

WORKERS COMPENSATION BOARD OF MANITOBA

## **APPLICANT INFORMATION**

**RESEARCH AND WORKPLACE INNOVATION PROGRAM**

*Funding occupational health research, training and education and innovative  
workplace solutions*

### **CLOSING DATES**

#### **NOTICE OF INTENT**

(For Scientific Research applications only)

**MARCH 27, 2018**

#### **SCIENTIFIC RESEARCH APPLICATIONS**

**MAY 22, 2018**

#### **TRAINING AND EDUCATION APPLICATIONS**

**JUNE 26, 2018**

#### **WORKPLACE INNOVATION APPLICATIONS**

**JUNE 26, 2018**

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## 1. INTRODUCTION

The mission of the Workers Compensation Board of Manitoba (WCB) is to insure and support safe and healthy work and workplaces. We put workers and employers at the centre of all we do, and provide them with valued services for injury prevention, compensation, and return to health and work while maintaining system integrity.

The WCB established the Research and Workplace Innovation Program (RWIP) in 2009. The RWIP promotes and funds, scientific research, training and education, workplace innovation and knowledge transfer projects related to the prevention of occupational injuries and illnesses and the treatment and safe return to work (RTW) of injured and ill workers.

The RWIP makes available \$1 million each year through three core funding streams:

- Scientific Research funding for high quality scientific research on significant issues related to workers compensation;
- Training and Education funding for instructional programs or activities related to workplace safety and health, injury prevention, safe RTW and occupational illness; and
- Workplace Innovation funding for projects that lead to improvements in health and safety and foster successful rehabilitation, and safe return to productive and meaningful work at a specific Manitoba workplace or workplaces.

In general, each project may be a maximum of two years in duration and may receive maximum funding of \$100,000 for each year.

### 1.1 RWIP Policy

WCB Policy 52.10, *Research and Workplace Innovation Program* (Policy) establishes the framework for the administration and management of the RWIP. The Policy outlines the WCB's approach to the RWIP funding, mandate, qualifying criteria, and terms and conditions of funding. The Policy also allows the WCB to give priority to projects that:

- Address the priorities identified under the Scientific Research funding stream in the RWIP annual Call for Applications;
- Identify problems and issues frequently encountered among workers and in workplaces;
- Demonstrate the support of key stakeholders such as labour, industry associations or industry-based safety programs and other workplace partners where appropriate;
- Have practical and concrete outcomes;
- Are concerned with topics and issues that have resulted in a significant number of WCB claims and have had an impact on a significant number of workers; and
- Do not duplicate existing programs or services offered by other organizations.

The link to the RWIP Policy may be accessed [here](#)



## **1.2 RWIP Call for Applications**

The Call for Applications under the RWIP was issued on February 26, 2018. Comprehensive information and application templates for prospective applicants under the 2018 Call for Applications are available on the websites of the WCB and SAFE Work Manitoba.

The link to the WCB's RWIP Homepage may be accessed [here](#)

The link to the SAFE Work Manitoba Homepage may be accessed [here](#)

Notification of the RWIP's 2018 Call for Applications is posted on the Association of Workers Compensation Boards of Canada website which may be accessed [here](#)

Prospective applicants may also be interested in the following documents:

The link to the Workers Compensation Board of Manitoba 2017-2021 Five Year Plan which may be accessed [here](#)

The link to SAFE Work Manitoba's Occupational Disease and Illness Prevention may be accessed [here](#)

The link to SAFE Work Manitoba's Musculoskeletal Injury Prevention Strategy may be accessed [here](#)

The link to SAFE Work Manitoba's Young Worker Injury Prevention Strategy may be accessed [here](#)

The link to SAFE Work Manitoba's Psychological Health and Safety in the Workplace Strategy may be accessed [here](#)

### 1.3 RWIP Closing Dates and Timeline



There are two different closing dates for applications:

Applications in the Scientific Research funding stream must be received by the WCB no later than **May 22, 2018, at 4:00 p.m. CST.**

**Please take note that a Notice of Intent (NOI) is a pre-requisite for applications in the Scientific Research Funding stream only.** An NOI must be received by the WCB no later than **March 27, 2018, at 4:00 p.m. CST.**

Applications in the Training and Education and Workplace Innovation funding streams must be received by the WCB no later than **June 26, 2018 at 4:00 p.m. CST.**

The WCB will not accept applications after the closing dates above.

#### *Submissions of Applications*

All applications including the NOI for Scientific Research applications must be submitted electronically **via email** by the closing date to:

Bruce M. Cielen, Manager, Research and Workplace Innovation Program at: Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca)

**Applications must be in Word format.**

## 2. SCIENTIFIC RESEARCH FUNDING STREAM

The primary goal of the Scientific Research funding stream is to support high quality scientific and applied research projects with practical benefits that lead to a reduction in the incidence, morbidity and mortality from work-related injury and illness.

### Eligibility for Funding under the Scientific Research Stream

Qualified researchers, scholars and health professionals affiliated with Canadian post-secondary institutions including hospitals and research institutes, Canadian non-governmental organizations with an explicit research or knowledge translation mandate, or labour unions, industry or employer associations and their affiliates, representing Manitoba workers or employers who have submitted an NOI by the closing date specified in paragraph 1.3 above may apply for funding under the Scientific Research stream.

The WCB will not consider Scientific Research applications unless an NOI has been submitted by the closing date specified in paragraph 1.3 above.

### 2.1 Scientific Research Priorities

The identification of Scientific Research Priorities is to ensure that projects funded under the Scientific Research funding stream of the RWIP are aligned with the WCB's strategic priorities and would result in practical outcomes for the WCB and its stakeholders.

The WCB is particularly interested in receiving Scientific Research applications that address the research priorities below.

<b>The WCB's Scientific Research Priorities for the 2018 Call for Applications</b>
<p><b>❖ Timely, Meaningful and Sustainable Return to Work/Stay at Work</b></p> <p>This Scientific Research Priority for the 2018 Call for Applications under the Research and Workplace Innovation Program (RWIP) is consistent with the WCB's commitment to promote the value of Return to Work (RTW) and supporting best practices in RTW. Under the WCB's Five Year Plan RTW includes helping workplaces increase the effectiveness of their RTW programs, delivering</p>

**The WCB's Scientific Research Priorities for the 2018 Call for Applications**

RTW training, and ensuring the WCB provides quality services that assist workers to return to meaningful and productive work as soon as medically fit after an injury and illness.

Examples of potential research topics under this Scientific Research Priority may include studies that:

- Explore the interrelationships between prevention, early intervention and RTW to identify practices that support successful RTW outcomes in Manitoba workplaces;
- Investigate the effect on claim duration of RTW practices for specific industry sectors that would reveal and provide evidence for the barriers, facilitators and related issues of RTW and/or stay at work; and
- Identify and examine best practices for RTW and disability management programming in Manitoba, including the development of leading indicators and predictive factors of successful RTW.

**❖ Assessment, Screening, Monitoring and Control of Physical, Chemical and Biological Exposure Agents in the Workplace**

This Scientific Research Priority is carried over from 2017 to reflect the recent establishment of SAFE Work Manitoba's Prevention Strategy on Occupational Disease and Illness. This Strategy will use four tactics to strengthen occupational disease and illness prevention in Manitoba workplaces:

- Monitoring workers' exposures to physical and chemical hazards.
- Identifying exposure levels and effective safety controls based on evidence from the monitoring.
- Educating and building awareness among all Manitobans about occupational disease and illness prevention.

### **The WCB's Scientific Research Priorities for the 2018 Call for Applications**

- Strengthening partnerships to prevent occupational disease and illness.

Examples of potential research topics under this Scientific Research Priority may include studies that:

- Evaluate and review existing tools that assess and monitor toxic exposures;
- Identify deficits in the assessment of workplace exposure hazards; and
- Develop practical tools that are cost effective and easy to use for risk assessment and mitigation strategies in the workplace.

#### **❖ Other Topics within the RWIP Mandate**

The WCB will continue to accept applications under the Scientific Research funding stream that are within the mandate of the RWIP but which do not address Research Priorities 1 and 2 above.

## 2.2 Notice of Intent (NOI)

Prospective applicants under the Scientific Research Funding Stream of the Research and Workplace Innovation Program (RWIP) must initially provide a Notice of Intent (NOI) to the WCB on or before the closing date: **March 27, 2018, by 4:00 p.m. CST.**

An NOI typically provides an abbreviated description of the proposed study and precedes a full Scientific Research application. **An NOI is a pre-requisite for applications in the Scientific Research Funding stream.** The WCB will not consider a full Scientific Research applications unless it receives an NOI by the closing date specified above.

Applicants are expected to use the downloadable template provided on the WCB webpage for the RWIP when completing an NOI. The NOI must be submitted in Word format.

The link to the template for the Notice of Intent may be accessed [here](#)

Applicants are advised to review the Guidelines for Completing a Notice of Intent for Scientific Research Applications (Guidelines) when developing their NOI.

The link to the Guidelines for Completing a Notice of Intent for Scientific Research Applications may be accessed [here](#)

## 2.3 Information to Include in the NOI

The NOI should be brief and include the information below:

- Working title of proposed study/research project;
- Scientific Research Priority selected for the project;
- Brief description of proposed study/research project;
- Study disciplines applicable to the proposed study/research project;
- Information on the principal applicant/s and co-applicant/s to include: name, title, host institution, business mailing address, telephone number, email and other contact information;

- Brief description of WCB data if the applicant intends to use WCB data in the proposed study/research project. The link to WCB's current Injury Statistics may be accessed [here](#)
- Indicate if a similar NOI has been submitted to the RWIP in the Call for Applications in prior years; and
- Provide the names and contact information of two (2) peer reviewers.

## 2.4 Number of NOI Submissions

A principal applicant may submit more than one NOI in the same annual Call for Applications. A principal applicant may also be a co-applicant in an NOI submitted by a different principal applicant in the same annual Call for Applications.

## 2.5 Preliminary Review of the NOI

The WCB will conduct a preliminary review of all NOI. The criteria for the WCB's preliminary review of an NOI include but are not limited to the following:

- The NOI is within the RWIP mandate;
- It addresses one of the 2018 Scientific Research Priorities;
- The proposed study would result in practical outcomes for the WCB and its stakeholders; and
- The principal applicant/s co-applicant/s do not have a history of default with RWIP funding previously.

The WCB will invite applicants to submit a full Scientific Research application if it is determined that the NOI would likely to lead to high-quality research on a topic that is within the WCB's Scientific Research Priorities for 2018 or within the overall mandate of the RWIP.

If an NOI does not pass the WCB's preliminary review, the principal applicant will be advised by Bruce M. Cielen, Manager, Research and Workplace Innovation Program, not to submit a full Scientific Research application.

An NOI must be submitted electronically **via email** to: Bruce M. Cielen, Manager, Research and Workplace Innovation Program at Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) by **March 27, 2018 by 4:00 p.m. CST.**



**An NOI is not required** for applications submitted under the Training and Education funding stream or the Workplace Innovation funding stream.

An NOI must be submitted electronically **via email** to: Bruce M. Cielen, Manager, Research and Workplace Innovation Program at Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) by **March 27, 2018 by 4:00 p.m. CST.**

## 2.6 Identification and Selection of Peer Reviewers

Although the RWIP reserves the right to determine which experts are the most suitable to review a Scientific Research application, the applicant submitting the NOI must identify **two peer reviewers** who are qualified to review the Scientific Research application and who would not be in a conflict of interest with the principal applicant/s or co-applicant/s.

A peer review is an evaluation of scientific, academic or professional work by experts working in the same field. In general, a peer review assesses the originality and quality of a Scientific Research application received under the RWIP's annual Call for Applications.

The link to the Criteria for the Peer Review of Scientific Research applications may be accessed [here](#)

## 2.7 Important Factors to Consider when Identifying and Selecting Peer Reviewers in the NOI

Factors that should be considered in identifying a peer reviewer include but are not limited to the following:

- The peer reviewer should have expertise in the relevant fields and disciplines identified in the NOI to successfully undertake an evaluation of the proposed study.
- The peer reviewer should be impartial. The peer reviewer is expected to produce an independent and unbiased evaluation of the Scientific Research application.
  - An impartial reviewer would typically be a person in the same academic arena with whom the applicant has **no** on-going or anticipated research collaboration in the near future.
- The peer reviewer should not have a Conflict of Interest in undertaking an evaluation of the proposed study.
- To avoid Conflict of Interest when identifying a peer reviewer, the principal applicant should take into consideration the following:

- The individual identified should not be a principal applicant or co-applicant in any other NOI and Scientific Research application submitted in the current year's Call for Applications;
- The principal applicant must ensure that the agreement from each peer reviewer identified in the NOI must be obtained prior to submitting their names on the NOI;
- The individual identified should not be from the same academic department, research institution, union or company;
- The individual identified should not have had research collaboration, or co-authorship with the principal applicant/s or co-applicant/s within the past three years, or has one proposed in the immediate future;
- The individual identified has not had a professional association as a student, postdoctoral fellow or supervisor with the principal applicant/s or co-applicant/s in the past three years;
- The individual identified should not have a close personal or business relationship with the principal applicant/s or co-applicant/s; or
- The individual identified should not have had long-standing scientific or personal differences with the principal applicant/s or co-applicant/s.

#### Other Considerations in Selection of Peer Reviews

The WCB Manitoba makes every effort to ensure, not only that its decisions are fair and objective, but also that they are seen to be so. Therefore, a peer reviewer identified in the NOI should avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting the evaluator's objectivity.

The WCB's processes are intended to ensure the highest standards of integrity in the selection and evaluation of applications in the Scientific Research funding stream. The established processes also ensure efficiency in the administration of this phase in the funding process.

The WCB advises that the principal applicant/s or co-applicant/s identified in an NOI should be the same in the full application when it is submitted under the Scientific Research funding stream. When there are changes the WCB should be informed before the closing date for the submission of the full Scientific Research application.

### **2.8 Process after Preliminary Screening of an NOI**

When an NOI passes the preliminary screening, the WCB will contact the peer reviewers identified in the NOI to confirm their willingness to peer review the full Scientific Research application.

In situations where the peer reviewer identified in the NOI is unable to undertake the peer review of the full Scientific Research application, the WCB will contact the principal applicant to request names of alternate peer reviewer/s.

### **2.9 Timeframe to Peer Review a Scientific Research Application**

The review of a Scientific Research application is to be undertaken during the period May 22, 2018 to June 26, 2018.

Peer reviewers will be provided with the full Scientific Research application, evaluation criteria, evaluation format and guidelines for completing the review shortly after the WCB receives the full Scientific Research application.

### **2.10 Other Information for Peer Reviews**

- Peer reviewers will be requested to sign a statement of confidentiality and conflict of interest.
- The WCB offers an honorarium of \$150.00 for each peer review.

## **2.11 Scientific Research Application**

An applicant whose NOI passed the WCB's preliminary review will be invited to submit a full Scientific Research application using the template provided on the WCB webpage for the RWIP.

## **2.12 Template for the Scientific Research Application**

Applicants are required to use the downloadable template when completing the full Scientific Research application.

The link to the Scientific Research Application Template may be accessed [here](#)

The full Scientific Research application must be submitted electronically **via email** to: Bruce M. Cielen, Manager, Research and Workplace Innovation Program at Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) by **May 22, 2018 4:00 p.m. CST**.

### **Preliminary Review of the Full Scientific Research Application**

The WCB will conduct a preliminary review of all full Scientific Research applications submitted under the 2018 Call for Applications. The WCB will accept a full Scientific Research application for peer review when:

- The scope and intent of the full Scientific Research application remains the same or does not change substantially from the NOI;
- There is no significant change in academic disciplines listed in full Scientific Research application from the NOI;
- There is no change in the principal applicant/s in the full Scientific Research application from the NOI; and
- The NOI passed the initial preliminary review and the applicant/s was invited to submit a full Scientific Research application.

## **2.13 Information to Include in the Scientific Research Application**

An applicant is expected to complete the section on Administrative Requirements and Part 1 to Part 6 of the Scientific Research application. The information requirements for a Scientific Research application are described below:

## **2.14 General Information**

This Part includes the following:

- Project Title;
- Identifying the Scientific Research Priority for the proposed study;
- Information on Principal Applicant/s;
- Information on Co-Applicant/s;
- Approval by department head;
- Information on financial officer where applicable; and
- Summary of Scientific Research Proposal.

The Summary should not exceed two (2) pages and should include the following:

- A brief description of the study to include the research question, issue or problem, how these will be addressed in the study;
- The relevance to the WCB and fit with the Research Priority and/or mandate of the RWIP;
- Steps to transfer research findings to end users;
- Funding amount requested;
- Duration of study; and
- Indication if the proposal is an initial submission or resubmission.

## **2.15 Resubmission**

If the proposed study is a resubmission please provide:

- A response to the comments and critiques of the WCB and Peer Reviews;  
and
- Indicate how the re-submitted application has been revised based on the feedback provided by the WCB in its letter informing the applicant about the status of his or her previous application.

## 2.16 Research Proposal

This Part includes the following:

**a) Literature Review** (2.1 in Scientific Research Application). The review of existing knowledge in the proposed study area/s should at a minimum include the following:

- A description of leading research and data in the body of knowledge encompassing the proposed area/s of study;
- An analysis of the relative strengths, weaknesses, limitations and gaps in knowledge relative to the proposed study area/s; and
- A discussion of key completed studies and on-going research in the Canadian context such as research by workers compensation boards, academic institutions, research organizations and other researchers which relate to this study.

**b) Relevance and Significance of the Research** (2.2 in Scientific Research Application). This section should include the following:

- Explain why the proposed research would be different from previous and on-going studies identified in the literature review;
- Identify the central issues and/or problems the proposed research would be addressing and explain why this is important to Manitoba; and
- Describe the theoretical and practical significance of the proposed research including a description of how the proposed study would fill gaps in knowledge, policy, programs or practices for workers compensation.

**c) Research Objectives** (2.3 in Scientific Research Application). This section should:

- Specify clearly the objectives of the research; and
- Provide the rationale for the research objectives.

**d) Research Design and Methodology (2.4 in Scientific Research Application).**

This section should provide a clear explanation of the theoretical/conceptual framework guiding the research. Your explanation should at a minimum include:

- Key concepts and definitions;
- Rationale for selection of theoretical framework;
- Research methodology; and
- Sample Information: description, estimated size, etc. and sources that will provide the basis for selection of sample.

If you plan to use proven research instruments please attach copies to the Scientific Research application.

**e) Data Analysis (2.5 in Scientific Research Application).** This section should include the following:

- Indicate if your study will require data from the WCB or Workplace Safety and Health Division, Manitoba Growth, Enterprise and Trade.
- Identify data sources;
- Describe the method/s and software requirements;
- Describe the types of data that will address research objectives and issues; and
- Indicate if methodology needs approval of an ethics review board and whether the study involves any of the following:
  - Human subjects;
  - Stem cells;
  - Vertebrate animals;
  - Biological research hazards; or
  - An environmental impact or assessment.

The link to the current WCB Injury Statistics may be accessed [here](#)



**f) Scope of Research** (2.6 in Scientific Research Application). This section should include the following:

- State what the study will address and areas that will not be covered by study;
- Explain the linkage between the scope of the study relative to the budget request; and
- Describe how the study's scope anticipates successful completion within the proposed project's duration.

**g) Knowledge Transfer and Exchange** (2.7 in Scientific Research Application). An on-going objective of the RWIP is to ensure the resources developed and learning gained from RWIP projects are broadly shared and used by WCB leadership and staff, other researchers, Manitoba employers, workers and policy makers. The KTE plan should apply the integrated KTE process to engage stakeholders, decision-makers and knowledge users during the life of a project.

The KTE plan should also include activities to promote successful project outcomes, best practices and research evidence into practical applications that can be used to prevent occupational injury, illness and disease and to foster successful rehabilitation and productive return-to-work of injured or ill workers.

A Scientific Research application must include a KTE plan.

More information on KTE for RWIP projects is provided in Section 5 of this Document.

The estimated cost for KTE should be included in the project's budget. See Section 6 of this Document for more information on the budget requirements.

### **2.17 Part 3: Management of Project**

A format for the Timetable of Key Project Activities are provided in the Scientific Research Template. Use this format to develop a timetable and work plan that will:

- Identify and describe project activities;
- Specify key milestones;
- Identify start and finish dates; and
- Relate costs to project activities.

### **2.18 Part 4: Risk Assessment**

Use the Risk Assessment Matrix provided in the Scientific Research Template for this Part to identify the potential risks to successful completion of the project, e.g. cooperation from workplace parties, participation of subjects, resource availability etc.

### **2.19 Part 5: Project Budget: Explanation of Budget and Justification of Budget Items**

Use the Table provided in the Scientific Research Template to give a detailed explanation of the project budget and justification of budget items. Refer to Section 6 of this Document for more information on budget requirements.

### **2.20 Part 6: Research Team Information**

The applicant must demonstrate that the Research Team is capable of successfully completing the project.

The application should use the format provided in the Scientific Research Template to provide a biographical sketch of the Principal Applicant/s, Co-Applicant/s and other team members. Each biographical sketch:

- Must be part of the electronic application form;
- May not be longer than 5 pages; and
- Include the following elements:
  - Full name and title;
  - Institution or organization;
  - Educational background (institution, degree/diploma, certificate/qualification conferred, year conferred, and field of study);

- Research and professional experience;
- Publications, and
- Funding applied for and received.

### **2.21 Criteria for Evaluating Scientific Research Applications**

A Scientific Research application will initially be reviewed by two peer reviewers and the evaluation will be shared with the RWIP Evaluation Committee. For more information on peer reviews please to Sections 2.7 to 2.10 of this document.

The link to the Criteria for the Peer Review of Scientific Research applications may be accessed [here](#)

The link to the Criteria for evaluating Scientific Research applications by the RWIP Evaluation Committee may be accessed [here](#)

RWIP Evaluation Committee

The RWIP Evaluation Committee includes WCB Directors, senior staff from Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and Manitoba's Chief Occupational Medical Officer. The RWIP Evaluation Committee will review and evaluate all applications received under the Scientific Research funding stream. In undertaking this review the RWIP Evaluation Committee will take into consideration the completed peer reviews for each Scientific Research application.

### **2.22 Criteria for Peer Review of a Scientific Research Application**

There are 6 criteria for the peer review of a Scientific Research Application: Scientific Merit, Research Design and Methodology, Knowledge Transfer and Exchange, Management of Proposed Research and Risk Assessment, Budget and Expertise.

A Scientific Research application that does not pass peer review will not be given further funding consideration. The RWIP Manager will notify the Principal Applicant in writing of the failed Peer Review and the decision to remove the Scientific Research application from the current year's grants competition.

### **2.23 Timeframe to Complete the Peer Review**

The review of a Scientific Research application is to be undertaken during the period May 22, 2018 to June 26, 2018.

### **2.24 Approval by Head of Academic Department/ Research Organization**

Applications for Scientific Research projects must demonstrate the consent and approval of the head of the department, institution or organization at which the principal applicant is employed or affiliated. The Scientific Research application should include the electronic signature of the head of the department, institution or organization of the principal applicant.

### **2.25 Ethics Review**

All Scientific Research projects must abide by applicable ethical standards and undergo review by an institutional ethics board, where appropriate.

### **2.26 Commitment and Support for Scientific Research Projects**

Applicants may provide Letters of Support from key stakeholders, knowledge users and end users for the proposed Scientific Research project. Letters of Support are not a requirement for applications in the Scientific Research funding stream but are nevertheless welcome.

### **2.27 Restrictions on Letters of Support**

- In obtaining support for the project, applicants **are advised not to** solicit Letters of Support from:
  - WCB staff and departments;
  - WCB Executive Management;
  - WCB's Board of Directors;
  - Workplace Safety and Health staff and departments; and
  - SAFE Work Manitoba staff and departments.

### **3 TRAINING and EDUCATION FUNDING STREAM**

The primary goal of this funding stream is to support Training and Education projects in occupational health and safety that are consistent with the strategic priorities outlined in the Workers Compensation Board of Manitoba 2016-2020 Five Year Plan (Five Year Plan).

The link to the Workers Compensation Board of Manitoba 2016 - 2020 Five Year Plan may be accessed [here](#)

The RWIP will consider funding Training and Education projects that:

- Develop or expand capacity for training that will benefit Manitoba workplaces, industry sectors or occupational groups;
- Address gaps in the delivery of training and education;
- Promote culture and language sensitive training to immigrant workers and workers at risk;
- Improve training in workplace risk assessment and hazard identification related to health and safety, injury prevention and safe return to work; or
- Apply new information, technology, work processes or other factors to address injury prevention, safe return to work and occupational illness.

#### **3.1 Eligibility for Funding under the Training and Education Stream**

Applicants must be engaged in occupational health and safety in Manitoba and demonstrate knowledge, expertise and proficiency in the development and delivery of Training and Education programs. Eligible applicants include qualified educators, trainers, health and safety professionals, healthcare professionals, labour organizations, unions, employers, employer associations, safety groups, industry associations and research organizations.

#### **3.2 Training and Education Applications**

Applicants interested in requesting funding under this stream are required to submit an application using the template provided on the WCB webpage for this program.

An applicant intending to submit a Training and Education application **is not required to submit an NOI**. An NOI is only required for an application submitted under the Scientific Research Funding stream.

### **3.3 Training and Education Template**

Applicants are required to use the downloadable template for Training and Education when completing the application.

The link to the Training and Education Template may be accessed [here](#)

### **3.4 Scope of Training and Education Projects**

The provision of high-quality occupational health and safety training and education is linked to improved occupational health and safety and injury prevention in the workplace. Training and Education projects for occupational health and safety may include instruction programs or activities that impart knowledge and skills related to occupational health and safety. Training projects may teach people how to use equipment, follow safe operating procedures or correctly handle hazardous materials.

Training is generally delivered in the context of an active workplace and has a practical connotation. Education programs are generally delivered by public education institutions or certification bodies and are designed to create the foundation of knowledge, principles and practices for occupational health and safety and the prevention of workplace injury and illness.

### **3.5 Information to Include in the Training and Education Application**

Applicants are expected to complete the section on Administrative Requirements and Part 1 to Part 6 of the Training and Education application. The information requirements for a Training and Education application are described below:

#### **Part I: General Information**

This Part includes the following:

- Project title;
- Information on principal applicant/s;

- Information on co-applicant/s; and
- Support for project to include support from Industry Based Safety Association and/or industry association, and where applicable approval from the employer/s, union or workplace safety and health committee.

## **Part 2: Description of Training and Education Project**

The application at a minimum must:

- Describe the core content, structure, design and mode/s of delivery of the proposed training and education project;
- Identify the target group or audience and rationale for selecting the group or audience and describe the benefit to Manitoba workers, employers, workplaces, industry sectors or occupational groups;
- Demonstrate the project's relevance to the strategic priorities of the WCB and SAFE Work Manitoba. Give a clear explanation why the project is necessary, how it will address current training and education gaps and its potential to increase capacity through the delivery of training and education envisioned by the project;
- Explain how the training or education project meets or exceeds the current standards in place in Manitoba;
- Demonstrate that the project team is equipped with the knowledge, experience and credentials in occupational health and safety, injury prevention, return to work, and treatment of occupational illnesses to undertake the project successfully;
- Identify any training and education resources that currently exist along with the names of providers; and
- Knowledge Transfer and Exchange

An on-going objective of the RWIP is to ensure the resources developed and learning gained from RWIP projects are broadly shared and used by WCB leadership and staff, other researchers, Manitoba employers, workers and policy makers. The

KTE plan should apply the integrated KTE process to engage stakeholders, decision-makers and knowledge users during the life of a project.

The KTE plan should also include activities to promote successful project outcomes, best practices and research evidence into practical applications that can be used to prevent occupational injury, illness and disease and to foster successful rehabilitation and productive return-to-work of injured or ill workers.

The Training and Education application must include a KTE plan.

More information on KTE for RWIP projects is provided in section 5 of this Document. The estimated cost for KTE should be included in the project's budget. See Section 6 of this Document for more information on the budget requirements.

### **Part 3: Management of Project**

- A format for the Timetable of Key Project Activities is provided in the Training and Education Template. Use this format to develop a timetable and work plan that will:
  - Identify and describe project activities;
  - Specify key milestones;
  - Identify start and finish dates; and
  - Relate costs to project activities.

### **Part 4: Risk Assessment**

Use the Risk Assessment Matrix provided in the Training and Education Template for this Part to identify the potential risks to successful completion of the project, e.g. cooperation from workplace parties, participation of subjects, resource availability etc.

### **Part 5: Project Budget: Explanation of Budget and Justification of Budget Items**



Use the Table provided in the Training and Education Template to give a detailed explanation of the project budget and justification of budget items. Refer to Section 6 of this Document for more information on budget requirements.

## **Part 6: Expertise of Project Team**

The applicant must demonstrate that the Project Team is capable of successfully completing the project.

The application should provide resumes for the Principal Applicant and each Co-applicant. The resumes must be included with the electronic application form, may not be longer than 5 pages each, and should include the following elements:

- Name
- Title/Designation
- Employer/or sponsor
- Educational background (institution, degree/diploma, certificate/qualification conferred, year conferred, and field of study)
- Professional experience and expertise to undertake this project

### **3.6 Support of Industry Associations or Safety Associations**

Before submitting an application under the RWIP's Training and Education funding stream, the applicant is encouraged to consult and obtain the support of key stakeholders such as industry partners, Industry-Based Safety Programs, safety associations or other stakeholders. The WCB also encourages the applicant to obtain financial or in-kind investment from stakeholders who support the project.

In obtaining support for the project, applicants **are advised not to** solicit Letters of Support from:

- WCB staff and departments;
- WCB Executive Management;

- WCB's Board of Directors;
- Workplace Safety and Health staff and departments; and
- SAFE Work Manitoba staff and departments.

### **3.7 Signatures of Industry Association/s and other Workplace Parties**

The Training and Education application should include the electronic signatures of industry association/s, and where applicable signatures from the employer/s, union representative and the Chair and Co-Chair of the Workplace Safety and Health Committee.

To obtain more information on industry associations, safety associations or other key stakeholders related to a project application in the Training and Education funding stream, please contact:

Bruce M. Cielen, Manager  
Research and Workplace Innovation Program, at  
Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) or Tel: (204) 954-4650 or toll-free 1-855-954-4321

### **3.8 Criteria for Evaluating Training and Education Applications**

The link to the Criteria for Evaluating Training and Education Applications may be accessed [here](#)

RWIP Evaluation Committee

The RWIP Evaluation Committee includes WCB Directors, senior staff from Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and Manitoba's Chief Occupational Medical Officer. The RWIP Evaluation Committee will review and evaluate all applications received under the Training and Education funding stream.

## 4 WORKPLACE INNOVATION FUNDING STREAM

The primary goal of this funding stream is to support novel, creative, innovative projects that lead to positive change in the safety and health environment in Manitoba workplaces. The RWIP will consider funding Workplace Innovation projects that:

- Provide direct benefits to the occupational health and safety of a specific workplace or workplaces, including injury prevention and RTW;
- Develop, implement and evaluate innovative, practical, shop-floor solutions to improving workplace health and safety and fostering successful rehabilitation and meaningful return-to-work of injured or ill workers;
- Apply new information and technology to address occupational health and safety issues;
- Use existing knowledge in new ways to solve problems in occupational health and safety; or
- Transfer new knowledge to the workplace through the development or provision of training and education materials or programs in workers compensation issues or occupational health and safety.

### 4.1 Eligibility for Funding under the Workplace Innovation Stream

Manitoba employers or unions, labour organizations, industry associations, safety groups, researchers or consultants working with employers or workers may apply for funding under the Workplace Innovation stream. In addition, projects must be conducted within a specific Manitoba workplace/s.

### 4.2 Workplace Innovation Applications

Applicants interested in requesting funding under this stream are required to submit an application using the template provided on the WCB webpage for this program.

An applicant intending to submit a Workplace Innovation application **is not required to submit an NOI**. An NOI is only required for an application submitted under the Scientific Research Funding stream.

### **4.3 Template for Workplace Innovation Application**

Applicants are required to use the downloadable template for Workplace Innovation when completing the application. This template is provided on the WCB webpage. The link to the Workplace Innovation template is below:

The link to the Workplace Innovation template may be accessed [here](#)

### **4.4 Scope of Workplace Innovation Projects**

Innovation is generally understood as the successful introduction of something new and useful. Innovation encompasses new ideas, processes, products and services and uses it to change and improve the environment in which the innovation is introduced. Innovation implies action that adds value and results in change.

In the context of this Program, an innovative project is expected to change and improve a specific workplace's safety and health environment leading to and resulting in reduced incidence and frequency of injuries and occupational illnesses and diseases. The intent is for the applicant to undertake the project within his or her own workplace. Applicants requesting funding under this stream are responsible for describing how their project meets this definition.

### **4.5 Information to Include in the Workplace Innovation Application**

Applicants are expected to complete the section on Administrative Requirements and Part 1 to Part 6 of the Workplace Innovation application. The information requirements for a Workplace Innovation application is described below:

#### **Part I: General Information**

This Part includes the following:

- Project Title;
- Information on principal applicant/s;
- Information on co-applicant/s;
- Project location/s

- Workplace support for the project to include approval from the employer/s and where applicable agreement from the union and/or workplace safety and health committee.

## **Part 2: Description of Workplace Innovation Project**

The application at a minimum must:

- Provide a comprehensive description of the project;
- Describe the workplace safety and health issues to be addressed;
- Identify the objectives, goals, and target group/s for the project;
- Describe the expected project results and outcomes;
- Describe the innovation that the project will undertake or implement to change and improve occupational health and safety of a specific workplace/s, and/or foster rehabilitation and return-to-work of injured workers.
- The innovation proposed in the project should include one or more of the following:
  - Practical application of new knowledge, processes, technology, products and/or services that addresses occupational health and safety in the workplace/s, and/or fosters rehabilitation and return-to-work of injured workers;
  - Application of existing knowledge in new ways that addresses occupational health and safety in the workplace/s, and/or fosters rehabilitation and return-to-work of injured workers.
  - Practical, shop-floor solutions to improve workplace health and safety practices/behaviour that addresses occupational health and safety in the workplace/s, and/or fosters rehabilitation and return-to-work of injured workers.
- KTE Activities for the Project

An on-going objective of the RWIP is to ensure the resources developed and learning gained from RWIP projects are broadly shared and used by WCB leadership and staff, other researchers, Manitoba employers, workers and policy makers. The KTE plan should apply the integrated KTE process to engage stakeholders, decision-makers and knowledge users during the life of a project.

The KTE plan should also include activities to promote successful project outcomes, best practices and research evidence into practical applications that can be used to prevent occupational injury, illness and disease and to foster successful rehabilitation and productive return-to-work of injured or ill workers.

The Workplace Innovation application must include a KTE plan.

More information on KTE for RWIP projects is provided in section 5 of this Document. The estimated cost for KTE should be included in the project's budget. See Section 6 of this Document for more information on the budget requirements.

### **Part 3: Management of Project**

A format for the Timetable of Key Project Activities are provided in the Workplace Innovation Template. Use this format to develop a timetable and work plan that will:

- Identify and describe project activities;
- Specify key milestones;
- Identify start and finish dates; and
- Relate costs to project activities.

### **Part 4: Risk Assessment**

Use the Risk Assessment Matrix provided in the Workplace Innovation Template for this Part to identify the potential risks to successful completion of the project,

e.g. cooperation from workplace parties, participation of subjects, resource availability etc.

### **Part 5: Project Budget: Explanation of Budget and Justification of Budget Items**

Use the Table provided in the Workplace Innovation Template to give a detailed explanation of the project budget and justification of budget items. Refer to Section 6 of this Document for more information on budget requirements.

### **Part 6: Expertise of Project Team**

The applicant must demonstrate that the Project Team is capable of successfully completing the project.

The application should provide resumes for the Principal Applicant and each Co-applicant. The resumes must be included with the electronic application form, may not be longer than 5 pages each, and should include the following elements:

- Name
- Title/Designation
- Employer/or sponsor
- Educational background (institution, degree/diploma/certificate or qualification conferred, year conferred, and field of study)
- Professional experience and expertise to undertake this project.

### **4.6 Workplace Innovation Projects and *The Workplace Safety and Health Act***

The RWIP may also fund innovation projects that involve activities to improve occupational health and safety of a workplace in compliance with *The Workplace Safety and Health Act*. Project funding may be provided to meet in part, the cost of an employer's legislative requirements under *The Workplace Safety and Health Act*.

#### **4.7 Commitment and Support for Workplace Innovation Projects**

The success of Workplace Innovation projects depends on the commitment and support of key stakeholders. Therefore, applications must demonstrate the commitment and support of business owners, management, employee unions and health and safety committees, key stakeholders such as industry partners, Industry-Based Safety Programs, safety associations or other stakeholders. Projects where there is financial or in-kind investment by the applicant and or workplace parties are encouraged.

In obtaining support for the project, applicants **are advised not** to solicit Letters of Support from:

- WCB staff and departments;
- WCB Executive Management;
- WCB's Board of Directors;
- Workplace Safety and Health staff and departments; and
- SAFE Work Manitoba staff and departments.

#### **4.8 Signatures of Workplace Parties**

The Workplace Innovation application must include the electronic signatures of the applicant's employer, and where applicable, the signature of a representative of the union in the workplace, and the Chair and Co-Chair of the Workplace Safety and Health Committee.

#### **4.9 Criteria for Evaluating Workplace Innovation Applications**

The link to the Criteria for Evaluating Workplace Innovation Applications may be accessed [here](#)

RWIP Evaluation Committee

The RWIP Evaluation Committee includes WCB Directors, senior staff from Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and Manitoba's Chief Occupational Medical Officer. The RWIP Evaluation Committee will review and evaluate all applications received under the Workplace Innovation funding stream.





## **5 KNOWLEDGE TRANSFER AND EXCHANGE (KTE)**

An on-going objective of the RWIP is to ensure the resources developed and learning gained from RWIP projects are broadly shared and used by WCB leadership and staff, Manitoba employers, workers and policy makers.

The WCB is giving increasing importance to engaging external audiences and stakeholders in developing research questions, and identifying knowledge gaps or barriers in specific study areas. The mechanism of the Project Advisory Committee (PAC) has been used to support this approach to KTE. This has the dual benefit of creating a pool of ambassadors committed to dissemination of results and findings, as well as having knowledge experts on the project team who will ensure that findings will be relevant and useful to communities of practitioners and stakeholders.

### **5.1 Definition of KTE**

KTE refers to an integrated process to engage stakeholders, decision-makers and knowledge users during the life of a project. KTE includes activities to promote successful project outcomes, best practices and research evidence into practical applications that can be used to prevent occupational injury, illness and disease and to foster successful rehabilitation and productive return-to-work of injured or ill workers.

Using the Integrated KTE model, the applicants will work together with stakeholders, decision-makers and knowledge users to shape the process of the project, identify priorities, clarify definitions, determine the final project methodology, interpret project results and promote project outcomes.

Applicants are encouraged to consider establishing a PAC to assist and guide the project team through key activities from project start to project completion.

Each application should provide a description of the KTE planned for the project. A KTE Plan will include the key dimensions described below.

## **5.2 KTE Goals**

The KTE Plan should identify the KTE goals of the proposed project. KTE goals for example could include: creating awareness, generating change in policy or practice, sharing knowledge or influencing changes in behavior.

## **5.3 KTE Target Audiences**

The KTE Plan should determine who the target audiences are including potential end-users who should hear the project's messages. Target audiences could include decision-makers, stakeholders, practitioners, educators, workers in specific industry sectors, occupation, age group, ethnic or language groups, newcomers to the workforce, or the general public.

The KTE Plan should demonstrate the applicant's knowledge and understanding of the target audience/s. This section should address questions such as:

- What is the culture of the target group?
- What is their readiness for change?
- Who are the leaders?
- Who are potential champions for the project?

## **5.4 KTE Stakeholder Engagement**

The KTE Plan should identify the key stakeholders for the project and describe the many ways they would be engaged during the life cycle of the project. Some of the ways to engage stakeholders would be through regular meetings, written communication of project developments; seminars etc. It is important that these activities be formalized and properly documented for the duration of the project and at completion. The timing for the engagement of stakeholders would vary depending on the scope of the project and different stakeholders could be engaged at different times during the life cycle of the project.

## **5.5 KTE Project Messages**

The KTE Plan should indicate how and when the project's messages will be developed. These messages should align with the overall project's goals and final results. The messages should be tailored to meet the preferences and context of

the target audience/s and could include follow-up actions which are prompted by the project's findings.

### **5.6 KTE Information Sharing Strategies**

The KTE Plan should identify how information will be shared, disseminated or promoted during the project and at project completion. The application should identify the barriers and risks to KTE and how risks would be mitigated.

### **5.7 KTE Resources**

The KTE Plan should include a description of the resources required to undertake and implement the plan. The total financial requirements should be shown in the budget as a line item 4 in the table on Part 5 of the application templates.

For more information to the Integrated KTE model see the link to SickKids Learning Institute for KTE which may be accessed [here](#)

## **6 PROJECT BUDGET AND JUSTIFICATION OF BUDGET ITEMS**

The budget for a project typically reflects and quantifies the timetable and work plan to undertake the project in terms of personnel, materials, supplies, and other requirements. Accordingly, it is essential that there is a clear link between the project's objectives, deliverables and work plan and the budget expenditure items.

### **6.1 Funding Amount for Project Budget**

Each project may be funded up to a maximum of \$200,000. The funding amount should not exceed \$100,000 annually.

### **6.2 Administrative Costs/Overheads**

Project costs may include reasonable administrative costs levied by participating institutions and organizations but should not include blanket surcharges for institutional overhead.

### **6.3 Direct Costs of the Project**

The WCB will provide support for the direct costs of the project. The direct costs should include the resources essential for the conduct of the project. The dollar amount of these costs should be provided in the Table shown in Part 5 of the application template.

The Table in Part 5 of the application template for each funding stream lists six (6) budget items to be included in the project's budget. If the project will not incur expenditure in any of these items the row may be left blank. The budget items are:

- Salaries
- Materials and supplies
- Equipment
- Knowledge Transfer and Exchange
- Travel, Accommodation and Meals within Canada, and
- Other Project Costs not listed above.

## **6.4 Project Costs Met by the Employer or Sponsor**

The Table in Part 5 of the application template also includes a section on the specific project costs met by the employer or sponsor/s of the project.

## **6.5 Justification of Budget Items**

The applicant must provide clear justification for each budget item.

### **Salaries**

The budget amount to be included under this budget item is the cost for new staff or consultants hired to work on the project.

The justification for this budget expenditure should include information on staffing positions required to undertake the project such as the:

- Number of staffing positions based on the duties and responsibilities required for the project. These positions could include consultants, project coordinators, project assistants, research assistants, administrative support, statistical support etc.;
- Brief description of the roles and responsibilities of each position;
- Employment status of the position e.g. whether it is full time or part time;
- Estimated number of working hours;
- Pay rate e.g. whether hourly/weekly/monthly;
- Brief description of qualifications suitable to fulfil the duties and responsibilities of the position, and
- Other information that is relevant to the costing of this budget item as accurately as possible.

### **Materials and Supplies**

The justification for this expenditure item should include the following:

- Cost office supplies, photocopying, printing, telephone, fax, conference calls, consumables, printer supplies etc.

- List items or supplies that exceed \$1,000.00.

### Equipment

The justification for this expenditure item should include the purchase, lease or rental of equipment and devices for undertaking the project such as:

- Tools, machinery or vehicles;
- Software licences and licensing fees;
- Fees to access databases or research material;
- Instruments for testing and for experiments;
- Desktop or laptop computers, tablets etc.;
- Portable data collection equipment etc.

### **6.6 Ineligible Expenses under Salaries**

The budget **should not** include costs of salary replacement for staff involved in the project, buy-outs of teaching time or other responsibilities of the applicant/s, co-applicant/s or the study's partners.

### **6.7 Project Funding for Capital Expenditure**

The WCB will allow the grant recipient to purchase or lease equipment, technology or software licenses within an approved project's budget. The amount of funding will not exceed ten percent (10%) of the total amount of funding requested by the applicant for the project.

### **6.8 Ownership of Capital Expenditure**

Upon successful conclusion of a project the WCB may allow the grant recipient to retain and have ownership of the equipment that was purchased for the project. If the project is not successfully completed the WCB may choose to take possession of the equipment from the grant recipient.

### **6.9 Knowledge Transfer and Exchange**

The justification for this expenditure item should include the following:

- Costs of setting up a Project Advisory Committee (PAC);
- Meeting costs for the PAC;
- Costs of other stakeholder engagement;
- Costs for KTE dissemination of project results and findings to include:
  - Costs for publication in peer reviewed journals;
  - Costs of materials for dissemination of project resources;
  - Costs of travel, meals and accommodation for presentations within Canada;
  - Other resources to promote KTE.

### **6.10 Travel, Accommodation and Meals within Canada**

The justification for this expenditure item should include cost of transportation, accommodation and meals paid according to WCB Manitoba rates. Estimate, transportation, accommodation and meal costs by number of persons and number of days. Section 11 of this document provides the information for estimating travel, accommodation and meal costs for Part 5 of the application templates.

### **6.11 Other Project Costs**

The justification for this expenditure item should include payment of stipends and honoraria to participants in the project and other items not referenced in budget expenditure items.



## **7 FUNDING AGREEMENT**

Successful applicants are required to enter into a formal funding agreement with the WCB. The funding agreement sets out the terms and conditions of funding including the objectives of the project, the maximum amount of the grant, duration of the grant, expenditure controls, reporting requirements and deliverables.

### **7.1 Duration of Grant**

A project should be time limited generally up to a maximum of two years in duration. The WCB may consider extending the period of the funding agreement when there are extenuating circumstances.

### **7.2 Conditions Regarding the Use of Funding**

Grant recipients are required to hold project funding in trust and are required to return all project funding not required or expended upon completion of the project.

The funds awarded to each grant recipient are for use exclusively against expenditure items specified in the funding agreement. Some flexibility may be permitted for reallocation from one budget category to another within the approved budget. The movement of expenditure items within an approved budget requires prior authorization by the WCB.

### **7.3 Disbursements of Project Funds**

Project payments are distributed over the term of the project, typically every four to five months, and are issued upon the WCB's satisfactory receipt of project deliverables that include progress and financial reports provided in a format satisfactory to the WCB.

Grant recipients are required to notify the WCB immediately of any unforeseen delays affecting the timing of the project.

### **7.4 Mileage and Meal Rates**

Please also take note that there will be no adjustment to the WCB's mileage rate or the WCB's meal rates from the rates shown in Section 11 of this document. These rates are to be used in the development of the project's budget. The same

rates will apply to the funding agreement and will not change for the duration of the project.

### **7.5 Restrictions on Program Funding**

The RWIP will not fund or support the following:

- All or a portion of an organization’s operational expenses;
- Administrative surcharges or overhead percentage fees required by institutions to administer funds to researchers affiliated with the institution, although reasonable administrative expenses are eligible to be covered;
- Compensation for salaries, time-off or gratuities for employees in workplaces involved in an innovation project;
- Capital projects; or
- Profit-driven research and development projects.

### **7.6 Grant Termination**

The WCB may terminate a grant where:

- The grant recipient has failed to meet the obligations set out in the funding agreement;
- There is evidence of misuse of funds; or
- The grant recipient is no longer able to complete the project to the WCB’s satisfaction.

### **7.7 Intellectual Property, Ownership and Use of Information**

All information, data, research, documents and materials developed or produced in connection with a project, including software applications (the Information) will be the exclusive property of the grant recipient. However, the WCB retains an irrevocable, perpetual and un-exclusive right to access and use the Information and to copy and/or distribute the Information to other parties for use without payment of any fees, charges or royalties of any type.

## **7.8 Liability**

The WCB has no liability or duty in connection with the project other than its commitment to provide the funds pursuant to the conditions outlined in the funding agreement.

## **7.9 Accessibility Format**

The WCB maintains its website at the WCAG 2.0 Level AA accessibility standard. The link to the WCAG 2.0 Level AA accessibility standard may be accessed [here](#)

To meet this standard, all PDFs uploaded to the WCB's website must comply with the standard. Both Microsoft Word and Adobe InDesign include tools for making accessible PDFs. The link above describes the steps for creating an accessible PDF in Word or InDesign, with links to online tutorials. Please review these guidelines and ensure you follow them when preparing your final report. Your report will be reviewed for accessibility and must meet the standard before being posted on the WCB's website.

## 8 OTHER PROGRAM INFORMATION

Applicable to Projects in all Funding Streams

### 8.1 Selection of Applications

The RWIP is a competitive, merit-based grants program, with applications subject to rigorous and transparent independent evaluation at several levels. The WCB has discretion to conduct a preliminary review of all applications in all funding streams and select those that will be forwarded for further funding consideration.

### 8.2 Evaluation of Applications

All accepted applications will be evaluated by the RWIP Evaluation Committee using the Criteria established for each funding stream.

The WCB Board of Directors makes the final decision regarding which applications will receive funding.

### 8.3 Electronic Submission of Applications

Applications must be submitted electronically via email using the appropriate application template.

The electronic submission must include electronic signatures.

The application must be submitted as a Word document in 14 point font.

Each page of the application must be numbered and include the title of the project.

Please take note that the WCB **will not accept** applications sent by fax or in hard-copy via regular mail.

All applications including the NOI for Scientific Research applications must be submitted electronically **via email** by the closing date to:

Bruce M. Cielen, Manager, Research and Workplace Innovation Program at Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca)

### **8.4 Meritorious Projects**

The WCB has the discretion to fund meritorious projects which may not exactly fit within the three funding streams, but which still fit within the mandate of the Program.

### **8.5 Use of WCB Data**

This section only applies to applicants who will require WCB Manitoba data. Data from the WCB's database may be released for a project subject to the provisions in Policy 21.50.50, *Release of Statistical Data*.

Applicants requiring access to WCB data are advised to contact the Manager, Research and Workplace Innovation Program, prior to submitting the application and specify data elements needed, and their purpose. The WCB cannot guarantee the availability of all data required.

The link to Policy 21.50.50, *Release of Statistical Data* may be accessed [here](#)

### **8.6 WCB Injury Statistics**

The WCB publishes its injury statistics annually. The link to the current WCB Injury Statistics may be accessed [here](#)

## 9 INSTRUCTIONS FOR COMPLETING APPLICATIONS

Applicants are expected to use the templates developed for Scientific Research, Workplace Innovation or Training and Education based on the subject matter and focus of their application. Applicants may download a Word version of the template from the WCB website. Please contact Joanne Machado at Email: [JMachado@wcb.mb.ca](mailto:JMachado@wcb.mb.ca) or Tel: (204) 954-4811 or toll-free 1-855-954-4321 should you experience difficulties in downloading a template/s.

In cases where the application does not easily fall into any of the three funding streams but falls within the mandate of the RWIP, the applicant should use whichever template is the best fit and provide the information that would enable the WCB to properly review the application.

The WCB will not request clarification from any applicant regarding an application. Each applicant will need to represent their funding request clearly and within the parameters established for each funding stream.

### 9.1 Multiple Applications to the Current Call for Applications

An applicant is permitted to apply for funding in one or more of the three funding streams under the RWIP (Scientific Research, Workplace Innovation or Training and Education) at the same time. If an applicant chooses to submit applications in more than one funding stream, then the application should reflect the core purpose of the selected funding stream.

There is no advantage to requesting funding for the same project under more than one funding stream. The RWIP will not fund projects that request funding from more than one funding stream for the same project.

### 9.2 Length of Application

There are no limits to the length of the application except in the specified sections. All sections of the application template should be completed by providing the requested information.

### **9.3 Supporting Information**

Where the applicant is providing supporting material it should be referenced in the body of the application and attached as appendices. The WCB will accept supporting information in an electronic format.

### **9.4 Letters of Support**

Where the applicant is providing Letters of Support these should be attached at the end of the application.

## **10 RESUBMISSIONS**

An applicant, who in a previous RWIP grant competition had not been awarded funding, and, is re-submitting an application under the current competition, must provide a response to the comments and critiques of the WCB. In the case of Scientific Research applications, the WCB's comments would have included the evaluation from peer reviewers. The applicant should indicate how the re-submitted application is revised based on the feedback provided by the WCB in its letter informing the applicant about the status of his or her previous application.



## 11 WCB TRAVEL, ACCOMMODATION AND MEAL RATES WITHIN CANADA

### *Mileage Rates*

Project staff will be entitled to the mileage rate set by the WCB. The rate at January 01, 2018 to March 31, 2018 is \$0.36 cents per kilometer.

### *Air Travel*

Project staff should take advantage of discount fares, hotel rates and use Economy Class of air service.

### **ACCOMMODATION:**

- A standard hotel room is to be used on business travel. Depending on the availability, you should choose a hotel close to the site where business will be conducted as this usually limits the need for a rental car.
- Original receipts must accompany claims for accommodation and other expenses.
- All bills for accommodation must be signed except if you stay with friends or relatives.
- Reimbursement made for gifts in the form of food, drink or related items, will not exceed 80% of the cost that otherwise would have been incurred.
- The WCB will not reimburse the cost of a spouse or second party who accompanies you.

**MEAL RATES** see Table below

	WCB Meal Rates	2018
<b>Item</b>	<b>Inside MB</b>	<b>Outside MB</b>
Breakfast	\$10.65	\$14.15
Lunch	\$14.50	\$19.05
Dinner	\$28.20	\$37.65
Total	\$53.35	\$70.85

If you have any questions or difficulties completing the application you may contact Joanne Machado at Email: [JMachado@wcb.mb.ca](mailto:JMachado@wcb.mb.ca) or Tel: (204) 954-4811 or toll-free 1-855-954-4321

or

Bruce Cielen Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) or Tel: (204) 954-4650 or toll-free 1-855-954-4321