

Guide for research fund applicants



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About IOSH

The Institution of Occupational Safety and Health (IOSH) is the Chartered body and largest membership organisation for safety and health professionals.

We act as a champion, adviser, advocate and trainer for health and safety professionals working in organisations of all shapes and sizes, in around 130 countries. Our focus is to support our members in creating workplaces that are safer, healthier and more sustainable.

IOSH has been operating as a research funding body since 2005 and our research fund comes from allocated charitable reserves. As a long-standing leader in occupational safety and health (OSH) research, IOSH's aim is to build on this success by creating a research centre of excellence that delivers impact in practice. This means that our research activities must provide the keys and a pathway to a safer and healthier world of work.

Our five-year strategy, *WORK 2022*, has three pillars: enhance, collaborate and influence. We see the outcomes of the research programme assisting with delivery of all three strategic aims and shaping the future of safety and health.

For more information about IOSH visit www.iosh.com.

Further information on *WORK 2020* can be found at www.ioshwork2022.com.

How to complete the application form

Use a font equivalent to 11-point Arial, single-spaced, to complete the application form.

The form is a PDF document with boxes you can type into and then save to your computer. We recommend that you type your text into a word processor document (e.g. Microsoft Word) first, and save it. You can then copy and paste into the PDF form. This helps ensure you won't lose what you've written.

Section 2 of this form asks for a longer answer. We've provided more than one answer box for this question, so when you paste your text into the first box, it may not fit. You'll need to make a note of where your text stops, go back to your word processor file, copy from that point and paste it into the next box.

If you're typing your answer directly into the PDF form, you can press the TAB key once at the end of a box to jump to the next box, where you can continue typing.

Your proposal will be looked at by people with specific expertise in your field, those with broader research experience and some with a non-research background. So write in clear English, please, and avoid technical jargon where possible.

Key definitions

- **Principal investigator (PI):** The primary individual at a research organisation responsible for the project and whose details are provided in Section 1. This person will have responsibility for the intellectual leadership of the proposed research, assume the administrative and financial duties relating to the grant and act as the contact person with IOSH. Only one person can fulfil this role.
- **Co-investigator:** A person who supports the PI in making a substantial contribution to the orientation and running of the project. There may be more than one.
- **Collaborator/Project partner:** A Project partner is a collaborating organisation (which could be academic or industrial) who will have a fundamental role in the proposed research. This may include providing in-kind (e.g. personnel, equipment, facilities) or financial contributions.
- **Direct costs:** These are the direct research project costs. These can include salaries for grant staff, laboratory chemicals and materials, protective clothing, equipment hire and purchases, subject- and volunteer-related expenses, printing and photocopying and telephone costs (e.g. telephone interviews with research participants).
- **Indirect costs:** These are overhead expenses that are not directly associated with your research project (e.g. facilities and administrative costs). These include libraries, electricity, administrative expenses, facilities maintenance and building and equipment depreciation.
- **Lead research organisation:** This is the organisation that will coordinate the project if there are other research organisations contributing to its delivery. The lead organisation will be responsible for the project contractually and will have an agreement with IOSH.
- **Research organisation (RO):** This is an organisation that performs research and development as one of its main activities. It does not necessarily have to be a higher education institution (such as a traditional university).
- **Stakeholders:** These can include OSH professionals (e.g. IOSH members), businesses and organisations, workers, training providers, universities and research institutes, policy-makers, industry/trade bodies and other allied professional bodies and NGOs.
- **WORK 2022:** Our five-year strategy, *WORK 2022 – shaping the future of safety and health*, sets out our vision and defines the steps that we need to take.

Who can apply?

To apply for funding, researchers must have a proven track record in high-quality research. We would expect that applicants will have published research in several peer-reviewed journals and other types of publications.

If your application is successful there will be a contract between IOSH and the lead, host organisation. If there are several organisations involved in undertaking the research then one organisation should take the lead. This should be the organisation that hosts the principal investigator (PI) and only one person can fulfil this role. Please note that currently we don't fund research studentships.

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Our call for research

We're looking to support projects that have an impact on the profession and have implications on OSH policy and practice. However, the focus of this current call is to commission research in two of our OSH priority areas.

IOSH has six priority areas in its 2017-2022 strategy:

Priority Area 1: Non-health-related fatalities

Priority Area 2: Musculoskeletal disorders

Priority Area 3: Occupational cancer

Priority Area 4: Wellbeing

Priority Area 5: Return to work and rehabilitation

Priority Area 6: Sustainability and human capital

We are inviting calls for proposals in priority areas 1 and 2. Please read through the Call statement(s) for the full details.

Section 2 – Your research proposal

Your proposal should:

- address clearly aspects of the specified priority topic area/s, otherwise it will not be considered.
- be novel or at least differ from and build significantly on similar work. Provide a balanced overview of the background, rationale and give supporting evidence. You should show your knowledge in the subject area, refer to appropriate studies by others if needed and make it clear why we should consider your proposal.
- specify the project's objectives and the research hypotheses. Have clear aims, objectives and deliverables.
- give enough detail for reviewers to understand how the research will be carried out. You should explain succinctly how you'll achieve the project's objectives. Often we find that proposals may be interesting and address an important area but lack clarity or are simply not feasible. You'll need to be clear on the steps (and sub-steps if appropriate) and the order in which the work will be undertaken. There should be measurable results for each step and information about the means, models and/or tools that will be used (e.g. target group and size, data collection, statistical analysis, software).
- Be realistic and feasible in terms of what can be achieved and delivered within the project timeframe and cost. Unreasonably delayed projects may be penalised.
- Demonstrate value for money; please make sure that you clearly provide all relevant costing information (in Section 5).
- Describe any ethical implications relevant to the project and confirm that these issues are being addressed. Ethical approval is required for any research involving human participants. So if your proposal is successful, you will need to have gained approval from an independent ethics committee and send us details of the approval by the start of the project. The safety and wellbeing of the research team as well as the participants will also need to be considered and addressed.
- List the key references used to support your application in the References section provided.

Applicants may submit several proposals to IOSH by the deadline, as long as they meet the eligibility criteria and each proposal addresses the specified priority area(s) in the call. It's worth noting that each proposal will be considered on a case-by-case basis so applicants are advised to focus on quality rather than quantity.

Section 3 – The research team

Your team will normally include a principal investigator, co-investigators and may involve collaborators. IOSH encourages collaborative research projects, particularly between academia and industry. In the table provided, describe the roles and the main responsibilities of the team.

In this section, there should be an emphasis on the PI to demonstrate that they have the relevant experience and the research and project management skills to lead a team and a successful project to completion. The team should be made up of members with the right blend of skills, expertise and experience to deliver the project to a high standard. They do not necessarily have to be from the same organisation. Please do not send us CVs.

Please include the key or most recent publications of the PI (maximum of six) and up to six relevant publications from other members of the research team. The majority of these publications should be papers in peer-reviewed journals. However, we welcome applicants demonstrating that they have also published their research findings in publications aimed at the non-academic community, e.g. professional and industry magazines.

Section 4 – Knowledge transfer and evaluation

IOSH places high value on knowledge transfer and promoting the results of research it funds. Disseminating your research allows improvements and new ideas in occupational safety and health to reach and benefit the largest possible audience. For these reasons we like proactively to promote and share our findings and would expect you to do the same.

First in this section you should make it clear how your project would benefit health and safety and its stakeholders. Then, in the table provided, you should name the beneficiaries and end-users of the research and specify the anticipated strategies and means of transferring knowledge to them. Outline any obstacles you can identify to this knowledge transfer process.

You should think about knowledge being transferred to various targeted audiences. With the scientific community, for example, this could be presentations at events where the research results will be presented, or papers published in relevant peer-reviewed journals.

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You should also think about how to maximise and disseminate the knowledge gained from your research to other non-academic groups and stakeholders. If specific organisations and groups have been involved in your project from the start or as it developed, then you should include them in your knowledge transfer plan.

You should be aware that when your project is complete, we publish full peer-reviewed reports and summary reports and will work with you to do this (www.iosh.com/resources-and-research/resources). So typically, we would expect to see these reports and any other type of project output you've planned to deliver reflected in your programme of work (Section 7).

There are different ways of presenting and delivering the knowledge gained from research to the target groups. Besides reports, we're keen to grow our *Research into practice* portfolio so that our stakeholders are better informed and able to apply the findings within their sphere of influence. These types of outputs can, for example, be in the form of digital content such as webinars, information sheets, white papers, case studies, guidance material and tools.

In this section, include an outline of how you intend to evaluate the effectiveness of your research. Also include what you think are the indicators to measure success. If your project is approved, some of the data you capture may be used to help us with our evaluation process.

Approximately a year after your project findings are published, we'll evaluate how your project has performed and how the research outputs have contributed to academia (e.g. published in peer-reviewed journals), supported practitioners and employers in practice (e.g. through articles and guidance) and how it's influenced policy, whether at a local or national level.

Section 5 – Costings

Any costs incurred while preparing and submitting your proposal or during the funding process will be borne by the applicant and cannot be reimbursed.

We should also point out that the approved project cost will be based on your proposal and is not subject to revision. So, you should request costs that are necessary for your project. Project costs must always be well justified and will be scrutinised carefully during the funding process.

Please submit project costs in GBP. If converting from another currency, please quote the currency, rate and date of conversion, along with the project costs in the other currency. The amount of funding requested should be exclusive of any VAT.

Please state if you are VAT-registered, either in the UK or in another country, and supply your VAT registration number. If VAT is applicable it will depend on the legislation in force at the time of the application and the commercial nature

of the project, and so will be determined at the time of the application.

IOSH funds the direct costs of research, but not overheads (unless in specific circumstances). These direct costs can include:

- personnel costs, e.g. employing a skilled staff on to the research team
- reasonable travel and subsistence, e.g. reasonable travel costs to visit sites and collect data
- equipment, ie. digital recorder for interviews
- materials and supplies, printing material
- sub-contracts, i.e. intended contractors
- other, e.g. incentives for to recruit study participants, transcription costs, steering group meeting costs.

Organisations should cover the indirect costs. These overhead costs include:

- estates, e.g. the maintenance and operation costs of building and premises
- administration, e.g. research management, financial management, internal audits, legal services and secretarial support
- research, technical and administrative staff whose time is shared across several projects
- auditing fees, liability insurance, marketing and branding, quality assurance.

If you are an applicant based at a small charitable and not-for-profit organisation or an organisation in a low- or middle-income country (LMIC), IOSH will consider reasonable indirect costs as long as the project outputs merit them. The Organisation for Economic Co-operation and Development compiles a list of LMICs that are available at www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm.

Where there will be contributions from project partners, please provide the name of each organisation that is making a financial or other type of contribution to the project and the corresponding amounts. If you have gained financial or 'in-kind' support from other organisations, this should ideally be secured at the time of your application. Please confirm whether this is the case in your proposal and submit the supporting documentation. We would expect to receive any written confirmation on the organisations' headed paper. If any project partners are not confirmed by the time decisions are made, then this will put the funding at risk. If an application is successful it may be appropriate for there to be an agreement between IOSH and the other co-funder(s).

As a charity, we will exercise due diligence and claim back any unused or inappropriately used IOSH funds. We may also claim back capital items which have been purchased as part of the study. As part of our process, grant holders will be required to submit financial reports.

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Section 6 – Staffing

We'd like you to give us more information about the research team, by providing their contact details, staffing costs and their contributions to the project, e.g. project management experience and statistical expertise. Remember to include area codes for contact numbers.

The daily charge should be in GBP but do quote another currency and equivalent value if preferred.

Section 7 – Programme of work

Here you will need to present a work plan in some detail, indicating the key stages, i.e. milestones or work packages, of the project with their associated timelines and the key tasks and measures to be achieved during that phase of the project. We would expect there to be a deliverable during each milestone and a report submitted for that period.

The overall work plan will be a framework that demonstrates how the overall project management will be implemented. You should succinctly present a clear, logical structure of key planned activities, based particularly on the information provided in Sections 2, 4 and 5.

The project start date will ultimately depend on when your project is approved, which can be hard to be precise about and predict. However, be encouraged that while the project duration won't change we will accept that timelines may need to be adjusted.

Remember that if you haven't already received ethical approval this would need to be included at the start of your programme of work. Typically, we would expect that your end milestone(s) will be associated with the delivery of the final research outputs (i.e. full and summary IOSH published reports).

In general, the work activity during a project phase should be proportionate to the charge to IOSH. However, we would also expect at least 20 per cent of the total project cost to be associated with the final deliverables and milestone(s).

These outputs will be accepted as 'drafts' until they've been through our peer review process and may require you to make revisions. Please be aware that our peer review process can take around eight weeks to complete, so you may need to factor this into your programme of work.

We will accept teams building dissemination activities into their work plans. If so, this is limited to a maximum equivalent value of £5,000 and would be a milestone conditional on the outcome of your research. Dissemination activities may include events initiated and led by us and some of the engagement activities you've identified in Section 4.

If you're successful in your application, we'll assign to you a project manager at IOSH who will be there to help you understand our processes better, find out how the project is getting on and support you so we can get the best from the research.

Application process and timetable

The call for proposals is intended to be competitive. So please do not expect IOSH staff, volunteers and advisers to provide you with anything other than general information about the process and how you can work with IOSH.

Any attempt by applicants to obtain confidential information, solicit IOSH staff or influence the evaluation of advisory groups, reviewers or volunteers involved in the process will render the proposal invalid.

This call involves a one-stage application process. Applicants should submit proposals using the application form.

The deadline is **Monday 18 November 2019**. We can receive submissions until 23.59 (GMT) on the closing date. No late applications will be considered.

There will be seven key steps in our funding process:

- 1 Applications undergo an initial internal assessment, following receipt of the proposal. All applicants will be informed whether their proposal has been shortlisted or declined.
- 2 Shortlisted applications go through an independent peer review process.
- 3 Applications undergo an internal review to consider the assessments. Based on the assessments received applicants will be informed whether their application has been declined or will be considered by our Research Advisory Group (RAG).
- 4 RAG members meet to discuss and advise on applications.
- 5 Recommendations to support applications are made internally before final decisions are made.
- 6 Recommended applications are considered and may be approved by our Business Management Group, Finance and Investment Committee and Board of Trustees.
- 7 Applicants are notified of our decision. Successful applicants will be informed by email and following approval issued with our standard contract for an authorised person at the RO to sign.

As part of the process you may be asked to meet with staff and advisers. If this is the case, we'll try to give you plenty of notice and the meeting can be held remotely (by video-conference or telephone).

The length of the process is primarily determined by the outcome of any internal and external reviews and how much you have requested from IOSH, with more substantial grants taking longer. Nevertheless, we'll expect that you'll hear the outcome of your application no later than Spring 2020. We will inform you (the PI) of our decision electronically using the e-mail address given in the application form.

Please note that decisions are final. We will try to give some brief feedback but due to the number of applications we receive this will not always be possible.

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Contacting IOSH

Any questions, queries or requests for clarification in relation to this call for proposals should be sent by email to **rfunding@iosh.com**. Applicants should be aware that while every effort will be made to respond to enquiries in a timely fashion, you should give yourself enough time to receive a response before the call closing date.

To support you with your application, IOSH may run a webinar or webcast. Please look out for information on our website for details.

Terms

- IOSH is under no obligation to review or consider an application.
- All personal information you provide to IOSH in your application will be securely maintained, stored and treated as private and confidential. IOSH may pass on relevant data to external advisers and independent reviewers to perform tasks on its behalf and help make the funding process operate effectively. For our full data protection and privacy statement, please visit our website: **www.iosh.com/privacy-notice**.






Final checklist

- ☐ Is the lead organisation eligible?
- ☐ Is your proposal relevant to the call for research?
- ☐ Is there scope for your research to make impact in the OSH profession?
- ☐ Are the project aims, objectives and deliverables clear?
- ☐ Will your proposal stand up to scrutiny of scientific rigour and quality?
- ☐ Does your team have the necessary roles, skills and expertise to deliver the research?
- ☐ Have your co-applicants confirmed their participation and approved the application?
- ☐ Have you made your case for support within the word limit?
- ☐ Have you fully considered the necessary project costs? Are your costs eligible and appropriately justified?
- ☐ Have you included a realistic project start date? (at least two months after the award date in Spring 2020)
- ☐ Have you attached the necessary documentation, i.e. confirmation of partnerships and supporting organisations?
- ☐ Is your authorised signatory at your host institution ready to sign off your proposal to complete submission?

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IOSH is the Chartered body for health and safety professionals. With more than 47,000 members in over 130 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

Institution of Occupational Safety and Health
Founded 1945
Incorporated by Royal Charter 2003
Registered charity in England and Wales No. 1096790
Registered charity in Scotland No. SC043254