

2021 REQUEST FOR PROPOSALS FOR GPCAH PILOT/FEASIBILITY PROJECTS

SEPTEMBER 2021

GPCAH Mission and Program Objectives

The Great Plains Center for Agricultural Health (GPCAH) is a National Institute for Occupational Safety and Health (NIOSH)-funded Center for Agricultural Disease and Injury Research, Education, and Prevention. The GPCAH is dedicated to protecting the health and safety of farmers, ranchers, farm workers, their families, and agricultural community members in the Midwest and beyond. The goals of the Center are achieved through basic and applied research, education and training, community outreach, and translation of research findings into effective interventions for the prevention of agricultural injury and illness.

The objective of the GPCAH Pilot/Feasibility Projects Program is to support new agricultural health and safety research, prevention, intervention, community outreach, and translation projects likely to lead to more comprehensive projects or activities. Each project may be funded up to **\$30,000** (total cost) and all funding is conditional on availability of funds allocated by the federal government to the GPCAH (see “Funding”, below). It is anticipated that the GPCAH will fund at least two projects with this request for proposals.

Pilot projects addressing mental health, the prevention of slips, trips, and falls, machine safety, and chemical safety are especially encouraged.

Deadlines and Awards

Complete applications must be received by **October 29, 2021**. See Application Submission Procedure, below, for additional details.

The work scope of funded projects must be completed and all expenses incurred by September 29, 2022.

Proposal reviews will be completed and applicants will be notified of funding status within approximately 30 days following the due date for proposals. **The release of funds to applicant organizations is contingent upon compliance with federal regulations.** Investigators conducting research involving *humans and/or animal subjects* are encouraged to initiate any applicable human subjects (IRB) or animal care review approval or certification processes as soon as possible. Please contact Kate Crawford (kathryn-leonard@uiowa.edu), the GPCAH Pilot/Feasibility Projects Program Coordinator, with questions regarding IRB procedures.

Eligibility

All persons with an interest in agricultural health or safety and appropriate knowledge, skills, and resources are invited to collaborate with an “eligible institution” to prepare an application. “Eligible institutions” include 1) for-profit, non-profit, and public or private institutions, 2) units of local or state government and eligible federal agencies, 3) units of local and state tribal government, and 4) faith- or community-based organizations.

Individuals from under-represented racial and ethnic groups as well as individuals with disabilities are especially encouraged to apply. We are accepting pilot project proposals from within our nine-state region (Iowa, Illinois, Kansas, Minnesota, Missouri, North Dakota, Nebraska, South Dakota, and Wisconsin) and from Indiana, Michigan,

and Ohio. Projects from outside this region will be considered to the extent that they address agricultural safety and health issues of relevance to agricultural producers and communities of the upper US Midwest.

Academic Projects

The GPCAH encourages applications from new academic/scientific investigators (including graduate students) and those newly interested in agricultural safety and health research. Such investigators are encouraged to apply in collaboration with experienced health scientists. Applications from all investigators will be reviewed, however, regardless of applicant seniority. Academic projects should have at least one specific scientific hypothesis and should aim to advance the state of scientific knowledge regarding the prevention of agricultural illness and injury.

Community-based Projects

In addition to academic investigators, the GPCAH encourages applications from community-based agricultural safety and health organizations and non-academic health and safety practitioners. Community-based projects should emphasize the *practical application* of agricultural health and safety knowledge among agricultural producers for the purpose of preventing agricultural illness and injury. The purpose of these grants is to develop and test new and innovative outreach and educational methods as well as to simultaneously enhance organizational capacity to address agricultural safety and health needs.

Applications for community-based projects likely to be funded are those that will result in (1) improved health and/or safety practices or (2) enhanced service delivery by the applicant organization. We will *not* review applications requesting funds for general operating expenses.

When requested, we will make efforts to link partnering community-based organizations with an appropriate academic specialist in agricultural health or safety to promote collaboration between research institutions and community organizations and to assist in the development of a successful pilot grant application.

Funding and Budget Considerations

The maximum permitted budget for a project is **\$30,000** (direct plus indirect costs).

Direct costs are those explicitly allocated to the project, including: salary and fringe for project team members, supplies, equipment, data collection and analyses, and travel associated with executing the project. However, no meeting/conference travel can be covered unless attendance is required to perform project activities. Additional information should be provided within the budget justification for select items of cost, including:

Equipment in excess of \$5,000 – must be project-specific, fully justified, directly allocable to the project, and necessary for completion of aims.

Technological/IT equipment (i.e., laptops, iPads, Fitbits, etc.) – must be project-specific, fully justified, directly allocable to the project, and necessary for completion of aims.

Software or software licenses – must be project-specific and necessary for completion of aims.

Research-related food/meals – must be directly related to completion of aims; food for meetings/conferences is not allowed.

Indirect costs (also referred to as “facilities and administrative” costs, or F&A) are infrastructure and/or overhead costs not directly related to the project itself. Institutions of higher education frequently have an indirect cost rate that has been negotiated with the federal government. Please use the following guidance:

If the project director is affiliated with the University of Iowa, indirect costs should not be included.

Project directors affiliated with other institutions of higher education with a negotiated indirect cost rate are encouraged to discuss with appropriate institution officials the indirect cost rate that will be applied. Many applicants have received waivers or reductions in the indirect cost rate. In any case, please provide evidence supporting the indirect cost rate to be applied to the project, for example, by providing a link in the budget justification to the institution's indirect cost guidelines or a letter from an institutional official authorizing a waiver or reduction in indirect costs.

Project directors affiliated with organizations without a negotiated indirect cost rate should apply indirect costs at a rate of 10% of the project direct costs (i.e., the *de minimus* rate). For example, if the direct costs are \$20,000, then the indirect costs should be \$2,000, for a total cost of \$22,000.

Project directors are strongly encouraged to contact Mindy Sickels Sterbenz (mindy-sickels@uiowa.edu) for additional guidance in preparing budgets.

Review Process

Pilot project grant applications will be evaluated by a review panel of experts both internal and external to the GPCAH. Reviewers follow procedures similar to those used by federal scientific review panels (see <http://grants.nih.gov/grants/guide/notice-files/not-od-09-024.html>) and will consider priorities expressed in the "Priorities" section of CDC NIOSH PAR-11-022 (<http://grants.nih.gov/grants/guide/pa-files/PAR-11-022.html>). A written critique will be provided to the principal investigators of all pilot grant applications deemed responsive to this request for proposals, regardless of funding decision.

Review criteria for both academic and community-based projects are available at <https://gpcah.public-health.uiowa.edu/gpcah-pilot-grant-program/>

Reporting Requirements

The principal investigator of each funded project is required to provide the following reports:

- Mid-project – brief written progress report
- Final – detailed final project progress report
- Impact survey – in years 2-5 following completion of a project, the principal investigator will be asked to respond to a brief survey to evaluate the ongoing impact of the funded project. The survey will ask about (1) long-term outcomes, (2) presentations, publications, or other products resulting from the project, (3) professional collaborations established as a result of GPCAH support, and (4) additional grants and contracts resulting from the project (i.e., that project results led to or supported an application for funding).

Funded investigators will receive detailed instructions for completing the required reports listed above.

Publications, journal articles, presentations, and similar works relating to GPCAH-supported community partnering projects are required to include the following statement: *"This [publication, journal article, presentation, etc.] was supported, in part, by grant number U54 OH007548 from Centers for Disease Control and Prevention (CDC) / National Institute for Occupational Safety and Health (NIOSH). Its contents are solely the responsibility of the authors and do not necessarily represent the views of the CDC, NIOSH, or the Great Plains Center for Agricultural Health."*

Application Format and Content

Proposals should include the following sections:

Required Sections:	Page Limit
1) Cover letter Include project title Signed by an appropriate official and written on organization letterhead Please include 1-2 sentences about the project’s potential impact	1
2) Front page Date, title, investigator/organization name(s), affiliation, and project summary or abstract (150 word limit) By submitting this proposal, you agree to the following (<u>which must appear on the front page of your application</u>): <i>This pilot grant application is not currently under review by any other grant administering program. If I submit this pilot grant application (or an application with similar aims) to another funder while it is under review by GPCAH, I will notify GPCAH. I understand that failure to comply with this policy is grounds for rejection of the application and withdrawal of any funds that may be awarded.</i>	1
3) Research plan (academic projects) or Program plan (community-based projects) A) Introduction (required for revised versions of previously submitted applications) ¹ B) Specific aims C) Background and significance to agricultural safety and health ² D) Preliminary studies or prior community-based projects E) Methods or approach - Academic projects: include detailed analytic plan - Community-based projects: include detailed evaluation plan F) Anticipated benefits to agricultural safety and health	1 (for part A) 5 (for parts B-F)
¹ If submitting a revised version of a previously submitted application, please explain how the application has been modified in response to reviewers’ critiques. ² For academic projects, Part B should address “burden, need and impact” as defined by NIOSH (https://www.cdc.gov/niosh/programs/bni.html) and describe how the project aligns with the National Occupational Research Agenda for Agriculture, Forestry, and Fishing (https://www.cdc.gov/nora/councils/agff/research.html).	
4) Potential for future funding and plans for dissemination of results	1
5) References	No page limit
6) Budget and budget justification	2
7) Timeline and milestones	1
8) Biographical sketch (academic projects) or CV/Resume (community-based projects) Academic project applicants should use current NIH biosketch formatting	2 (per Investigator)
9) Letters of Support Collaborative relationships must include a letter from the collaborator affirming their willingness to actively collaborate on the project. Letters of support from persons without a specific, defined role in the project will be removed from the application prior to review. If the PI is a student/trainee, the application must include a letter of support from a faculty advisor.	No page limit
10) Appendices Items may include: draft surveys/questionnaires, background information on web tools or smartphone apps, training materials, maps, etc.	No page limit
11) Assurance form	

Application Submission Procedure

Email one copy of both the signed cover letter and one complete PDF version of the full proposal to kathryn-crawford@uiowa.edu. When submitting your application, you must:

- Include the phrase “GPCAH Pilot Grant Submission” in the subject line of the pilot grant proposal submission email.
- Check for a confirmation email from the Pilot/Feasibility Projects Program Coordinator to ensure receipt of your email. If this does not happen within one week, call the Pilot/Feasibility Projects Program Director, Nate Fethke, at 319-467-4563. **YOUR APPLICATION HAS NOT BEEN RECEIVED IF YOU DO NOT GET A CONFIRMATION EMAIL.**
- Ensure that your application was *received* by GPCAH staff by the close of business on Friday, October 29, 2021. Confirmation emails from the Pilot/Feasibility Projects Program Coordinator may occur after this due date.