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

**(CRE-MSD)**

**Seed Grant Procedures**

April 2024

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CRE-MSD exists to bring researchers and workplaces together to identify the key questions, find the best research answers and to pass on the best knowledge that will lead to the prevention of musculoskeletal disorders (MSD) at work.

To achieve that mission CRE-MSD’s goals are:

* to support workplace-partnered, stakeholder-focused research into the primary prevention of MSD; and,
* to generate transferrable knowledge on the primary prevention of MSD at work.

The CRE-MSD seed grant program exists to support the research network in achieving the mission. Seed grants are available to support research that prioritizes workplace-partnered, and stakeholder focused primary MSD prevention aligned with the MLITSD key strategic priorities ([Prevention Works](https://www.ontario.ca/document/prevention-works)). “Seed” is considered broadly and may include seeding a new:

* line of inquiry,
* workplace partnership,
* arm of an ongoing project; or,
* knowledge transfer or implementation evaluation project.

All seed grants have a maximum budget of $12,500. Up to 8 seed grants are available during the annual **CRE-MSD Spring Seed Grant Call for Proposals**. An additional 2+ seed grants are available on-demand thereafter as a **Rapid Response** for emergent MSD prevention research opportunities (rolling intake). Successful Rapid Response applications will be awarded first come, first served.

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 on this template will be posted on the CRE-MSD website and is a funding requirement of theMinistry of Labour, Immigration, Training and Skills Development (MLITSD).

### 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/profiles?title=&type%5B65%5D=65)). 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 Postdoctoral Fellow, 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.

### Seed Grant Application Priorities

Seed grant applications should:

* align with CRE-MSD’s goals and the MLITSD [Prevention Works](https://www.ontario.ca/document/prevention-works/vision-objectives-and-measuring-success) strategy.
* be stakeholder focused (applied, practical-oriented, or use-inspired) and consider knowledge co-creation strategies where feasible (e.g., [integrated knowledge translation](https://cihr-irsc.gc.ca/e/45321.html)),
  + Key stakeholders may be included as co-applicants and/or may provide letters of support as necessary,
* attract new (i.e., senior Doctoral and Post-Doctoral Fellows) and established researchers to focus on MSD-prevention research,
* increase the number of trainees receiving work-integrated learning in MSD prevention,
* demonstrate high quality research and innovation,
* lead to tangible outputs (knowledge produces such as the generation of new methods, datasets, publications, reports, presentations, patents, etc.) and/or outcomes (knowledge use or application such as the adoption of new methods, data, practices, policies, etc.),
* seed future external grant submission (e.g., MLITSD, [WSIB](https://www.wsib.ca/en/research-and-grants-program), [WorkSafe BC](https://www.worksafebc.com/en/about-us/research-services), [MSD Solutions Lab](https://www.nsc.org/workplace/safety-topics/msd/grants#:~:text=The%20MSD%20Solutions%20Lab%20will,no%20more%20than%20one%20year.), [CIHR](https://cihr-irsc.gc.ca/e/37788.html), [NSERC](https://www.nserc-crsng.gc.ca/index_eng.asp), [NIH/NIOSH](https://www.cdc.gov/niosh/oep/researchgrants.html), etc.), or expand the scope of the research in some other direction.

### Evaluation Procedures

Seed grant applications are reviewed by the CRE-MSD Scientific Committee who then make recommendations for funding to the Director. Applications will be evaluated in accordance with the [Application Priorities](#_Seed_Grant_Application) noted above.

### 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, Steven Fischer, at [steven.fischer@uwaterloo.ca](mailto:steven.fischer@uwaterloo.ca), or by phone at 519-888-4567 ext. 42368.

Please submit completed application forms to the Centre’s Administrative Coordinator, Betina Butler, at [bbutler@uwaterloo.ca](mailto:bbutler@uwaterloo.ca).

### 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 (MLITSD) guidelines. [These guidelines will be included with the contract for successful grants]
3. The reporting requirements described in this application must be fulfilled.

### 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, Immigration, Training and Skills Development (MLITSD) 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 institutions, 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 outputs (e.g., publications, reports, presentations) produced from the research project will be identified as being affiliated with and funded by CRE-MSD.
* CRE-MSD will not fund travel to present work at conferences. There is a separate funding opportunity available for conference travel through CRE-MSD ([HQP Travel Awards](https://uwaterloo.ca/centre-of-research-expertise-for-the-prevention-of-musculoskeletal-disorders/research/seed-grants)).
* Funds will not normally be used to pay external consultants or contractors.
* Funds will not normally be used toward open access publication fees; open access publication is not an MLITSD requirement of CRE-MSD.
* CRE-MSD will not fund the purchase of computer equipment. Funds for other equipment will not normally exceed 10% of the total budget request.
* Indirect (overhead) costs are not permitted.

### 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 in this template will be posted on the CRE-MSD website and is a funding requirement of theMinistry of Labour, Immigration, Training and Skills Development (MLITSD)
* 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)**  **Seed Grant Application Form** | | | | | |
| **Lead Researcher**\*:  *\*If not a Centre researcher please attach a curriculum vitae* | | **Institution/Organization**: | **Telephone**: | | **Email**: |
| **Co-Researcher**:  (add more as required) | | **Institution/Organization**: | **Telephone**: | | **Email**: |
| **Title of Proposed Project**: | | | | | |
| **Key Words** (up to 5): | | | | | |
| **Target Audience**: | | | | | |
| 1. **Describe the problem, workplace challenge, or knowledge gap that inspired the project** (250 words max): | | | | | |
| 1. **State the research objective(s), question(s), & hypotheses** (as appropriate)(150 words max): | | | | | |
| 1. **Explain how the research project aligns with the goals of CRE-MSD and the MLITSD Prevention Works Strategy** (250 words max): | | | | | |
| 1. **Describe the methodology** (1,000 words max): | | | | | |
| 1. **Explain the role of each co-researcher and how they will contribute to the research** (e.g., roles, responsibilities, trainee mentorship, etc.)(150 words max): | | | | | |
| 1. **What outputs will be generated from this project?** (Outputs are defined as knowledge products such as new methods, new datasets, publications, reports, presentations, patents, etc.)(125 words): | | | | | |
| 1. **What are the desired outcomes of this project?** (as appropriate)(Outcomes are defined as changes in knowledge, attitudes, skills, relationships and/or behaviours such as the adoption of new methods, data, practices, policies, etc.) (125 words): | | | | | |
| 1. **Describe the knowledge co-creation and/or knowledge transfer strategies** (e.g., will your target audience be engaged in the research and if so, how? How will you transfer knowledge outputs to your target audience to achieve desired outcomes) (250 words max): | | | | | |
| 1. **Do you have a letter of support from partners detailing their research involvement?** Y c N c   Partner(s): | | | | | |
| 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.   1. **Budget Justification** (250 words max – refer to [Budget Limitations](#_Budget_Limitations:) as necessary): | | | | | |
| 1. **Describe financial or in-kind contributions to the project** (250 words max): | | | | | |
| 1. **Describe any related funding** (125 words max): | | | | | |
| 1. **A major aim of seed grants is to develop applications for external funding. If the seed grant will be used for this purpose, state which funding body and the expected competition date** (125 words max): | | | | | |
| *I acknowledge that expenditures are governed by the Ministry of Labour, Immigration, 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 MLITSD.

|  |  |
| --- | --- |
| 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) |  |
| Approach for collaboration and partnerships (describe the interactions with workplaces and/or other partners during the project)  (50 words max) |  |
| Intend outputs to transfer knowledge (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) | *{Add intended outputs at time of application. Update with any known outcomes upon completion of project}* |
| Linkage to MLITSD priorities and/or CRE-MSD goals  (50 words max) |  |
| Intended outcomes 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) | *{Add intended outcomes at time of application. Update with any known outcomes upon completion of project}* |
| Key findings/results  (100 words max) | *{Add upon completion of project}* |
| Total budget |  |
| Research contact(s): |  |