



REQUEST FOR PROPOSALS – PILOT PROJECT GRANT PROGRAM

November 1, 2011

Mission

The Healthier Workforce Center for Excellence (HWCE) at the University of Iowa is funded through the National Institute for Occupational Safety and Health (NIOSH) Total Worker Health (formerly Worklife) Initiative (See: <http://www.cdc.gov/niosh/twh/>). The HWCE seeks to:

- 1) Research approaches to integrate employee health protection programs (e.g., safety, industrial hygiene, and ergonomics) with employee health promotion programs (e.g., workplace wellness and health benefits) and translate these evidence-based findings into practice
- 2) Collaborate with other organizations interested in designing or implementing effective employee health programs, and
- 3) Disseminate information to employers in Iowa and nationally to improve the health status of the employed population.

Pilot Project Grant Program Objectives and Available Funding

The primary objective of the HWCE pilot project grant program is to encourage development of new and creative research and research-oriented prevention/intervention and translation projects with promise to lead to more comprehensive studies addressing real health and safety risks of workers. Awards will cover a one-year period (2/1/12 to 1/31/13). Two types of pilot projects will be considered, as described below:

New Investigator Awards: The HWCE will fund up to three (3) pilot grants for new investigators interested in the design, implementation, and/or evaluation of integrated employee health protection and health promotion programs. New investigators may include junior faculty, post-doctoral trainees, medical residents and fellows, doctoral students, senior scientific staff, and senior faculty new to the Total Worker Health and HWCE programs. Priorities for the new investigator awards this year include: occupational stress prevention, cardiovascular disease risk prevention and management, ergonomics, and employee health care services among private and public sector employees. Applications need not be limited to these priority areas. Available funding may range from **\$10,000 to \$30,000** per project.

Student Research Projects: The HWCE will fund up to four (4) student research projects focused on the integration of employee health protection and health promotion consistent with the goals of the HWCE. Advanced undergraduate students, master's degree students, doctoral students, residents, and fellows from the health sciences, engineering, or other applicable programs at the University of Iowa, are encouraged to apply. Each student research proposal must have a faculty sponsor who will oversee the research. Available funding is limited to **\$2,500** per project.

Eligibility

Any individual, faculty member, post-doctoral trainee, medical resident or fellow, graduate student, undergraduate student, or senior scientific staff with an interest in employee health protection and health promotion and possessing the skills, knowledge, and resources necessary to carry out their proposed project is invited to work with their “eligible institution” to develop an application. Eligible institutions include for profit, non-profit, and public or private institutions; units of local or state government and eligible federal agencies; and units of local and state tribal government and faith- or community-based organizations. Priority for this year's awards will be given to applications from investigators currently affiliated with the University of Iowa. Individuals from under-represented racial and ethnic groups as well as individuals with disabilities are especially encouraged to apply.

Application Procedures

Applications should conform to the general NIH guidelines for research proposals. Please follow the format outlined below. Each of the main sections must begin on a new page.

Proposal Sections

1. Cover Page (must contain all of, and only, the following)
 - a. Proposal title
 - b. Principal investigator
 - c. Co-investigators (if any)
 - d. Affiliation of each investigator
 - e. Award type (New Investigator Award or Student Research Project)
 - f. Faculty sponsor (if PI is a student)
 - g. PI signature
 - h. Abstract (150 words, maximum)
2. Research Plan consisting of the following sections (5 pages maximum, single spaced, 12 point font)
 - a. Specific Aims
 - b. Significance
 - c. Innovation
 - d. Approach
3. References
4. Detailed Budget and Budget Justification (See “Budget Notes”, below)
5. Human Subjects Statement

For projects involving human research participants, approval by an appropriate institutional review board (IRB) must be obtained before the HWCE will release funding. The PI of the pilot grant must be listed as the PI on the IRB approval document. In this section of the application, provide (1) a statement of assurance to demonstrate that the project will be subject to initial and continuing reviews by an IRB, (2) a description of, and justification for, the total number of subjects, and (3) a breakdown of subject inclusion of women, minorities, and children as per DHHS and NIH requirements. Any use of animal subjects will likewise require approval by an institutional animal care and use committee.

6. Appendix
 - a. Potential for future grant support (for faculty/staff PIs) or expected products
 - b. Timeline – covering period from February 1, 2012 to January 31, 2013
 - c. Utilization of HWCE facilities and summary statement on collaboration (if any)
 - d. 4-page (maximum) biographical sketch for each faculty or scientific staff investigator
 - e. 1-page (maximum) résumé for each student investigator
 - f. Letters of support
 - g. For a student PI, a letter of support from the faculty sponsor
 - h. Plan for continued reporting of related work (See “Reporting Requirements”)

Application and Award Dates

Application deadline:

December 15, 2011

Send a signed, original cover page and one copy of all proposal sections to:

**Kevin M. Kelly, PhD
HWCE
University of Iowa
UI Research Campus
#243 IREH
Iowa City, IA 52242-5000**

Plus, email one copy of the signed cover page and all proposal sections to:

kevin-kelly@uiowa.edu

Application Review Process

Evaluations will be completed and applicants notified of funding status within 45 days following application deadline. Project applications will be evaluated by a review panel selected from among members of the HWCE Internal and External Advisory Committees and others with expertise relevant to the HWCE and the specific applications. The review process will follow procedures similar to those used by federal study sections with assigned primary and secondary reviewers providing written critiques. Evaluation and selection criteria will address originality, scientific relevance and importance to the region and to the HWCE mission, objectives of this pilot program, National Occupational Research Agenda (NORA) research priorities (See <http://www.cdc.gov/niosh/nora/default.html>), validity and reliability of methods, qualifications of investigators, interdisciplinary nature of the project, potential for future funding, plans for dissemination of results, and appropriateness of the budget. All review panel members will score each project proposal according to the NIH priority score method. No reviewer will participate in the evaluation of applications they submit or for which they are a collaborator in another investigator's application under consideration at the time.

Investigators are strongly encouraged to initiate any applicable human subjects or animal care review approval or certification processes as soon as possible. All investigators engaged in the conduct of human subjects research are required to complete an education program approved by NIH and become certified in human subjects protections. Awarded funds will not be released prior to receiving proper notification of IRB and/or other governing approvals and certifications.

Budget Notes

Investigators from within the University of Iowa should not include indirect costs (i.e., facilities and administrative costs) in their budgets. Investigators outside the University of Iowa are strongly encouraged to contact the HWCE for guidance related to indirect costs. Salary and fringe support for senior faculty is not allowed, and no meeting/conference travel can be covered. Funding is available for the usual categories of direct costs, such as salary and fringe for research assistants and graduate students, laboratory supplies, equipment, data analysis, travel associated with executing the research, and office expenses. Each award will be for a maximum duration of 12 months and all project expenses must be incurred by January 31, 2013.

Reporting Requirements

Each funded pilot grant is required to submit a mid-year progress report (est. July 1, 2012) and a final report within 30 days of project completion. These reports shall be submitted according to instructions provided by HWCE and shall include reporting of work and activities relating to the current (and past) project(s) awarded by HWCE to the investigator/eligible institution. Project proposals must include plans to track and report to HWCE subsequent results stemming from each pilot project, including but not limited to grants and contracts developed as progeny of the project, students mentored, MS and PhD dissertations generated, presentations and publications emanating from the project, and interdisciplinary collaborations established as a result of HWCE-supported work. Publications, journal articles, presentations, and similar works relating to HWCE-supported pilot projects are to include the following statement: *“This pilot project was supported in part by grant number 5 U19 OH008868 from CDC-NIOSH. Its contents are solely the responsibility of the authors and do not necessarily represent the views of CDC, NIOSH, or the Healthier Workforce Center for Excellence.”*

Additional Information

Applicants are invited to contact Dr. Nathan Fethke (nathan-fethke@uiowa.edu; 319-467-4563) regarding scientific questions. Contact Dr. Kevin Kelly (kevin-kelly@uiowa.edu 319-335-4755) concerning administrative procedures relating to the HWCE pilot project grant program.