

**High Plains Intermountain Center for Agricultural Health and Safety  
Colorado State University  
Feasibility Projects – Procedures for Submission and Review 2009**

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**Instructions for Proposal Submission**

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The Colorado State University High Plains Intermountain Center for Agricultural Health and Safety (HICAHS) sponsors Feasibility Grant Opportunities to encourage new and innovative projects in prevention/intervention, education and outreach, and research in areas outlined in the National Occupational Research Agenda (NORA) <http://www.cdc.gov/niosh/01-101.html>. As one of nine Agricultural Health Centers funded by the *National Institute for Occupational Safety and Health (NIOSH)*, HICAHS has established a program to support feasibility projects. The purpose of this program is to increase the cadre of trainees and young investigators in agricultural health and safety at institutions in federal Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming), and to foster new directions in research, prevention/intervention, education and outreach. This grant opportunity is also open to faculty and students in departments not currently working in the area of agricultural health and safety but interested in expanding into the field. Priority will be given to projects that address: a. underserved populations (e.g. immigrant workers, Hispanics/Latinos, African Americans, and Native Americans); proposals that demonstrate novel collaboration with agricultural organizations and/or agricultural media; and projects that reflect NIOSH's "Research to Practice" (r2p) directive.

**A. Eligibility**

Eligibility is open to qualified investigators in any agency or organization in Region VIII dealing with agricultural health and safety. Graduate students, veterinary medicine residents, agricultural extension specialists, faculty, and other professionals who have not received an R01 type award in agricultural health research are especially encouraged to apply. Grant recipients will be responsible for adhering to all evaluation requirements set forth by the Center. Information on this step will be provided to successful applicants.

**Primary Contacts:**

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## **B. Other Requirements**

Anticipated Budget Period – 5/1/09 through 4/30/10.

### Grant Amount

Three awards of \$10,000 to \$20,000 are available. All funds must be encumbered by 9/14/09.

### Deadline

Proposals must be received at HICAHS **by 5:00 pm April 1, 2009.**

### Allowable Expenses

Include all relevant project expenses including support personnel, supplies, travel necessary to conduct the project, and small equipment items. Equipment purchased for the project becomes the property of the university sponsoring the principal investigator. Funds allocated for computer equipment cannot exceed \$500. Approximate budget justification should be provided. Monies may be used for specialized equipment, domestic travel, research assistants, and other costs necessary to complete the study. Indirect is allowed up to 8%; investigator and mentor salary ≤ \$5,000.

### Disallowed Expenses

Indirect cost >8%, investigator and mentor salary >\$5000, technical conference travel, routine clerical assistance, and computer equipment exceeding \$500.

## **C. Application Format**

PHS 398 forms are available at

<http://grants1.nih.gov/grants/funding/phs398/phs398.html>

### Cover Sheet

PHS 398 [Form page 1](#): Face Page (at line two of Face Page, please type “Colorado State University High Plains Intermountain Center for Agricultural Health and Safety”).

### Budget/Justification

PHS 398 [Form Page 4](#) and [Form Page 5](#)

- Provide budget justification consistent with proposed study and timeline
- No fee for a consultant who is a faculty member

Successful Candidate and/or Mentor will be asked to travel to Colorado State University to present the results of their project at a HICAHS Center meeting. Costs related to travel will be negotiated.

### Biographical Sketch

Provide a biographical sketch on principal investigator, supervisor, mentor, and consultants. [PHS 398 Biographical Sketch Format Page.](#)

## Other Support

PHS 398 [Other Support Format Page](#)

## Project Description

PHS 398 [Continuation Format Page](#)

(limited to 5 pages, single space, 12 point Times Roman font, 1 inch side margins)

1. Project Overview/Introduction
2. Specific Aims and Objectives
  - a. Hypothesis (if appropriate) or research question
3. Background/Literature Review/Significance
4. Relevance to National Occupational Research Agenda (NORA) for Agriculture, Forestry and Fishing (AFF) (proposed)  
<http://www.cdc.gov/niosh/nora/comment/agendas/AgForFish/pdfs/AgForFishDec2008.pdf>
5. Relevance to HICAHS Mission and Objectives  
<http://www.hicahs.colostate.edu/ourmission.html>
6. Relevance to AFF in Region 8 (Utah, Montana, Wyoming, Colorado, North Dakota, and South Dakota)
7. Data Collection Methods and Plan
8. Data Analysis Methods and Plan
9. Expected Results and Implications of Research Findings
10. Future Directions
11. Timetable
12. Additional 2 Pages are allowed for References

## Human or Animal Studies

If humans or animals are used in the project then a section (this section will not be part of the 5-page limit) on this matter must be included. If applicable, a copy of the request of research protocol approval by an appropriate Human or Animal subjects' committee should be included in the application; specific justification for including children should be included as appropriate. Approval must be obtained before funds can be expended.

## Letter of Support if PI is a Student

If the investigator is a student, a faculty mentor must be listed and a biographical sketch for the mentor needs to be included with the application. Also include a letter of support from the mentor indicating the student investigator's ability to complete the proposed study in the timeline given, the student investigator's potential as a researcher, and the potential for future funding.

## Submission

Please electronically submit to [David.Douphrate@Colostate.edu](mailto:David.Douphrate@Colostate.edu)

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## D. Review Process

Each proposal will be evaluated according to the following criteria:

**Significance** Does this study address an important problem in agricultural health and safety that is relevant to HICAHS, National Agricultural Health and Safety Initiative, and/or NORA objectives? If the aims of the application are achieved, how will scientific knowledge be advanced? What will be the effect of these studies on the concepts or methods that drive this field?

**Approach** Does this project involve multiple stakeholders (employees, employers, and academia)? Are the conceptual framework, design (including composition of study population), methods, and analyses adequately developed, well integrated, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

**Innovation** Does the project employ novel concepts, approaches, or methods? Are the aims original and innovative? Does the project challenge existing paradigms or develop new methodologies or technologies?

**Future Funding Potential** Does the project have the potential of obtaining pilot data that may increase the probability of developing fundable larger RO1-type or other type grants or contracts in the future?

**Investigator** Can this project be accomplished in the timeline presented? The primary individual to be reviewed is the feasibility grant investigator who may or may not be the designated principal investigator. It is important to recognize that the feasibility grant applicant is likely to have little or no experience in writing grant applications so appropriate allowances are in order when evaluating the application.

**Environment** Does the environment in which the work will be performed contribute to the probability of success? Are the expertise and guidance available to the P.I. suitable for the proposed study? Does the proposed project increase the institution's ability to conduct agricultural health and safety research and contribute to regional needs? If appropriate, does the project involve multiple stakeholders (employers, employees, and academia)?

**Budget** Is the budget appropriate to complete the scope of work proposed?

## Review Panel

A merit review process will evaluate the proposals. At least two members of the review panel will review each proposal. Reviewers may include those with expertise that may not be directly in your field. Please keep this in mind when preparing your application and avoid the use of jargon. Explain technical terms and include sufficient background information to enable reviewers to judge the soundness of your experimental plan and significance of your hypothesis.

## E. Monitoring Progress and Progress Report Submission Requirements

1. Investigators will be scheduled to present on their progress at a seminar at Colorado State University. Actual dates and location will be arranged in coordination with the presenter.
2. A brief written interim report will be due quarterly. A written final report needs to be submitted by April 1, 2010 documenting all presentations, publications, and extramural funds that have resulted, in part, directly or indirectly from this award.

3. A notice with a form will be sent to the investigator prior to the due date for the final report.
4. A brief written summary will be submitted along with the final report detailing the actual disposition of funds compared to the original budget categories.
5. The principal investigator must acknowledge support from the High Plains Intermountain Center for Agricultural Health and Safety Feasibility Project Program, and NIOSH (U50 OH008085) in all their related publications resulting from the feasibility grant award.