

A. Notice of Intent

Submit a notice of your intention to apply (by email) by the deadline. The notice helps the Research Secretariat to arrange the best possible review of your application. This works well, however, only if there is a minimal (if any) change in the information we receive and in the full application. Please try to use the same name of principal applicant and title of the application in both documents. You may alter the summary, budget, or suggested reviewers. If, after submitting your notice of intent, you decide not to submit a full application, please contact us to tell us you are withdrawing from the competition.

B. Adherence to Format Guidelines

In every competition, we receive applications that do not conform to the format guidelines stated in the application form. Your application will be rejected if it does not conform to the format guidelines stated in the application form and in the Guide to the INNOVATION AT WORK Grant Application Form. Examples of non-conformance include:

- margins are inadequate
- font is too small
- pages are too numerous
- figure and table captions contain information that should be included in the proposal text
- appendices are included that are not allowed

Read and follow the guidelines carefully.

C. Research Workplan

Use a time-chart or clearly organized text to map your workplan (maximum term is one year). WorkSafeBC will not pay for activities undertaken before the contribution agreement is signed.

D. Letters of Support

List the individuals or groups that support your project and describe both their involvement to date and their future participation. Early and active involvement of potential users of the research results in the design and execution of the research project is encouraged.

Attach letters of support to this section. Letters of support should be specific as to the role, if any, of supporters in the project (e.g., type and level of support to be provided for the study).

All investigators planning onsite workplace research (e.g., field studies) **must** include letters showing workplace (i.e., employer and worker) agreement to participate. Provide letters of support from collaborators which indicate that the individual understands the study objectives, has participated in study design and planning, and will contribute in specific ways to the successful completion of the study. Do not include letters of collaboration or support from researchers who are specifically named as co-applicants.

E. General

Provide the information in the grant proposal in an orderly fashion. Lead the reviewer carefully. Don't make him/her work to follow your path. Remember, he/she has many other applications to read and evaluate in a very limited amount of time.

Completing the Application Form

Step-by-step instructions on completing the application form and submitting your proposal are set out in the *Guide to the Innovation at Work Grant Application Form*. All forms and application materials are available for download from our website or from the Secretariat directly (by phone 604-244-6300 or by email resquery@worksafebc.com.)

- **Do NOT double-side your application**
- **Do NOT bind your application**
- **As all proposals will be acknowledged by email within one week of the deadline; please refrain from calling to confirm receipt during the busy intake period**
- **The electronic version must be in Microsoft® Office Word format. Do NOT submit your application as a PDF**
- **Remember to include a signed disclosure form (one original only) for each team member named in the application**

Ethics

While you do not need to include copies of certificates from local ethics committees indicating approval of your proposed research with your application, you must still indicate on page 1 of the application whether humans or non-human animals are involved.