

Assembling the Application Package

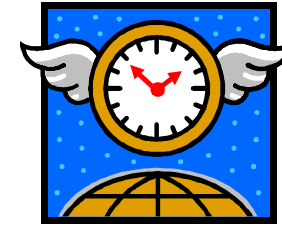
A **signed** original plus 3 **single-sided** copies of the application form and appendix must be assembled in the order indicated below. An **electronic** copy (Microsoft Office Word) should also be sent by e-mail or submitted on CD. The electronic copy **must be identical** to the hard copy original (excepting the signatures).

Please do not bind!

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Signed Applicant Consent form(s) Šone original required. | |
| <input type="checkbox"/> Cover Page | Sections 1-5 |
| <input type="checkbox"/> Project Team Information Š signed originals required | Section 6 |
| <input type="checkbox"/> Financial Officer Information | Section 7 |
| <input type="checkbox"/> Project Signatories Š signed originals required | Section 8 |
| <input type="checkbox"/> Overview and Relevance | Section 9 |
| <input type="checkbox"/> Knowledge Transfer and Exchange | Section 10 |
| <input type="checkbox"/> Detailed Research Proposal (include references and up to 5 pages of charts, figures, and tables immediately after this section) | Section 11 |
| <input type="checkbox"/> Research Workplan | Section 12 |
| <input type="checkbox"/> Project Supporters/Workplace Partners (place copies of letters here) | Section 13 |
| <input type="checkbox"/> Description of WorkSafeBC Participation & Signatories | Section 14 (A & B) |
| <input type="checkbox"/> Budget Request | Section 15 |
| <input type="checkbox"/> Detailed Budget Description | Section 16 |
| <input type="checkbox"/> Detailed Justification for Each Equipment Item Costing More than \$1,000 (attach supplier quotes here) | Section 17 |
| <input type="checkbox"/> Biographical Sketches | Section 18 |
| <input type="checkbox"/> Suggestions for External Reviewers | Section 19 |
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| <input type="checkbox"/> Appendix (ethics/biosafety certificates, questionnaire, survey instruments, informed consent documents, letters approving access to databases, supplementary materials) | |

Mail, courier or deliver packages to:

Research Secretariat
 WorkSafeBC
 Level 2 Main Building
 6951 Westminster Highway
 Richmond BC V7C 1C6



- **Print and post this checklist**
- **Check ‘away’ dates for those from whom you need signatures**
- **Submit the Notice of Intent by the posted deadline**
- **Request Letters of Support at least 3 weeks before deadline!**
- **Suggested to distribute draft proposal for review by colleagues 2 weeks before deadline**
- **Make revisions, carefully review every question and submit ON TIME!**