

## PACIFIC NORTHWEST AGRICULTURAL SAFETY AND HEALTH CENTER

### Small Grants Program Guidelines

The primary goal of the University of Washington's Pacific Northwest Agricultural Safety and Health (PNASH) Center is to prevent workplace injury and illness through research, education, and intervention projects in the Region 10 agricultural industries. Within this context "agriculture" includes the industries of farming, fishing, and forestry.

Applicants for small grant funding should address relevant issues within these industries. For those applicants targeting farming or forestry concerns, we strongly recommend that the project satisfy one or more primary or intermediate goals identified in the [NIOSH 2008 NORA \(National Occupation Research Agenda\) for Farming, Forestry, and Fishing](#). Where applicable please identify any "Action Steps" that a prospective application will address. For applications targeting Forestry the [Occupational Research Agenda for Northwest Forestlands](#) may serve as a useful supplemental guide to the NIOSH document. Partnerships with affected communities in approaching these problems are strongly encouraged.

Funding decisions will be based on scientific merit, relevance of the project to the goals of the PNASH Center and the research agendas identified above, and the potential for the project to develop into a major research, education, or intervention project. We would like to draw special attention to this last consideration as the PNASH Center will be competing for renewal in 2011 and would like to encourage applicants who benefit from PNASH Small Grants funds to expand their research and participate in our renewal by building on the results of existing pilot projects.

Questions concerning the relevance of a proposed research topic should be directed to the PNASH Center Co-Director, Dr. Michael Yost ([airion@u.washington.edu](mailto:airion@u.washington.edu)).

Small grant proposals may include but are not limited to projects that:

1. Provide support for innovative lines of investigation that may lead to a larger project
2. Allow exploration of new directions in research, education, or intervention
3. Stimulate investigators from other fields of study to apply their expertise to agriculture safety and health issues

**Up to two projects will be funded for a period of one or two years\* (September 30, 2009 – September 29, 2010). The award will be made for up to \$25,000 DIRECT COSTS per project, per year.**

The PNASH Center encourages applications from academic institutions, government agencies, health care organizations, and other groups. For applicants outside the University of Washington, we request that all applications include a PNASH Center faculty member to serve as a project liaison. We will work with you to help try and find an appropriate liaison. Please contact Robin Russell for more information 206-616-1958, [rwr5@u.washington.edu](mailto:rwr5@u.washington.edu).

### Eligible Applicants

- All University of Washington (UW) investigators. Affiliation with the PNASH Center members is not necessary for proposal submission.
- Researchers with organizations other than the UW who have contacted the PNASH Center in advance and established an affiliation with the PNASH Center.
- UW graduate students applying in conjunction with a faculty advisor. The faculty advisor must be listed as the principal investigator on the project.
- Northwest region community members or organizations that establish a collaboration with the PNASH Center by contacting us in advance.

## Timeline

Pre-Proposal Due to Center	Friday 6/12/09
Proposal Application Due to Center	Friday 7/10/09
Completion of External Review	Friday 8/7/09
Award Notification	Wednesday 9/9/09
Earliest Date of Funds Availability	Wednesday 9/30/09
Completion of Funded Small Grant Projects	September 29, 2010

## Specific Instructions

If you plan on submitting a proposal, the PNASH Center requires that you submit a pre-proposal by June 12, either by postal mail or electronic mail. This pre-proposal should be a *brief* (1-2 page) description of the planned research, including approximate timeframe, personnel involvement, major aims, and the total amount you plan on applying for. Please be sure to include appropriate contact information. We will use the information in the pre-proposals to provide feedback on the prospective application.

Final proposal applications are due Friday, July 10. Submit one complete original and email one electronic version to [rwr5@u.washington.edu](mailto:rwr5@u.washington.edu). For University of Washington applicants, applications, approval by Department Chair and School/College Dean for signatures of endorsement may be required – check with your department. However, proposals are *not* submitted through UW Office of Sponsored Programs; therefore an eGC-1 form is not required.

### **Please send Pre-proposal and Proposal submissions to:**

Robin Russell  
Pacific Northwest Agricultural Safety and Health Center  
UW Department of Environmental and Occupational Health Sciences  
Box 357234  
Seattle WA 98195-7234

Robin Russell can be reached by phone 206-616-1958, fax 206-616-2687 and via e-mail at [rwr5@u.washington.edu](mailto:rwr5@u.washington.edu).

## Application Format

Keep in mind that proposals will be reviewed by faculty selected from the general scientific discipline which the submission addresses, but not all members will be specialists in the particular field of the proposal.

Cover Page (Final Page of this Document)

Body of the Application

**A) Abstract** (not to exceed 300 words). Describe proposed project and how it relates to the goals of the PNASH Center (*see Background of PNASH in attachment*). Include a specific mention of the relevant Occupational Research Agenda or NORA priority. Please see page 6 below for web addresses of these documents or contact Robin Russell at [rwr5@u.washington.edu](mailto:rwr5@u.washington.edu) for a copy.

**B) Budget and budget justification:** The format used for the budget will be the PHS 398 Form Page 4 “Detailed Budget for Initial Budget Period” (available at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>). The modular budget format should *not* be used. The budget should show the effort of all persons, paid and unpaid, who will carry out the activities. Form Page 4 should be followed by a justification page explaining the roles and duties of each individual. The roles and duties should be

commensurate with the effort indicated on the budget page. Where normal increases in salaries are anticipated, the required amounts must be included in estimates. Include applicable fringe benefits. Secretarial salaries cannot be covered. Itemize major cost items and describe in the justification. Equipment will be supported only if tied directly to the project and equipment costs may not exceed \$5,000 unless permission is granted in advance. If the proposal is partially funded by other sources, please specify source and amount of support.

**Note:** As these are exploratory projects all non-UW applicants must use an Indirect Cost Rate of 8% calculated based on modified total direct costs. *Any applications requesting a greater indirect cost rate will not be accepted.* UW applications should not include indirect costs in their budget as the UW has already charged indirect costs on these funds.

Please do not hesitate to contact Robin Russell at 206-616-1958 or [rwr5@u.washington.edu](mailto:rwr5@u.washington.edu) if you have any questions regarding the construction of the budget along these guidelines.

**C) Biographical sketch:** A sample of the PHS 398 format for Biosketches can be found at: <http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>

The blank form in word .doc format can be found at:

<http://grants.nih.gov/grants/funding/phs398/biosketch.doc>

**D) Resources:** Describe facilities and major items of equipment or resources available for proposed research. If you anticipate using PNASH Center services, discuss the nature and extent. It is essential that you discuss your project in advance with the Center to ensure that the necessary service(s) can be provided.

**E) Research Plan:** A concise research plan following the guidelines outlined below **MUST BE LIMITED TO A TOTAL OF 5 SINGLE-SPACED PAGES** (11 point font minimum).

- **Objective and Specific Aims:** State the overall objective or long-term goal and the specific aims of the project.
- **Background and Significance:** *Briefly* review relevant literature describing the current knowledge in this field. Identify the NW Farming or NW Forestlands Agenda or NORA area(s) which your study addresses as well as its relevance to Northwest agriculture. If the study does not directly address a NW Farming or NW Forestlands Agenda or NORA priority, state the evidence that supports your decision to investigate the issue. Web addresses for NW Agendas and NORA area can be found below.
- **Methodology:** Provide a concise and thorough discussion of the proposed methods, including the study design, involved populations, data collection, and means employed to analyze or interpret the data to attain your objectives. Include a discussion of proposed method's limitations. A timetable for completion of the project should be provided. Include, if appropriate, a discussion of pitfalls you might encounter and the limitations of the procedures you propose to use.
- **Potential Impact/Potential for Future Funding:** Explain how the information gathered during this project will form the basis for future studies. Please also outline possible future sources of funding. Be as specific as possible, but whether you reference an RFA, Government Initiative, or Agency briefly explain how future projects fit the research objectives of the potential funding source. We would like to draw special attention to this last consideration as the PNASH Center will be competing for

renewal in 2011 and would like to encourage applicants who benefit from PNASH Small Grants funds to expand their research and participate in our renewal by building on the results of existing pilot projects.

- Collaborative Arrangements: If applicable provide a description of the collaboration that will occur with other institutions, community organizations, or any group whose cooperation is essential. Provide a letter indicating the institution or organization's willingness to participate. Letters should be included in the Appendix.
- Appendix: You are not expected to have completed project materials before submitting this application. However, if appropriate you may attach *samples* of the types of questions or formats etc. that you will be using in your study to supplement your methodology component of the research plan.

Human Subjects and Animal Care Committee Approvals: Funded projects involving human subjects and animals will have to obtain approval from the appropriate committee before funding will be released. For procedural information for the University of Washington call (206) 543-0098 (Human Subjects) or (206) 543-8047 (Animal Care). Do not begin processing of Human Subjects or Animal Care approvals until your project has been approved. If there is a special need for the project to have approval at the earliest possible date please contact the PNASH Center to discuss the possibilities.

## Evaluation Guidelines

- Scientific merit and feasibility: Proposals will be reviewed for technical merit on the appropriateness of the methods, design, and the feasibility of attaining the stated objectives within the timeframe and budget set forth. Projects likely to result in scientific publication or lead to successful procurement of a full study grant in the future will receive the highest priority.
- Relevance to PNASH Center and NIOSH goals: Feasibility projects should specifically name the Occupational Research Agenda for NW Farming, the Occupational Research Agenda for NW Forestlands or the NIOSH NORA priorities to demonstrate relevance to Northwest agriculture. Projects that address problems not identified in these documents should provide a justification with evidence from epidemiological, clinical, or industrial sources.
- Collaborative Research: Collaborations between institutions and with affected communities in Region 10 and with the PNASH Center are encouraged. Proposals will be reviewed on the merit of new and creative approaches that ideally are interdisciplinary, and that involve or whose outcome will result in projects involve more than one investigator or community.
- Evaluation Component: Intervention projects seeking to reduce injury or illness should include an evaluation component. Evaluation strategies should be consistent with the PNASH Center evaluation methodology described in: Teutsch S, "A Framework for Assessing the Effectiveness of Disease Injury and Prevention" Morbidity and Mortality Weekly Report, 27 March 1992, vol. 41.
- Research to Practice (r2p): Each proposal should describe how the final results and products will influence practice. Research projects may highlight publications, national presentations, and plans for submitting a full proposal. For intervention projects, your r2p strategy should be included as a specific aim. For education projects, r2p is your overall goal. For information on NIOSH's r2p initiative see <http://www.cdc.gov/niosh/r2p/>