**Centre of Research Expertise for the Prevention of Musculoskeletal Disorders**

**(CRE-MSD)**

**Seed Grant Procedures**

August 2021

### CREMSD_logo_1Seed Grant Procedures

CRE-MSD has an internal research seed grant program that normally considers applications once per year (calls are normally issued in April). The maximum budget for a seed grant is $12,500. Seed grants must normally be completed within one year of the award of funds, and an updated “CRE-MSD Seed Grant Research Template” (see below) must be submitted within 30 days of the grant end date. The information entered into this template will be posted on the CRE-MSD website and is a funding requirement of theMinistry of Labour, Training and Skills Development (MLTSD).

### Important Dates

* Application deadline is September 30, 2021
* Anticipated notification date is October 31, 2021
* Funding will commence on November 1, 2021

### Eligibility

### To be eligible for seed grant funding, applications must have at least one CRE-MSD researcher as a co-author (visit the CRE-MSD website for a [list of Centre researchers](https://uwaterloo.ca/centre-of-research-expertise-for-the-prevention-of-musculoskeletal-disorders/people-profiles/category/50)). All applicants listed on the application must be active collaborators and be actively engaged in the research project*.* The Principal Investigator may be a senior PhD student, a research associate at a participating institution or a new or established researcher [with a focus on MSD] from outside the Centre. If the Principal Investigator is not a CRE-MSD researcher, their biography must be included with the application.

CRE-MSD supports equity, diversity, and inclusion by providing equitable access to funding opportunities for all members of the research community. CRE-MSD promotes the integration of equity, diversity, and inclusion-related considerations in research design and practices.

### Evaluation Procedures

Seed grant applications are reviewed by the CRE-MSD Scientific Committee made up of a minimum of three Centre researchers who then make recommendations for funding to the Steering Committee and the Director. Applications will be evaluated in accordance with the criteria described below.

### Funding Priorities

Proposals that address a musculoskeletal disorders (MSD) prevention related topic within [the Centre’s goals](https://uwaterloo.ca/centre-of-research-expertise-for-the-prevention-of-musculoskeletal-disorders/about) and priorities and that involve field research or use a laboratory-based approach will be considered for funding. Priority will be given to proposals that meet one or more of the following criteria:

* Proposals that have a workplace partnership, include a component of the research being done in the workplace partner facility, would be expected to have an impact relevant to prevention of MSD, and provide plans to communicate results back to the workplace partner.
* Research that will develop into or contribute to a future workplace or Health & Safety System intervention (e.g., policy changes/recommendations, training programs, change in practices, new product, etc.).
* Applications from new researchers, established researchers moving to focus on MSD prevention research, or senior PhD students focusing on MSD prevention research.
* Proposals that align with any of CRE-MSD’s and/or the Ontario Ministry of Labour, Training and Skills Development (MLTSD) ([Prevention Works](https://www.ontario.ca/document/prevention-works)) priority areas including:
  + CRE-MSD priorities: initiatives related to the healthcare sector, aging workforce, small to medium sized businesses, psychosocial factors, and the MSD Prevention Guideline for Ontario ([msdprevention.com](https://www.msdprevention.com/)).
  + MLTSD priorities ([Prevention Works](https://www.ontario.ca/document/prevention-works)):

**Objective 1: Build and use the best evident to target initiatives and measure performance and increase system oversight** (e.g., developing and implementing evidence-informed, risk-based interventions that are customer-focused, and that will strengthen worker mobility and OHS knowledge and practices ‘on the ground’).

**Objective 2: Improve OHS knowledge and practices (e.g., help individuals find OHS information, resources, and high-quality OHS training).**

**Objective 3: Support workplace parties to fulfil their OHS roles and responsibilities and achieve excellence** (e.g., help people in the workplace know and understand what their health and safety roles and responsibilities are under the Occupational Health and Safety Act, and how to achieve OHS excellence.

**Objective 4: Make OHS easier for small businesses** (e.g., help small businesses overcome barriers to being healthy and safe workplaces).

### Submission

All submissions **must** be completed using the WORD tables included. All text must be typed within the table following the instructions and **word maximums** on the application form.

Questions regarding eligibility or the application procedures should be directed to the CRE-MSD Associate Director of Research, Clark Dickerson, at [clark.dickerson@uwaterloo.ca](mailto:clark.dickerson@uwaterloo.ca), or by phone at 519-888-4567 ext. 47844.

Please submit completed application forms to the Centre’s administrative assistant, Betina Butler, at [bbutler@uwaterloo.ca](mailto:bbutler@uwaterloo.ca), by the deadline of September 30, 2021.

### Financial Accountability

1. Funds must be dispensed in accordance with the budget submitted.
2. Funds must be dispensed in accordance with the Ministry of Labour, Training and Skills Development (MLTSD) guidelines. [These guidelines will be included with the contract for successful grants]
3. The reporting requirements described in this application must be fulfilled.
4. A “GRANTS IN AID OF RESEARCH STATEMENT OF ACCOUNT” (FORM 300) must be submitted within 30 days of the grant end date.

### Financial Procedures

When a seed grant is awarded, the following steps occur:

1. The Office of Research at the University of Waterloo sends a contract letter to the award holder’s organization. This includes Ministry of Labour, Training and Skills Development (MLTSD) Guidelines on permitted research spending.
2. The Director of Finance at the award holder’s institution accepts the contract and conditions and returns the signed contract to the University of Waterloo.
3. Funds are transferred to the award holder’s organization.

### Research Ethics

It is the responsibility of the applicants to obtain Research Ethics approval for any project using human participants. Those organizations without a Research Ethics Board should utilize the Board of one of the co-applicant’s institution, or the University of Waterloo if no applicant is affiliated with a university.

### Budget Limitations:

To maintain a consistent funding approach across all seed grants, the following funding guidelines have been established:

* The maximum budget for a seed grant is $12,500.
* The amount of funding for a research assistant or graduate student working on a project should be in accordance with the applicant’s institutional policies. It is expected that students working on the project will be identified as being funded by CRE-MSD, and the work produced within the research project will be identified as being affiliated with and funded by CRE-MSD in journal articles and scientific presentations.
* CRE-MSD will not fund travel to present work at conferences. There is a separate funding opportunity available for conference travel (HQP Travel Awards).
* Funds will not normally be used to pay external consultants or contractors.
* Remuneration for study participants should not normally exceed $20 per hour.
* Funds for equipment will not normally exceed 10% of the total budget request.
* Indirect (overhead) costs are not permitted.

### Seed Grant Applications

Seed grant applications should:

* Align with CRE-MSD’s goals to:
  + Support workplace-partnered, stakeholder-focused research into the primary prevention of musculoskeletal disorders.
  + Generate transferable knowledge on the primary prevention of musculoskeletal disorders at work.
* Address the research focus of the Centre and highlight the fit of the proposed project within the CRE-MSD goals and priorities and alignment with the MLTSD [Prevention Works](https://www.ontario.ca/document/prevention-works) strategy.
  + Develop partnership/linkage with workplace stakeholders and have a high workplace impact.
  + Attract new and established researchers to focus on MSD-prevention research.
  + Increase the number of students with training in the area of MSD prevention.
  + Provide advanced training to doctoral and post-doctoral candidates or workplace parties.
  + Be high quality research and innovation.
  + Make a commitment to transfer knowledge of the research results to partners and other potential users. Include a knowledge transfer strategy in the proposal that includes workplace parties and practitioners.
  + Have an expectation of leading to an external grant submission (e.g., MLTSD, WSIB, CIHR, NSERC, NIH/NIOSH, etc.), or expand the scope of the research in some other direction.

### Reporting Requirements for Seed Grants

* An updated “CRE-MSD Seed Grant Research Template” (see below) must be submitted within 30 days of the grant end date. The information entered into this template will be posted on the CRE-MSD website and is a funding requirement of theMinistry of Labour, Training and Skills Development (MLTSD)
* A “GRANTS IN AID OF RESEARCH STATEMENT OF ACCOUNT” (FORM 300) must be submitted within 30 days of the grant end date.
* Seed grants must normally be completed within one year of the award of funds. Requests for no-cost extensions of grants must be made at least one month before the grant end date and include justification for the requested extension.
* Reporting requirements for previously funded seed grants must be satisfied before new seed grant funds can be awarded to any of the investigators.

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| **Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD)**  **Application for Research Seed Grant Funding** | | | | | |
| Lead Researcher\*:  *\*If not a Centre researcher please attach a curriculum vitae* | | Institution | Tel: | | E:mail |
| Co-Researcher:  (add more as required) | | Institution | Tel: | | E:mail |
| Title of Proposed Project: | | | | | |
| Key Words (up to 5): | | | | | |
| Target Audience: | | | | | |
| 1. **Description/Rationale of why this research project is a critical component to prevention** (e.g., why would Health & Safety personnel, industry and the Ministry of Labour, Training and Skills Development be interested in expected outcomes?) (50 words max): | | | | | |
| 1. **Objectives (e.g., questions to be addressed)** (125 words max): | | | | | |
| 1. **Provide a description of the expected impact/outcomes** (125 words max)? | | | | | |
| 1. **Explain how this research advances the research focus of the Centre** (250 words max): | | | | | |
| 1. **Describe the methodology** (1,000 words max): | | | | | |
| 1. **Explain the role of each of the co-researchers and how they will contribute to the research** (125 words max): | | | | | |
| 1. **Describe the interactions with workplaces and /or other partners expected** (250 words max): | | | | | |
| 1. **Do you have a letter of support from partners detailing their research involvement?** Y ⬜ N ⬜   Partner(s): | | | | | |
| 1. **Explain the Implications for Prevention of MSD** (e.g., address how this project will develop into or contribute to a future workplace or system intervention) (250 words max): | | | | | |
| 1. **Describe your knowledge transfer strategies including how the outcome of the work will be communicated to workplaces and/or other partners** (e.g., Intended publications such as open access journals or repositories, other preprint postings, presentations, webinars, workshops, conference sessions, industry bulletins, etc.) (250 words max): | | | | | |
| 1. **A major aim of the Seed Grants is to develop applications for external funding. If the Seed Grant will be used for this purpose, state which agency and the expected competition date** (125 words max): | | | | | |
| For which period is the grant requested, *yyyy/mm/dd*  Start Date |2\_|0\_|\_|\_\_| |\_\_|\_\_| |\_\_|\_\_| End Date |2\_|0\_|\_|\_\_| |\_\_|\_\_| |\_\_|\_\_| | | | | | |
| **Budget\*** | **Items and Description** | | |  | |
| Personnel | (If known, please list the name of research assistants). | | | $ | |
| Equipment |  | | | $ | |
| Consumables |  | | | $ | |
| Travel |  | | | $ | |
| Other |  | | | $ | |
| Total | *(max $12,500)* | | | $ | |
| \*Funds for indirect (overhead) costs are not permitted.  Budget Justification (250 words max – see grant procedures for funding limitations): | | | | | |
| **Describe financial or in-kind contributions to the project.** (1/4 page max): | | | | | |
| **Describe any related funding** (125 words max): | | | | | |
| *I acknowledge that expenditures are governed by the Ministry of Labour, Training and Skills Development/UWaterloo agreement and policies of the University of Waterloo Office of Research. I also agree to submit a short report on the work accomplished, partner/workplace interaction, communications with partners (using the “CRE-MSD Seed Grant Research Template), and a financial summary at the end of the funded period.*  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

### CRE-MSD Seed Grant Research Template

The information entered here should be abbreviated **lay language** details of your grant application. If your application is awarded funding, this information will go on the CRE-MSD website and is also required by MLTSD.

|  |  |
| --- | --- |
| Title |  |
| Key words (up to 5): |  |
| Year(s) |  |
| Researchers (with affiliations) |  |
| Funder | CRE-MSD |
| Project type | Seed Grant |
| Partners (e.g., health & safety associations, industry, etc.) |  |
| Sector/workplace type |  |
| Description (includes background/rationale)  (50 words max) |  |
| Objectives/research question  (50 words max) |  |
| Methods  (150 words max) |  |
| Research team and roles  (50 words max) |  |
| Collaboration and partnerships (describe the interactions with workplaces and/or other partners during the project)  (50 words max) |  |
| Knowledge transfer strategies (e.g., intended publications such as open access journals or repositories, other preprint postings, presentations, webinars, workshops, conference sessions, industry bulletins, etc.). Include links or products if available (100 words max) |  |
| Linkage to Ministry of Labour, Training and Skills Development priorities  (50 words max) |  |
| Impacts and implications for the prevention of MSD (e.g., workplace or system interventions such as changes in policy, training programs, changes in practices, new product, etc.)  (100 words max) |  |
| Key findings/results  (100 words max) | To be added upon completion of research project |
| Total budget |  |
| Research contact(s): |  |