



# **Seed Grant Application and Procedures**

**Submission Deadline**  
May 12, 2023

# EPID@Work Seed Grant

The goal of EPID@Work's seed grant program is to attract new and established scholars to conduct research addressing EPID@Work's mandate. Applicants and applications for projects located in Northwestern Ontario (Manitouwadge and west) will be prioritized.

One call for applications will usually be made each year in the early spring.

The funds requested can range from \$5,000 to a maximum of \$20,000 per project. The project (including spending of funds) must be completed within one year of receiving funds.

## Eligibility

All applications must include at least one EPID@Work researcher on the project team who is eligible to hold funds at Lakehead University (see the [EPID@Work website](#), under "Full Team").

## Application criteria

Applications 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 each of these 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 must be completed and submitted using [this google form](#). Text is saved as it is entered; as such, it may be completed over time.

The application contains the following components:

- Identification of Principal Investigator and team members
- Principal Investigator CV
  - Please follow one of the following formats:
    - [Canadian Common CV](#),
    - [SSHRC CV](#),
    - [CIHR Biosketch](#), or
    - WSIB CV format (see Appendix A for the WSIB CV template)
- Principal Investigator and Team experience and expertise
- Project information
- Relevance to EPID@Work Institute research areas, and goals and objectives
- Supporting student researchers
- Partnerships
- Knowledge mobilization plan
- Addressing equity, diversity, and inclusion
- Budget and budget justification
- Signature of Principal Investigator

The deadline for submission is 4:30pm, **May 12, 2023**.

## Evaluation of Applications

Evaluation of the applications for funding will first be peer reviewed by a committee of EPID@Work scientists. Scientifically rigorous proposals that meet the eligibility and application criteria will be forwarded to the EPID@Work Advisory Board. The Advisory Board will then select the successful proposal based on their relevance to EPID@Work stakeholders in Northwestern Ontario.

## Notice of Decision

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

1. The EPID@Work Research Institute's Director will send a notice of award with funding terms and conditions to the Principal Investigator (and to the EPID@Work researcher on the project team who is eligible to hold funds at Lakehead University, if the Principal Investigator is not able to hold funds at Lakehead).

This notice includes Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guidelines on the Use of Grant Funds as they apply to CIHR.

2. Once the appropriate institutional signatures have been received, the document is sent to Lakehead University's Office of Research Services.
3. Funds are transferred to the award holder's Lakehead University research account as follows:
  - 60% of the total allocation upon receipt of the fully signed document;
  - 30% of the total allocation upon receipt of the mid-term (6-month) progress report; and
  - 10% of the total allocation upon receipt of the 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 Principal Investigator's/Fund holder's responsibility to ensure that approval is obtained by the Lakehead University Research Ethics Board (REB) whenever human participants are involved in the research. In the event of secondary analysis, the Principal Investigator/Fund holder must obtain 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 Principal Investigator/Fund holder 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.
  - To this end, the Principal Investigator/Fund holder 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.
4. The Principal Investigator/Fund holder must fulfill all reporting requirements (described below).
5. The grant holder's organization must complete a "GRANTS IN AID OF RESEARCH, FORM 300" within 60 days of the completion of the project.
6. 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.
7. If any subsequent grant (Tri-Council or other) is awarded based on this seed grant, it must be submitted through the EPID@Work Research Institute.
8. Successful applicants must acknowledge funding received from the MLITSD and Lakehead University's EPID@Work Research Institute 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 withholding of the remaining funds and ineligibility to submit 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)

## Knowledge mobilization

All seed grants must result in a formal grant application and/or a publishable manuscript within 2 years of project completion.

- 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.

Within one year of project completion, successful applicants must present their work at an EPIDTalk session and submit to present at the St. Joseph's Care Group Centre for Applied Health Research's annual Showcase of Health Research.

Note that successful applicants are also encouraged to present at any additional opportunities in Northwestern Ontario (e.g., Lakehead University Research & Innovation Week), and to work with the EPID@Work Knowledge Mobilization and Implementation group to identify other audiences for dissemination of results.

## Conditions for Funding

The following lists the terms and conditions for receipt of funds through the EPID@Work Research Institute:

- 1) All external communications and publications must acknowledge the MLITSD and the EPID@Work Research Institute 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 necessary reflect those of the Institute or the Province of Ontario.”
- 2) Any required interim and final reports must be submitted as agreed upon.
- 3) Any formal grant applications that result from funding provided by the EPID@Work Research Institute must be submitted through the EPID@Work Research Institute by naming the EPID@Work Research Institute on the RPAF form.
- 4) All projects funded by the EPID@Work Research Institute must be presented at an EPIDTalks session using EPID@Work presentation templates.
- 5) Anyone with a salary paid by the EPID@Work Research Institute is considered and EPID member. This includes graduate students paid through EPID@Work seed grants (student members) and those paid through core EPID funds (Staff members). In order to create a multi-disciplinary environment, we expect these members to work from the EPID Research Institute at least one day per week. A working space and computer will be provided.

## Appendix A: WSIB CV Template

RESUME HIGHLIGHTS			
Surname:	Given Name and Initial:	Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Other:	
Institution/Organization:			
EDUCATIONAL/TRAINING BACKGROUND			
Institution and location	Degree/Diploma/ Certificate/Qualification	Year conferred	Field of study
RESEARCH AND RELEVANT EXPERIENCE			
<p><b>Research and professional experience</b>  <i>In chronological order, list previous employment, experience and honours, concluding with current position held:</i></p>       <p><b>Publications</b>  <i>List all publications for the last five years (selected): (underline indicates supervised student, italics supervised RA)</i></p>       			
FUNDING APPLIED FOR AND RECEIVED (SELECTED LAST 5 YEARS)			
<p><b>Reviewing experience</b>  <i>Identify any peer review activities over the last 5 years (number of assignments in parentheses):</i></p>       			