EPID@Work Research Institute

2024 Seed Grant Application & Procedures

**Enhancing the Prevention of
Injury and Disability at Work
(EPID@Work)**
Lakehead University

1294 Balmoral Street
Thunder Bay, ON. P7B 5Z5

T: (807) 343-8010 Ext. 7165
e: epid.hbsc@lakeheadu.ca

EPID@Work 2024 Seed Grant Application and Procedures

The goal of EPID@Work's Seed Grant program is to attract new and established researchers to focus on research addressing EPID@Work's mandate. One call for applications will usually be made each year, typically in the early spring. As we have additional remaining funds this year, we are offering a second call for applications. Enough funds are available to fund 4 applications. Of the four available grants, at least two will be awarded to projects that propose using data from the [Northwestern Ontario Workplace & Worker Health Study (NOWWHS). For more details on the NOWWHS, please contact Dr. Vicki Kristman.](#)The funds requested can range from $5,000 to a maximum of $20,000. The project (including spending of funds) must be completed within one year of receiving funds.

Eligibility

To be eligible for Seed Grant funding, applications must:
- Include at least one Lakehead University researcher on the project team (see the EPID@Work website for our current membership, under the heading "[Our Team](#)"). The Principal Investigator (PI) or someone on the research team must be a faculty member who has the ability to hold funds at Lakehead University. The Project Lead, defined as the individual responsible for managing and executing the activities of the proposed research, is not required to hold funds, but the Project Lead may also be the PI. Trainees may apply as Project Leads, Co-PIs, or co-investigators.

Please note that as of the submission date, an individual can only be a project lead on one Seed Grant at a time.

To be considered for funding, Seed Grants must:
1. Address the mandate of the EPID@Work Institute: "*To bring people together to reduce impacts of work-related injury and work disability through collaborative applied research and provision of education to enhance knowledge related to injury and disability relevant to Northwestern Ontario.*"
2. Focus on at least one of EPID's main research areas: mental health in the workplace; equity, diversity, and inclusion; knowledge mobilization and implementation. [Click here](#) for more information on these research areas.
3. Address three or more of the Institute's goals and objectives.

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Goals:
- Conduct high-quality, transdisciplinary research in the areas of work-related injury and disability prevention, with a focus on issues relevant to Northwestern Ontario.
- Participate in integrated knowledge exchange with community stakeholders and the greater research community participating at all phases of the research process.
- Provide an exemplary training and experience opportunity for the next generation of transdisciplinary researchers in Northwestern Ontario and beyond.
- Enable community stakeholders to easily and centrally access Lakehead's research expertise and knowledge in the areas of work-related injury and disability prevention through the provision of research and education services.

Objectives:
- Increase the involvement of early career faculty, post-doctoral fellows, graduate and undergraduate students, and community partners in work-related research.
- Increase the number of research projects related to work-related injury and disability prevention in Northwestern Ontario.
- Provide training and research services to community stakeholders.

Application Submission

The submissions for Seed Grant funding applications should be completed using the [Seed Grant Application Form](#) and submitted by November 27, 2024 at 4:30 pm to the EPID@Work Research Institute via epid.hbsc@lakeheadu.ca.

Any EPID@Work staff who intend to apply must send their applications to Dr. Vicki Kristman at epid.director@lakeheadu.ca for prior approval by November 13, 2024 at 4:30 pm.

Evaluation of Applications

Evaluation of the applications for funding will be screened by the EPID@Work Management Committee. Then, the EPID@Work Advisory Board will evaluate based on relevance to EPID@Work stakeholders in Northwestern Ontario.

Notice of Decision

When a Seed Grant is awarded, the following steps occur:

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1. Congratulations! Successful applicants automatically become members of the EPID@Work Research Institute.
2. Successful applicants will be notified by EPID Associate Director Dr. Kathy Sanderson and will receive a Seed Grant information package containing important deadlines, EPID branding & funding acknowledgements, and other requirements of the grant.
3. The Research Services Office at Lakehead University will send a notice of award with funding terms and conditions to the award holder's institution. This notice includes Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guidelines on the Use of Grant Funds as they apply to CIHR.
4. The first payment (60% of the total allocation) will be transferred to the award holder upon notification from Research Services. Thirty percent (30%) of the allocation is contingent upon receiving the mid-term (six-month) progress report. Ten percent (10%) of the allocation will be withheld until recipients have submitted final research and financial reports.

Note: There is a one-year timeline for all Seed Grant projects, commencing on the date of notification from Dr. Sanderson. However, funds will not be released until the Seed Grant holder obtains an approval letter from Lakehead University's Research Ethics Board (REB), should their research project require REB approval.

Seed Grant Requirements

All persons/teams awarded a Seed Grant though EPID@Work are responsible for adhering to the following requirements:

Research Ethics:
1. It is the applicants' responsibility to ensure that Lakehead University's Research Ethics Board approval is obtained whenever human participants are involved in the research. In the event of secondary analysis or other human subject research that is exempt from ethical review, the applicant is responsible for obtaining a waiver for ethical approval from the REB.

Financial/Grant Accountability:
1. Funds must be used and accounted for in accordance with CIHR spending guidelines (Use of Grant Funds).
2. Any major changes in a project's budget, design, or research team composition must receive authorization in writing from the Director of the EPID@Work Research Institute using the Seed Grant Adjustment Form.

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3. Grant recipients must retain original receipts and invoices, maintain a ledger of expenditures incurred against the grant, and make the receipts, invoices, and ledger available for inspection upon request by EPID@Work or the MLITSD.

Knowledge Mobilization:
Successful applicants must:
1. Meet with EPID@Work's KMI Team to create a Knowledge Mobilization & Implementation plan for their research project within two months of their successful notification from Dr. Sanderson.
2. Adhere to EPID's branding package and style guide (to be sent upon notification of success).
3. Acknowledge the EPID@Work Research Institute for the funding received, as follows: "This research was funded by the EPID@Work Research Institute with the support of the Province of Ontario. The views expressed herein are those of the authors and do not necessarily reflect those of the Institute or the province of Ontario."
4. Provide an interim update presentation at one of EPID's Tri-Annual Meetings.
5. Present their work at an EPID Talks seminar within one year of project completion and at the EPID@Work Research Into Action Conference.
6. Submit to present at the St. Joseph's Care Group Centre for Applied Health Research's annual Showcase of Health Research or at one other local research showcase or conference external to EPID@Work (e.g. Lakehead University's Research & Innovation week).

Reporting

Academic Outputs:
All Seed Grants must result in a formal grant application (WSIB, CIHR, SSHRC, NSERC or NIH/NIOSH), and/or a publishable manuscript within two years of project completion.

Notice to EPID:
Successful applicants must notify EPID's KMI Team 20 working days in advance of any public announcement, presentation or publication of a project's findings via email to epidevents@lakeheadu.ca.

Interim and Final Reports:
Seed Grant holders must provide a mid-term progress report and final report. Failure to do so will result in a withholding of the remaining funds and ineligibility for submission of any future Seed Grants.