



WORKING TO MAKE A DIFFERENCE

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# **FOCUS ON TOMORROW**

## **"RESEARCH AT WORK"**

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### **Guide to the 2010 RESEARCH AT WORK Grant Application Form**

Deadline: 4:00 pm, January 25, 2010

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## I. Introduction

RESEARCH AT WORK offers two types of grants – operating and development grants. These grants are available to professional researchers for research projects that are scientifically valid, relate to one or more of WorkSafeBC's and/or its partners' research priorities, and demonstrate strong potential to positively impact workplace health and safety and/or the workers' compensation system in the respective jurisdictions.

### Operating Grants

Operating grants are for fully developed research proposals. They provide support for research projects, led by an individual or small group of investigators, that address one or more of WorkSafeBC's and/or its partners' research priorities. Operating grants do not have a funding cap per project, and may be awarded for a maximum duration of two years.

### Development Grants

Development grants provide funding of up to \$30,000 per project to allow investigators to pursue research projects that may not be developed to a stage that would make them eligible for full funding through our operating grant competition. The expectation is that ideas explored through these projects may lead to development of proposals for operating grants. Development grants are awarded for a maximum duration of one year.

Development projects may take the form of:

- novel approaches to health and safety research
- exploratory, pilot or feasibility studies
- development or testing of new (or untested) techniques or measurement tools (including reliability and validity)
- analyses of previously collected data (e.g. combining data from several studies to examine consistency or strength of observed associations)
- preparatory work for developing a full proposal

The purpose of this document is to assist in preparing and submitting a RESEARCH AT WORK grant application to the Research Secretariat of WorkSafeBC. **Please read all the materials in the application package before you begin and consult our website regarding the conditions of funding.**

## II. Application Form

### Step 1: Notice of Intention to Apply

Prospective applicants should first submit (e-mail to [resquery@worksafebc.com](mailto:resquery@worksafebc.com)) a notice of their intention to apply for funding by **4 pm, December 18, 2009**. The notice of intent should include:

- the type of grant (operating or development)
- the title of the research and a one-paragraph summary of the proposed research
- the contact information and name of the Principal Investigator, 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, the Research Secretariat will use the information it contains to estimate workload and to identify potential reviewers.

## Step 2: Where to get the Application Form

Applicants must use the 2010 RESEARCH AT WORK grant application form. All forms and application materials are available for download from WorkSafeBC's website. Ensure a signed "Applicant Consent Form for Use and Disclosure of Personal Information Provided to WorkSafeBC" for **each** research team member is included with the application.

## III. Deadline for Submitting Applications

The deadline for the submission of full application materials is **4:00 pm, January 25, 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.

Mail, courier or deliver materials to the Research Secretariat of WorkSafeBC, Level 2, Main Building, 6951 Westminster Highway, Richmond, BC, V7C 1C6.

## IV. Acknowledgment of Applications

The Research Secretariat will acknowledge receipt of all applications by e-mail. If you do not receive an acknowledgment by 4 pm, **January 29, 2010**, please phone the Research Secretariat (604-244-6300) and we will verify receipt of your application. Replacement copies of lost or misdirected applications will only be accepted during this time with proof that the original application package was submitted or couriered by the deadline date.

Please observe all formatting requirements described below. Failure to do so will result in the disqualification of your application during initial screening.

- Ensure your name and project short title appear at the top of **each** page. Page numbers should appear at the bottom right of **each** page. Use only 8.5 x 11 inch (i.e., standard letter size) paper.
- Ensure margins are at least 1 inch all around. **Use font size of at least 12 point.**
- Observe all page limits. Additional pages may not be added unless specified. Please note that many text boxes on the electronic forms will expand as you enter text.
- Follow the additional formatting requirements for Section 13 of the proposal.
- Collate appendices and include with the original **and each copy** of the application.

## V. Step-by-Step Instructions for Completing the Grant Application Form

### 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. A researcher who is designated as the **Principal Investigator** on any RESEARCH AT WORK grant administered by the Research Secretariat must be based in, or formally affiliated with, a Canadian university, or other research institution.

Graduate students, research assistants, technical support staff, or investigators based outside of Canada are **not** eligible to be a Principal Investigator. Full-time employees of WorkSafeBC are not eligible to be a Principal Investigator. However, WorkSafeBC researchers may participate as Co-investigators or additional authors in research proposals submitted to the Research Secretariat.

## 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 Project

Using the check boxes provided, indicate whether the application is for an Operating Grant **or** a Development Grant. Operating Grants do not have a funding cap per project and are awarded for up to two years in duration; Development Grants are awarded for a maximum duration of one year and have a maximum budget of \$30,000.

## Section 4: Project Title

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. The keywords will help the Research Secretariat assign your application to the most appropriate peer reviewers.

## 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 from all participating institutions 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 \(2004\)](#).

**Human Subjects:** If the application involves human subjects, a certificate must be submitted from the appropriate committee of each institution involved, stating that the protocols and methods have been found acceptable in accordance with the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#). 1998 (with 2000, 2002 and 2005 amendments).

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

## Section 6: Budget Summary

Enter the subtotals from Section 18 on the applicable lines of Section 6. Please sum the subtotals and enter the yearly totals as requested.

## Section 7: Co-investigator & Additional Author Information

Each person who is named on the grant as a **Co-investigator** or **Additional Author** must provide an **original signature** to explicitly acknowledge that they are aware of, and agree to, their role in the submission.

**Co-investigators** include researchers who may or may not have a formal affiliation with the host institution, but will take responsibility for particular administrative and scientific aspects of the research project. Co-investigators may **not** include graduate students, research assistants or technical support staff. Individuals designated as Co-investigators are **not** eligible to receive salary support from a grant.

The category of **Additional Authors**, formally recognizes other individuals who will make substantial intellectual contributions to the research project or have contributed to the drafting of the application itself, but who are not eligible to be included as Co-investigators. Students, research assistants, and lay contributors may be included in this category.

## Section 8: Financial Officer Information

Provide the name, address, telephone number and e-mail address of the host 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 Principal Investigator and the duly authorized officers of WorkSafeBC and the host institution. No funds will be released without these signatures.

## Section 10A: Detailed Scientific Summary

The detailed scientific summary will be used by the Research Secretariat to describe the project to WorkSafeBC's stakeholders and interested parties. Single-spacing, if desired, is acceptable for this section. The scientific summary must contain the following sections:

- a) purpose and objectives of the research,
- b) research methodology to be used,
- c) intended research outcomes.

## Section 10B: Non-Scientific Summary

All applicants must provide a two-page summary, which describes the project in **simple, easy-to-understand, non-technical language**. Please organize the summary using the following headings:

- a) What is the problem to be solved and how will the research attempt to solve the problem?
- b) How will the research be done?
- c) Why is the research important and how does it support WorkSafeBC's (and/or its partners') mandate?
- d) How will we know if the research has been successful in solving the problem?

This non-scientific summary may be used to facilitate the full understanding of the project being proposed as well as in the production of the annual *WorkSafeBC Research Report* which is distributed to a wide audience and posted on the website. It may also be used to develop media releases, information for WorkSafeBC's and/or its partners' stakeholders, research or lay organizations, or a description of the project on WorkSafeBC's website.

## Section 11: Statement of Relevance

The Research Secretariat's mandate is to fund high quality, scientific research on workplace health and safety and workers' compensation issues. To determine eligibility for funding, the Research Secretariat screens all applications by carefully reviewing the scientific abstract, the lay language summary and the relevance statement. If an application is judged not to focus specifically on workplace health and safety and workers' compensation issues, the application will be declared ineligible. If so, it will be removed from the competition and given no further consideration.

To complete this section, please consider the following questions:

- a) **Why is this study a high priority for funding by WorkSafeBC and/or its partners?**
  - How does your project address WorkSafeBC's and/or its partners' mandate and research priorities?
  - What is the nature and/or magnitude of the problem addressed by your project?
  - What is the urgency and seriousness of the injury or illness being addressed?
  - What claims and other costs are associated with the injury or illness?
  - Is this a new or emerging hazard, injury or illness?
- b) **What impact will your research outcomes have in B.C. and/or the partners' workplaces?**
  - What are the key benefits of the research for workers and employers? For example, will the outcomes help prevent work-related injury or disease? Improve the diagnosis, treatment, or rehabilitation of ill or injured workers? Minimize disability? Improve workers' compensation policy and processes? What target groups will benefit from your project?
  - If your project has no immediate applications in the workplace or the workers' compensation system, how will your research advance scientific knowledge of work-related conditions, the fair compensation of workers, etc?

**Note:** If using statistics (e.g., injury rates, compensation costs) to demonstrate relevance, please ensure you indicate the source of the information.

## Section 12: Knowledge Transfer and Exchange

WorkSafeBC encourages collaboration with end users during the design and execution of the research, if applicable and where possible. WorkSafeBC is interested in not only 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 B.C. and/or in the partners' jurisdictions.

Indicate how you will transfer your research results to user groups and include any steps you are taking to engage workplace parties or other end-users before, during or after the research process.

Questions to consider in preparing this section are:

- Who are the key user groups or potential 'audiences' for the results?
- What linkages will you have with user groups before, during and after the project? (For example, are end-users participating in the study? Will end-users provide input on and/or assistance with dissemination of results?)
- What dissemination strategies will be used to communicate results? Include academic and non-academic publications and presentations.
- Will you take any steps to increase the usability or uptake of your research findings (e.g., develop a tool to facilitate application, make recommendations for practical implementation, provide training for user groups, etc.)? Is there potential for future work to build on your research by translating the research outcomes into practical applications?
- How will you work with the Research Secretariat to facilitate transfer and dissemination of results? As a condition of funding, all researchers agree to collaborate with the Research Secretariat on the timely reporting and dissemination of the research results.

As a condition of funding, all researchers agree to collaborate with the Research Secretariat on the timely reporting and dissemination of the research results. Please note that we may request information on the project's knowledge transfer and exchange initiatives and obligations (as set out in a contribution agreement with successful applicants) following completion of the project.

## Section 13: Detailed Research Proposal

### Formatting Requirements for Section 13 – Detailed Research Proposal

- This section must be no longer than twenty (20) pages (*Operating Grant*); or ten (10) pages (*Development Grant*) of **double-spaced** text (excluding table of contents and references).
- Up to five (5) additional pages may be used for all figures, tables, charts and their associated legends. These pages must be placed immediately after this section, **not embedded** within it. Legends must be limited to providing only the information necessary to understand the associated figure, table or chart and must not be used as a means of circumventing the length limitations of this section.
- References must follow the proposal and figures/charts/tables (if any), and do not affect the page count.
- Any further additional supporting materials (e.g., questionnaires, informed consent documents) must be placed **at the end of the application package** (see Assembly Instructions, page 13 of the Guide).

The following are **required** components of this section:

**a) Table of Contents**

Include a brief table of contents to guide the reviewer through the application. The table of contents should not exceed one page in length and does **not** count toward this section's page limit.

**b) Rationale and Significance**

Provide a brief description of the rationale and significance of the proposed research.

**c) Critical Review of Existing Literature**

Provide a thorough and critical review of the current literature relevant to your research question(s). Your critique should assess the quality of previous work in the area and identify gaps in knowledge. The literature review must show that you have a full understanding of the area in question.

**d) Objectives, Research Design and Methodology**

Provide a clear and **detailed** account of your research objectives, design, methodology, procedures, and planned analyses. Indicate the type of data you will gather, your data sources, who the participants will be, the number of participants and/or work sites involved, and methods of analysis you will use. If you will use questionnaires, include them as appendices. If you will use interviews or focus groups, include an interview guide that identifies the topics to be discussed, and how they relate to your research question(s) and project design. For Development Grants particularly, applicants should emphasize the innovativeness and novelty of the proposed approach.

**e) References**

The list of references must include the names of all authors, the full title and the full journal citation. This list should be single-spaced and is excluded from this section's page limit.

**Appendices**

The limited and judicious use of appendices is permitted. However, applicants are cautioned to include all essential information within the ten or twenty page narrative as **reviewers are not obligated to review the appendices**. Out of consideration for the reviewers, it is requested that applicants reasonably limit the size and number of appendices to be included.

Applications that are integrally based on survey instruments, measurement tools or clinical protocols must include these in the appendices. Proposals that require informed consent forms should append these as well, for the benefit of the reviewers. All appendices (excluding the references and tables/charts/figures) should be attached at the end of the application package (see Assembly Instructions, page 14 of the Guide).

**Section 14: Experience and Roles of the Research Team and Resources Available**

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. List the resources that are available to you. What resources (e.g., equipment, laboratory, software) will the host institution provide? If you are proposing a field study, indicate your progress in finding a site.

## Section 15: Research Workplan

Provide a **detailed** research workplan, identifying the specific research activities you will undertake, which member of the research team will be responsible for each activity, the corresponding milestone(s), and the projected start and finish dates for each activity. Use a time-chart or clearly organized text to map the workplan for the proposed funding period. Limit this section to one page.

**Note:** Funding granted through this competition will not be released prior to **June 2010**.

## Section 16: Letters of Support/Collaboration

Please read this section carefully. If you are proposing onsite workplace research, you **must** complete this section and provide letters showing workplace (**both** employer and worker) agreement to participate in the project. If your proposal does not involve onsite workplace research, letters of support are optional, but recommended. Where applicable, it is also recommended to include letters from employer or worker representatives indicating willingness to participate in the study. If you intend to seek a letter of support from a WorkSafeBC staff member or department, the Research Secretariat can assist in identifying the appropriate point of contact.

List the individuals, groups or workplace partners that formally support your project or will be your partners in the research, and describe their involvement to date and their future participation. Collaborations that pre-date the current proposal show that important linkages have already been made, are being fostered, and will last beyond the duration of the project. **Please note that letters of support should not be from members of the research team or from individuals with significant financial interest in the application.**

Append the letters of support to this section and limit these to six (6).

## Section 17A: Description of WorkSafeBC Participation — If Applicable

Sections 17A and 17B are only applicable if WorkSafeBC will have an active role in the project (e.g., by providing facilities, WorkSafeBC data, or through another form of direct participation). This section is **not** required if you are obtaining WorkSafeBC data **only** through the B.C. Linked Health Database, which has a different approval process.

Provide a clear description of the role WorkSafeBC will play in your research project. If you will be using WorkSafeBC data, specify in precise detail the data you will need and for what purpose. If WorkSafeBC will be providing you with facilities or otherwise assisting you with the project, indicate in detail what this will involve.

**Note:** All individual-level WorkSafeBC data – such as information on individual claim files – are subject to the confidentiality provisions of the B.C. *Freedom of Information and Protection of Privacy Act* (FOIPPA). In those exceptional circumstances where researchers have demonstrated to WorkSafeBC that they require access to individual-level data, and WorkSafeBC agrees to provide such access, the researcher must first sign a research agreement with WorkSafeBC addressing the confidentiality provisions as specified by FOIPPA.

## Section 17B: WorkSafeBC Signatories — If Applicable

This section is only applicable if WorkSafeBC will be directly participating in the project (see Section 17A). This section is **not** required if you are obtaining WorkSafeBC data **only** through the B.C. Linked Health Database, which has a different approval process.

Grants for projects requiring access to WorkSafeBC data and/or facilities will only be made with the consent and knowledge of the appropriate WorkSafeBC official. Applications requiring access to data only must be countersigned by a Director, while those requiring access to data and facilities must be countersigned by a Director and the Vice-President of the affected Division. **Please advise us if the project will require WorkSafeBC's assistance in contacting study subjects.**

## Section 18: Budget Request

In the spaces provided, indicate the breakdown of all requested funds into three categories – salaries and benefits, supplies and expenses, and permanent equipment.

### (i) Salaries and Benefits

Graduate students, postdoctoral fellows, research associates, technical and professional assistants may receive salary support from a grant, however, please note the following:

- Salaries and benefits for Principal and Co-investigators are **not** eligible.
- List all members of the proposed research team for whom salary support is sought.
- Any person holding an academic rank equivalent to Lecturer, Assistant Professor, or higher cannot be considered to be a professional assistant or research associate, and, therefore, may **not** be paid from a grant.
- Employees of WorkSafeBC, the federal or provincial governments and investigators based outside of Canada are **not** eligible to receive salary 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.

It is prudent to also list individuals who are part of the research team for whom salary support is **not** being sought (e.g., trainees being paid from other sources such as external scholarships or fellowships) so that their impact on the total budget request may be evaluated.

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 Research Secretariat 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 or minor equipment (less than \$1,000 per line item),
- accessing or compiling data from existing databases (e.g., the B.C. Linked Health Database, Statistics Canada, etc.),
- 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.). For **maximum** allowable travel rates, please consult our website.
- disseminating and/or communicating project results. This may include expenses related to the presentation of results at an academic/scientific workshop or conference (**only available to Operating Grants**). 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 Research Secretariat 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 (ii), Supplies and Expenses. Budget requests for computers will not be approved if one is already provided. The host institution is expected to supply basic office equipment and supplies and requests for items such as computers will not be approved except in exceptional circumstances.

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 20. 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 (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 by year 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,
- salaries or benefits for secretarial support,
- costs of hiring personnel,
- indirect or overhead charges (e.g., office space/rental; costs for light, heat, utilities),
- laboratory or office furniture,
- journal subscriptions, computer manuals, books and other publications,
- entertainment or hospitality costs,
- membership fees,
- administration fees,
- transfers to other researchers (except where they are consultants to the project),
- conference travel (Development Grants).

## Section 19: Detailed Budget Description

In addition to completing Section 18, 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 narrative for each subsequent year unless there are substantial differences that need to be highlighted. Detailed justification for equipment items costing more than \$1,000 each must be provided in Section 20.

## **Section 20: Detailed Justification for Equipment Items Costing More Than \$1,000**

Complete this section for each equipment item costing more than \$1,000.

**Justification of request:** Explain the purpose of the request (i.e., is it to replace existing equipment, to make new types of measurements or to furnish a new laboratory?).

**Provide a list of all requests:** This list should include all applications for equipment items from the Research Secretariat, other granting agencies and other sources (e.g., industry, private foundations, start-up funds, etc.).

## **Section 21: Summary of Other Funding, Applied For or Received**

Using the categories of **a) active grants** and **b) pending or submitted grants**, list chronologically all grants currently being 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 WorkSafeBC, 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 22: Biographical Sketches of Research Team Members

Include an up-to-date biographical sketch for the Principal Investigator and for each Co-investigator. You may use the blank forms provided in the electronic application form, 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 five (5) pages, and should include the following elements:

- a) Full name and title, institution or organization
- b) Educational background (institution, degree/diploma, certificate/qualification conferred, year conferred, and field of study)
- c) Research and professional experience
- d) Publications
- e) Reviewing experience

As there may be more blank forms than you need, please delete any unused forms from the application.

**Note:** Standard CV formats used by other granting agencies that include these elements are also acceptable.

## Section 23: External Reviewers

Although the Research Secretariat 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 two or three **impartial** reviewers who have the necessary expertise to critically evaluate the application and with whom you **do not collaborate**. Suggestions should not include individuals with whom you have published or had a professional association in the last three years, or with whom you have an existing personal or business relationship. You may also suggest, individuals you would prefer not be contacted as potential reviewers. Specific details should be given as to the reason for exclusion.

## Assembling the Application Package

A **signed** original plus 3 **single-sided** copies of the application form and appendix should be assembled in the order indicated below and **must** be delivered by **4pm on January 25, 2010**. An electronic copy (Microsoft® Office Word) should also be sent by e-mail or submitted on CD. The electronic copy **must be identical** to the hard copy original (excepting the signatures).

**Please do not bind the application material!**

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Signed Applicant Consent form(s) – <b>one signed original</b> is required from <b>each</b> person named on the grant (investigators and additional authors included)                                    |                   |
| <input type="checkbox"/> Cover Page  | Section 1-6       |
| <input type="checkbox"/> Co-investigator and Additional Author Information — <b>signed originals</b> required  | Section 7         |
| <input type="checkbox"/> Financial Officer Information   | Section 8         |
| <input type="checkbox"/> Project Signatories — <b>signed originals</b> required  | Section 9         |
| <input type="checkbox"/> Detailed Scientific Summary   | Section 10A       |
| <input type="checkbox"/> Non-Scientific Summary  | Section 10B       |
| <input type="checkbox"/> Relevance Statement   | Section 11        |
| <input type="checkbox"/> Knowledge Transfer and Exchange   | Section 12        |
| <input type="checkbox"/> Detailed Research Proposal (include references & up to 5 pages of charts, figures, and tables immediately after this section)   | Section 13        |
| <input type="checkbox"/> Experience & Roles of the Research Team & Resources Available   | Section 14        |
| <input type="checkbox"/> Research Workplan   | Section 15        |
| <input type="checkbox"/> Letters of Support/Collaboration (place copies of letters here)   | Section 16        |
| <input type="checkbox"/> Description of WorkSafeBC Participation & Signatories (if applicable)   | Section 17A & 17B |
| <input type="checkbox"/> Budget Request  | Section 18        |
| <input type="checkbox"/> Detailed Budget Description   | Section 19        |
| <input type="checkbox"/> Detailed Justification for Each Equipment Item Costing More than \$1,000 (attach supplier quotes here)  | Section 20        |
| <input type="checkbox"/> Summary of Other Funding (applied for or received)  | Section 21        |
| <input type="checkbox"/> Biographical Sketches   | Section 22        |
| <input type="checkbox"/> Suggestions for External Reviewers  | Section 23        |
| <input type="checkbox"/> Appendix (ethics, biohazard/biosafety certificates, questionnaires, survey instruments, clinical protocols, informed consent documents, letters approving access to databases, supplementary materials) |                   |

Courier or deliver packages to:

**Research Secretariat**  
**WorkSafeBC**  
**Level 2 Main Building**  
**6951 Westminster Highway**  
**Richmond BC V7C 1C6**  
  
**Telephone: 604-244-6300**  
**Email: [resquery@worksafebc.com](mailto:resquery@worksafebc.com)**