



Seed Grant Procedures

Submission Deadline

November 3, 2022

EPID@Work Seed Grant

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.

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 EPID@Work researcher on the project team (see the [EPID@Work website](#), under the heading "Full Team").
- The Principal Investigator (PI) must be a faculty member who has the ability to hold funds at their institution. Trainees may apply as Co-PIs.

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 the Institute'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, namely:
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; and

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 fillable PDF form included and submitted by **November 3, 2022** (4:30 pm deadline) to the EPID@Work Research Institute at epid.hbsc@lakeheadu.ca. Reports in WORD format should be submitted to the same address.

Evaluation of Applications

Evaluation of the applications for funding will be screened by the EPID@Work Management Committee. 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:

1. The Research Services Office at Lakehead University sends 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.
2. The appropriate institutional signatory at the award holder's institution accepts the notice and terms and conditions, signs, then and returns the document to Lakehead University's Office of Research Services.
3. The first payment (60% of the total allocation) is transferred to the award holder's institution. Thirty percent (30%) of the allocation is contingent upon receiving the mid-term (6-month) progress report. Ten percent (10%) of the allocation is withheld until recipients have submitted final research and financial reports.

Seed Grant Requirements

All persons/teams awarded a seed grant through EPID@Work are responsible for adhering to the following requirements:

Research Ethics

It is the applicants' responsibility to ensure that Research Ethics Board (REB) approval is obtained whenever human participants are involved in the research. Those organizations without a REB should utilize the REB of one of the co-applicant's institutions, or Lakehead University if no applicant is affiliated with a university. In the event of secondary analysis, the applicant is responsible for obtaining a waiver for ethical approval from the REB.

Financial/Grant Accountability

1. Funds must be dispensed 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.
3. The financial/sponsoring organization or institution acting for the grant recipient must maintain supporting documentation for all expenditures and appropriate books of account for the grant funds for seven years and make them available for inspection by the EPID@Work Research Institute or the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) upon request.
4. 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 the MLITSD/EPID@Work.
5. The reporting requirements described below must be fulfilled.
6. The grant holder's organization must complete a "GRANTS IN AID OF RESEARCH, FORM 300" within 60 days of the completion of the project.
7. For any subsequent application, before new funds are allocated to a principal or co-investigator receiving EPID@Work funding, a progress report must be submitted and a description of the relationship (if any) of proposed funding to previous funding given.

Knowledge mobilization

Successful applicants must present their work at an EPIDTalk session within one year of project completion.

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 2 years of project completion.

Notice to EPID

Successful applicants must advise the Director of the EPID@Work Research Institute twenty (20) working days in advance of any public announcement or publication of a project's findings.

Acknowledgement of Funding

Successful applicants must acknowledge the MLITSD and Lakehead University's EPID@Work Research Institute for the funding received in all external communications and publications, 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."

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.

The Interim Report must be submitted at the six-month mark of the funding cycle, and include:

- A 500-word summary outlining the project objectives and progress made towards achieving them.

Within one month of the end of the funding cycle, a Final Report that contains the following must be submitted:

- Short description of the project and results suitable for the EPID@Work website (max 50 words)
- Lay-language summary outlining objectives, methods, results and conclusions (max 250 words)
- Description of the objectives (max 200 words)
- Description of methods and results (max 800 words)
- Summary of how the project advances the EPID@Work mission (max 200 words)
- Description of partnership / linkage with workplace stakeholders (max 200 words)
- Description of knowledge mobilization that occurred during the project (list publications, presentations, reports, etc) (max 200 words)
- Description of next steps / knowledge mobilization, including details of planned manuscript and/or funding proposal submissions (max 200 words)