Innovation at Work
Request for Proposals 2014

Notice of Intent Deadline: November 24, 2014
Deadline: January 12, 2015

In Partnership with ...
Important Notice about Changes to the 2014 Application Requirements

- Please read -

Section 20: Biographical Sketches of Research Team Members
Research Services has amended this section of the application requirement. Each biographical sketch may not be longer than five (5) pages.
Innovation at Work  
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I. Introduction

WorkSafeBC is dedicated to the vision of workers and workplaces safe and secure from injury, illness and disease. In order to achieve this goal, WorkSafeBC, together with its partners, must encourage and support the development and use of the best scientific evidence on issues that workers, employers and the organizations themselves face in seeking to prevent injury and illness, to return injured workers to health and to work, and to provide fair compensation.

To this end, WorkSafeBC offers research grants under its research program. Under the category Innovation at Work, for which this Request for Proposals (RFP) is specifically issued, grants are made available to a broad group of applicants, including:

- workers,
- employers,
- unions,
- employer organizations,
- educators,
- safety associations, and
- professional researchers.

Funding is intended to support the development of new knowledge, practical problem-solving, and/or taking practical approaches to enhance workplace health and safety.

Further details on the eligibility criteria, research priorities, terms and conditions of funding, are contained in this RFP. Application forms and guidelines are available on WorkSafeBC’s website.

Partnering with Other Jurisdictions

The partnership agreements with the Workers' Compensation Board of Manitoba, WorkSafe Saskatchewan, the Workers’ Compensation Board of Nova Scotia, Alberta Human Services and WorkSafeNB are continued. These partnerships provide a cost effective means of leveraging limited research funds in pursuit of common priorities. For more information on partnering with WorkSafeBC, please contact Research Services.

Research Needs and Relevance

The Board of Directors of WorkSafeBC wants to ensure that research funded through the research program addresses real needs of the organization and its partners, and of employers and workers in workplaces. The Board of Directors seeks to support research that provides tangible, and quantifiable benefits where possible, by helping to identify potential solutions to real problems.

In order to help researchers focus on these issues, the following questions are included in the application forms:

- What is the problem to be solved and how will the research attempt to solve the problem?
- How will the research be done?
- Why is the research important and how does the research support WorkSafeBC and/or its partners mandate?
• How will we know if the research has been successful in solving the problem?

Research Services will facilitate access to WorkSafeBC’s policy-makers for researchers who wish to discuss potential projects. See page 5 for more details.

**Knowledge Translation and Exchange**

*Knowledge Translation (KT)* is the art of making the results of research relevant and meaningful to a specific audience. *Knowledge Translation and Exchange (KTE)* is a feedback loop that helps researchers to be more accountable to research participants and other end-users of their work.

We encourage applicants to include potential end users in the design and execution of each research project. We also require researchers to develop plans and approaches for communicating and disseminating research findings. Some examples are: workshops, Q&A sessions, website content, online message boards, journal articles, flyers, and posters.

**II. Innovation at Work**

Innovation at Work supports 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. Innovation grants are intended to provide funding for small-scale research projects that will promote increased interaction amongst workplace parties, organizations, and/or researchers. Using the collective resources of those who are most affected by its policies and programs will assist WorkSafeBC and employers in ensuring that critical areas of need are addressed and practical solutions are found and implemented. The maximum grant for these projects is normally $50,000, for a maximum duration of one year.

WorkSafeBC will strongly favour those projects with the highest potential for *practical* or *applied usage*, and which have a high degree of relevance for B.C. workplaces and/or our partners’ workplaces and address research priorities in the near term. Projects may include development of best practices applicable to specific work related activities. Projects that have broad applicability or that are of specific interest to our partners are those most likely to be funded through our partnerships with other jurisdictions. Applicants are encouraged to contact our partners directly, *prior to the competition deadline*, when considering projects that may be of specific interest to them.

Contact information is available at the end of this document.

**Who is eligible for Innovation at Work grants?**

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 an important consideration. We also encourage collaboration among workplace parties, researchers, and educators and prefer projects that involve workplace parties to the greatest extent possible.

Academic researchers (affiliated with a college, university, or research institution) may apply for Innovation at Work funding. However, a non-academic partner must be included on the research team. Proposals should demonstrate a commitment to making the research relevant and meaningful to study participants.
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 Research Services.

Previously Funded Projects

WorkSafeBC has awarded funding to 68 Innovation at Work projects in total, each of which aim to develop and/or enhance workplace health and safety using practical approaches among workplaces and workplace participants. Some of these projects are also funded through partnership agreements with other jurisdictions.

The kinds of projects that have been funded in the past span a broad range of topics and ideas, such as: the development of workplace health and safety training resources; the creation and evaluation of new devices for use in industries as diverse as forestry, healthcare, construction, education, and emergency services; and the pilot testing of innovative tools to improve safety for specific worker populations and demographic groups.

### Small Initiatives Funding

If you have a health and safety project proposal that supports WorkSafeBC’s objectives but does not meet the specific research requirements of Innovation at Work, then you may be eligible for Small Initiatives Funding administered through WorkSafeBC’s Industry and Labour Services Department (ILS).

Small Initiatives Funding is intended for projects that promote and enhance occupational health and safety, and may or may not include a research component. Past projects which have received Small Initiatives Funding have included the production of industry-specific training material, health and safety videos, and publications; conducting risk assessments or other trend analysis; and developing awareness programs.

Proposals must have clearly defined deliverables and timelines, and should include bipartite support where possible. Preference will be given to proposals that result in outcomes that can be immediately applied by industry to improve health and safety and to those applicants with financial or in-kind contribution.

Selection is made through an internal committee process and is based on need and relevance to B.C. workplaces. Grants are generally up to $15,000 per project, but may vary. For more information, telephone (604) 231-8494. When you call, be prepared to provide your name and to indicate the industry your proposal focuses on.

### III. Research Priorities

WorkSafeBC and its partners will consider projects that fall within their mandate of occupational injury and disease prevention, successful rehabilitation and return-to-work, and fair compensation. WorkSafeBC will give priority to proposals that support one or more of the organization’s key strategic initiatives and that have a clear potential to positively impact health and safety in B.C. workplaces or the workers' compensation system.

2013/2014 Research Priorities

The following table lists WorkSafeBC’s priorities by Research Category and by Sub-topic or Question. While we will consider variations to sub-topics or questions listed, research proposed must fall under one of the Research Categories listed in order to be considered for funding.
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<table>
<thead>
<tr>
<th>Research Category</th>
<th>Sub-topic or Question</th>
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<tbody>
<tr>
<td>Reduction of Serious Injury</td>
<td>Reducing frequency of accident types that result in large numbers of serious injuries</td>
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<tr>
<td>Mental Health</td>
<td>Prevention of work-related mental disorders</td>
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<td></td>
<td>Prevention of bullying and harassment in the workplace</td>
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<td></td>
<td>Impacts of varying disability management models on RTW outcomes for mental health disorders</td>
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<tr>
<td>Health Care</td>
<td>Treatment of serious injuries</td>
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<tr>
<td></td>
<td>Treatment of mental disorders</td>
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<tr>
<td></td>
<td>Diagnostic tools or methods</td>
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<td>Medical causation</td>
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<td>Rehabilitation program evaluation</td>
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<tr>
<td>Improvement of RTW Outcomes</td>
<td>What are effective RTW tools in various contexts? (industries, occupations, geographical locations, organizational cultures)</td>
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<td>Human Factors</td>
<td>Influences of behavioural change</td>
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<td></td>
<td>Effective education and training to improve safety behaviour</td>
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<td></td>
<td>Incentives, penalties, and other regulatory levers</td>
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<td></td>
<td>Leadership roles – management and supervisors</td>
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<tr>
<td>Reduction of Occupational Exposure &amp; Prevention of Occupational Disease</td>
<td>Silica exposure</td>
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<td></td>
<td>Emerging disease</td>
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<td></td>
<td>Infectious disease</td>
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<td>Nanotechnologies</td>
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<td>Societal Change</td>
<td>Attitudes towards health and safety (including young/new workers)</td>
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<tr>
<td></td>
<td>Changing Demographics in the workforce</td>
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<tr>
<td>Innovations</td>
<td>New methods, ideas, processes or technological changes for workplaces to prevent injury and promote workplace health and safety</td>
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<tr>
<td></td>
<td>New methods for WorkSafeBC to target or identify opportunities to inform prevention strategies</td>
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In addition to the above priority items, some partner jurisdictions have identified the following areas of interest. (Applicants are encouraged to contact our partners directly, prior to the competition deadline, when considering projects that may be of specific interest to them. Once the competition is closed however, all inquires should come directly to Research Services at WorkSafeBC. Contact information is available at the end of this document.)

WorkSafe Saskatchewan
- Occupational Exposure - Noise induced hearing loss

Workers Compensation Board of Manitoba
- Exploration on the psychological impact of workplace injury and how psychological impact of workplace injury may affect recovery, treatment, and return to work

Alberta Jobs, Skills Training and Labour
- Work-related surveillance, data, and metrics
- OHS innovation and occupational disease, illness, and injury prevention
- Work-related adverse health outcomes
- Work-related chemical, biological and / or physical hazards
- Interest populations and non-traditional stakeholders
- Work-related psychological hazards and social issues

WorkSafeNB
- Organizational culture
- Building a safety culture in the healthcare sector
IV. How to Apply

Notice of Intent

Prospective applicants should first submit (by email to resquery@worksafebc.com) a notice of their intention to apply for funding by 4 pm, November 24, 2014. 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, we will use the information it contains to estimate workload and to identify potential reviewers.

Application Procedures

All forms and application materials are available for download from WorkSafeBC's website. When completing the application form, applicants should review the guidelines for completing specific sections. The proposals must address all criteria as described below under "Evaluation Process and Criteria for Peer Review".

Allowable Costs

Applicants must provide a detailed budget, with accompanying justification for all operating expenses. The budget must be consistent with the stated objectives and planned activities for the project. Applicants should consult the application guidelines as well as the Guidelines for Allowable Travel Expenses for a listing and description of allowable costs and activities.

Note: indirect/overhead costs are not permissible.

<table>
<thead>
<tr>
<th>Assistance Available for Applicants</th>
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<tbody>
<tr>
<td><strong>Injury Statistics:</strong> Projects that target the reduction of serious injuries are a priority for WorkSafeBC. Research Services can assist researchers with obtaining statistics for research projects of this nature.</td>
</tr>
<tr>
<td><strong>Access to Policy or Industry Experts:</strong> It is necessary that research projects funded through WorkSafeBC address workplace health and safety and related needs of organizations, employers, and workers. Research Services will facilitate access to WorkSafeBC's policy experts for researchers who wish to discuss research needs and relevance of potential projects. WorkSafeBC's contact information can be found at the end of this document.</td>
</tr>
<tr>
<td><strong>Industry and Labour Services Department of WorkSafeBC</strong> is committed to supporting improved workplace health and safety among and across industry sectors. In recognition of challenges to linking research project ideas to relevant and workable designs and solutions, researchers are invited to contact ILS for support and assistance relating to potential research projects. ILS may be able to i) assist researchers in identifying specific industry needs; ii) provide advice on technical aspects of projects; or iii) provide linkages to industry stakeholders. For assistance in these areas, please call (604) 231-8494.</td>
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</tbody>
</table>

Applicant Consent Form for Use and Disclosure of Personal Information

A signed form must be attached to the application form for each project team member whose personal information is included in the application.

Ethics and Protection of Privacy

In the conduct of its work, Research Services subscribes to and acknowledges its obligations under applicable legislation regarding research involving humans and privacy protection. As such,
all proposals involving human participants must submit an ethics review certificate from their institution to Research Services before funds will be released. Those who are not certain about how to obtain an ethics certificate may contact Research Services. In addition, applicants must provide a detailed security plan to ensure that there are reasonable administrative, technical and physical safeguards to prevent unauthorized use or disclosure of records.

**Award Criteria**

Research Services awards research funds on a competitive basis. All applications submitted in response to this RFP will compete for available funds with all other applications.

The following will be considered in making funding recommendations:

- quality of the proposed project as determined by peer review;
- relevance of the project to WorkSafeBC and/or our partners’ workplaces; and
- availability of funds.

**Evaluation Process and Criteria for Peer Review**

Research proposals submitted to Research Services are evaluated by a three-stage process. This process is designed to be scientifically/methodologically credible, and transparent and accountable, while emphasizing relevance to B.C. and/or the partners’ workplaces and the workers’ compensation system:

**Stage 1:** preliminary review by Research Services

**Stage 2:** peer review by experts

**Stage 3:** relevance review by a cross-divisional committee of WorkSafeBC staff and an external advisory committee

Upon receipt, Research Services will review all applications for completeness and for compliance with the parameters of this competition. Proposals that are not complete, do not provide adequate information in the required sections, exceed length limitations or are otherwise in a form that is unacceptable for peer review, will be returned to the applicant without further consideration.

**Funding Decisions and Notification of Applicants**

On completion of the review process, Research Services will receive the ranking lists, merit scores (ratings) and recommendations for the applications submitted. Final authority for approving WorkSafeBC funding rests with WorkSafeBC’s Senior Executive Committee.

Research Services will notify the successful applicants and then the names of the individual researchers and research team members will be posted on WorkSafeBC’s website.

**General Terms and Conditions of Funding**

All standard terms and conditions, as specified on WorkSafeBC’s website, shall apply to those projects funded through the research program. General terms and conditions of funding cover such areas as:

- Applicant and Institutional Responsibilities
- Ethics
- Official Language Policy
- Access to Information and Privacy Acts
• Acknowledgement of WorkSafeBC and/or our partners’ support, etc.

Successful recipients will be informed of any special conditions when they receive their notification of funding. The Principal Applicant (with funding responsibilities) will be required to submit a financial report describing how the grant funds were used at the end of the term of the grant.

**Deadline for the Submission of Application Materials**

A signed single-sided original (hard copy) of the application plus 3 single-sided copies **must** be received by **4pm, January 12, 2015**.

Applicants outside of the Lower Mainland or out of Province must ensure packages are sent prior to the 4pm deadline. Late applications will be returned unopened and without review. The only materials that will be accepted after the deadline are ethics certificates.

Deliver packages to:

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

604-244-6300  
resquery@worksafebc.com
Contact for Further Information:

Lori Guiton, Director
(604) 244-6300
http://www.worksafebc.com/contact_us/research/default.asp

Applicants may also contact our partners directly, prior to the competition deadline, when considering projects that may be of specific interest to them.

Partner Contact Information:

Phil Germain, Vice-President
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