you plan to use questionnaires, include them in the appendix. If you will use interviews or focus groups, include in the appendix an interview guide that identifies the topics to be discussed, and how they relate to your research question and project design.

d) Bibliography (pages as required)

List here the studies referenced in this section.

Section 16: Detailed Research Proposal (DEVELOPMENT GRANT APPLICATIONS)

The following are the required components of this section for Development Grant applications. For applications for Full Grants, see Section 16: Detailed Research Proposal (FULL GRANT APPLICATIONS) above.

a) *Full Proposal (maximum 1/2 page)*

Briefly describe the full research project you are planning, for which this Development Grant is a preparation.

b) *Relevance (maximum 1/2 page)*

Explain how the full research project you are planning is a priority for RAC funding, and how it is relevant to reducing occupational illness, injury, and/or disability in Ontario. The RAC's research priorities are on page 7 of this RFP.

c) *Preparation (maximum 1 page)*

Explain clearly how the development funding you are requesting will prepare you for submitting a full research proposal. Why is a development grant needed? What is it intended to achieve?

d) *Literature Review (maximum 3 pages, not including bibliography)*

Provide a brief literature review of the studies that bear on your development project.

e) *Objectives, Methodology, Data Analysis (maximum 3 pages)*

Provide a clear and detailed description of the objectives, design, methodology, procedures, and planned analyses of your development project. Show how these relate to the objectives of the development grant. Include information on the type of data you will gather, your data sources, who the participants will be, the number of participants and/or work sites involved, sample size calculations, and the analytic methods you will use. It is important that the research design be specified clearly and completely.



f) *Evaluation (maximum 1 page)*

Describe fully how you will evaluate the results of your development project as these bear on the full proposal you are planning. If the development project is a pilot study, explain how you will evaluate the pilot. If it is a feasibility study, explain how you will assess the results to determine whether a full study is feasible. If the development project tested tools or questionnaires, explain how you will evaluate the outcomes of the test.

g) Bibliography (as required)

List here the studies referenced in this section.

Section 17: Experience and Roles of the Research Team

List the names of the investigators on your research team, including the principal investigator, and describe their relevant research experience. Indicate the percentage of each investigator's time that will be spent on this project and the role they will play.

Provide investigators' biographical sketches in section 25.

Section 18: Available Resources

List the resources that are available to you, including resources provided by the host institution, such as equipment, laboratory, software.

Section 19: Research Work Plan

Provide a detailed research work plan, identifying the specific research activities you will undertake, which member of the research team will be responsible for each activity, their projected start and finish dates, and their cost.

Limit this section to one (1) page.

Section 20: Supporters/Partners

List the individuals or groups that formally support your project or will be your partners in the research, and describe their involvement to date and their future participation. Include their letters of support/partnership in the appendix.

All proposals planning on-site research (e.g., field studies) must include letters showing workplace (i.e., employer and worker) agreement to participate. For more information on what letters of support, should contain, see page 16.

Limit the number of letters of support/partnership in the appendix to six (6).

Section 21: Budget Request

In the spaces provided, indicate the breakdown of all requested funds.

(i) *Salaries and Benefits*

Principal and co-investigators are not eligible for salary or benefit support; this includes 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.

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 institution, clearly indicate the amount budgeted for benefits, adhering to the policy of the host institution.

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 RAC reserves the right to limit the fee paid to a consultant.

Copy the subtotals by year to section 6(i) on the front page of the application.

(ii) *Supplies and Expenses*

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.

Copy the subtotals by year to section 6(ii) on the front page of the application.

(iii) 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. Non-permanent equipment, such as equipment rental, should be reported in subsection 21(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 23. Only single equipment items in excess of \$1,000 each should be listed as permanent equipment.

Equipment items costing less than \$1,000 each are to be included under category 21(ii), Supplies and Expenses. Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs, if any, beyond the first year of the grant.

Copy the subtotal to section 6(iii) on the front page of the application.



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
- transfers to other researchers.

Budget Maximums

- **For Full Grants**, the maximum grant amount per year is \$150,000, and the maximum duration is 3 years
- **For Development Grants**, the maximum amount is \$30,000, and the maximum duration is 12 months.

Section 22: Detailed Budget Description

In addition to completing section 21, applicants must provide a detailed budget description, fully justifying all items requested as salaries, supplies, and expenses in the first year. 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. It is not necessary to repeat the description for each subsequent year unless there are substantial differences that need to be highlighted. Detailed justification for equipment items costing over \$1,000 each must be provided in section 23.

Section 23: Detailed Justification for Equipment Items Costing More Than \$1,000

Complete this section for each equipment item requested.

Justification of request

Explain the purpose of the request.

Provide a list of all requests

This list should include all applications for these equipment items from the WSIB RAC, other granting agencies and other sources (e.g., industry, private foundations, start-up funds, etc.).

Section 24: Summary of Other Funding, Applied For or Received

For Development Grants, list all other funds received or applied for respecting this or related projects.

For Full Grants, using the categories of (a) active grants and (b) pending grants, list chronologically all grants currently applied for, applications pending, applications about to be submitted, and all grants received, for the current year and for the entire period covered by this application. This should include all applications for support from the WSIB RAC, other granting agencies, and other sources (e.g., industry, private foundations, etc.) for the principal investigator and each co-investigator.

Include both other funds received for this project, and for all other projects overlapping the period of this application. Indicate the source of the funds, the amount per year, the support period, and the degree of overlap with this request.

It is not necessary to duplicate information that may apply to more than one investigator. Please list each grant/application only once, clearly indicating all of the applicants who are affiliated with that grant.

Section 25: Biographical Sketches

Include a biographical sketch for the principal investigator and each co-investigator. You may use the blank forms provided in the electronic application from, or use your own format. Please note, however, that each biographical sketch must be part of the electronic application form, may not be longer than 5 pages, and should include the following headings:

- full name and title
- institution or organization
- educational background (institution, degree/diploma/certificate/qualification conferred, year conferred, and field of study)
- research and professional experience
- publications
- reviewing experience.

More blank forms than you may need are provided for your convenience. Please delete any unused forms from the application.

Section 26: Suggestions for External Reviewers

Although the RAC reserves the right to determine which expert scientists are the most suitable to review an application, all applicants may suggest scientists who would be appropriate to review their applications.

Please suggest the names of at least two impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate. You may also suggest, with reasons, individuals you would prefer not be contacted as potential reviewers. Specific details should be given as to the reason for exclusion.

Assembling the Completed Application Package

A **signed original** plus **15 double-sided copies** of the application form and appendix must be assembled in the order indicated below. An electronic copy of the application form, and a separate electronic file containing the appendix, must be included on CD or memory stick. The electronic copies must be identical to the hard copy originals (excepting the signatures).

COMPONENTS:

☐ Cover Page	Sections 1-6
☐ Co-investigator(s) Information and signatures	Section 7
☐ Financial Officer	Section 8
☐ Project Signatories — signed originals required	Section 9
☐ Scientific Summary (not required for Development Grants)	Section 10
☐ Plain-Language Summary	Section 11
☐ Relevance (not required for Development Grants)	Section 12
☐ Research Transfer (not required for Development Grants)	Section 13
☐ Use of WSIB Data (if applicable)	Section 14
☐ Response to Previous Reviews (resubmissions only)	Section 15
☐ Detailed Research Proposal	Section 16
☐ Experience and Roles of the Research Team	Section 17
☐ Available Resources	Section 18
☐ Research Workplan	Section 19
☐ Supporters/Partners	Section 20
☐ Budget Request	Section 21
☐ Detailed Budget Description	Section 22
☐ Detailed Justification for Each Equipment Item Costing More than \$1,000. Provide supplier quotes in the appendix.	Section 23
☐ Summary of Other Funding (not required for Development Grants)	Section 24
☐ Biographical Sketches	Section 25
☐ Suggestions for External Reviewers	Section 26
☐ Appendix (letters of support, ethics approval, biohazard/biosafety certificates, protocols, questionnaires, supplier quotes)	Separate

PACKAGING:

- | | |
|--|------------------|
| ☐ One signed, hard-copy original of application form | Clamped |
| ☐ One hard-copy original of the appendix | Clamped |
| ☐ 15 hard, double-sided, copies of the application form | Stapled |
| ☐ 15 hard, double-sided, copies of the appendix | Stapled |
| ☐ One electronic copy of application form on CD or memory stick | E-file #1 |
| ☐ One electronic copy of the appendix on CD or memory stick | E-file #2 |

Bind the original application and appendix with a clamp (preferred), or with elastic bands, if necessary. **Do not staple the originals**, or use covers or bindings other than clamps. The appendix must be provided separately, both as hard copy and as an electronic file. Each of the 15 copies of the application and appendix should be stapled, but not bound in any other way.

THE RESEARCH ADVISORY COUNCIL

as of October 15, 2009

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The Research Secretariat

Chamila Adhibetty, Senior Scientist
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