

Request for Applications

HICAHS Community-Initiated Small Grants Program

2021 Fiscal Year: Projects November 2020 – August 2021



The High Plains Intermountain Center for Agricultural Health and Safety (HICAHS) is one of eleven national Agricultural Safety and Health Centers sponsored by the National Institute for Occupational Safety and Health (NIOSH) at the Centers for Disease Control and Prevention (CDC). HICAHS seeks to lead and coordinate regional and national efforts to improve the well-being and productivity of U.S. agriculture, forestry, and fishing workers through increased health and safety awareness and evidence-based practices. This mission is addressed by undertaking applied research and developing educational programs for those who work in agricultural production. HICAHS primarily serves the High Plains and Rocky Mountain Region (Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming).

Community-Initiated Grant Program Objectives

Grants of up to \$20,000 are available to community-based organizations (Extension, commodity groups, etc.) for the development or enhancement of programs that promote health and safety in agriculture, forestry, or fishing. Projects will be considered for funding that address issues related to the type of agricultural, forestry, or aquaculture work in Colorado, Montana, North Dakota, South Dakota, Utah, and/or Wyoming, **including preventing the spread of COVID-19 in agricultural businesses**. Recent projects have addressed ATV safety in ranching, ATV safety in FFA programs, heavy machinery safety in logging, and mental health in dairy workers. Projects that align to the National Occupational Research Agenda (NORA) for Agricultural, Forestry, and Fishing will be given a higher priority (<https://www.cdc.gov/nora/councils/agff/research.html>).

The objectives of this grant program are to:

1. Develop or augment regional agricultural health and safety education programs by providing community-initiated small grants to regional agricultural partners involved in the prevention of occupational injuries and illnesses.
2. Enhance and refine the translation and dissemination activities of organizations receiving agricultural community-initiated small grants through evaluation and impact assessment processes.

Translation is defined as the process of gathering knowledge and converting it into a form applicable to a target population (e.g., professional loggers, dairy workers and owners, farmers and ranchers) in the context of the conditions in which its members live and interact.

Dissemination is the process of communicating and/or delivering knowledge to the targeted populations in ways that are meaningful and relevant.

Key Dates and Information

Request for applications (RFA) released	July 13, 2020
Applications due	September 1, 2020
Award notification	September 30, 2020
Estimated project start date	November 14, 2020
Budget end date	August 14, 2021
Project report due	November 14, 2021

Applications are due by 11:59pm MDT on September 1, 2020 (see below for more instructions). Funding decisions are anticipated prior to September 30, 2020.

A maximum of \$20,000 can be granted per application and these funds must be spent by August 14, 2021. Invoices for services rendered after August 14 will not be reimbursed by HICAHS. **Note that indirect (F&A) costs are not allowed.**

Applicants are required to complete a project final report at the conclusion of the project or by November 14, 2021.

Application Review

Applications are scored according to the following criteria:

- Compatibility to the HICAHS mission and grant program objectives;
- Significance of the problem and demonstrated need for the project; and
- Potential magnitude of regional and community impact.

No funds will be disbursed without proof of Human Subjects (or Animal Care) Institutional Review Board approval (if applicable). These approvals do not need to be obtained before the application due date and assistance can be provided, if needed.

HICAHS Contact Information

Questions regarding this application can be directed to:

John Rosecrance, PhD, CPE
Community Grants Program Lead
John.Rosecrance@colostate.edu
Phone (cell): 970-988-7552

Whitney Pennington, MPH
HICAHS Outreach Coordinator
whitney.pennington@colostate.edu
Phone: 970-491-3064

Application Instructions

Applicants from Colorado State University (including Extension Services and Satellite locations) requires full OSP review for all proposals from CSU Principal Investigators prior to submitting an application and must be entered into the Kuali Research Proposal Development system.

Applicants from affiliate organizations are strongly encouraged to work with their sponsored programs office at their institution to meet all pre-application requirements specific to their organization.

Applications are due by 11:59pm MDT on September 1, 2020. Email your application in a single PDF or Word file to whitney.pennington@colostate.edu.

Applicants are encouraged to use their own stationary and present the proposal in an attractive layout complete with the organization's logo, if applicable. **Applications must be no longer than 7 pages (excluding budget, signature pages, and optional letters of support) and must include the following information:**

1. Face Page

- a. Project Title
- b. Contact Information of Project Director (required) and staff, including:
 - a. Name
 - b. Organization Name
 - c. Mailing address
 - d. Email address
 - e. Phone number

If this project is being conducted in collaboration with organizations other than your own, please explain.

- c. Dollar Amount Requested

2. Description of Organization

- a. Briefly describe your organization and the expertise in your organization to address the proposed project (not to exceed 1/2 page).
- b. Include organization's mission statement if applicable.

3. Project Description

- a. Background Information:
 - a. Statement of the problem to be addressed.
 - b. The magnitude of the problem in your community (brief statement).
- b. The specific objectives of the project.
- c. Methods and procedures for the project, including:
 - a. The desired message or behavior that you aim to promote.
 - b. The targeted geographical region.
 - c. Target Population
 - i. Describe the population to be served including race, gender, socioeconomic status, age and anticipated number of individuals to be served.
 - ii. Describe how the target audience will be included in the project.
 - iii. Describe any potential barriers you may face with the target audience.
- d. Product Description. If you are developing a video, promotional material,

training, or other product, please describe and explain how and where the product will be distributed and used.

- e. *COVID-19 Considerations. If your project requires travel or face-to-face interaction, please describe planned procedures to ensure the health of all participants (including staff) and reduce the risk of COVID-19 transmission.*
- d. Significance of the project, including how this project will enhance services in your community and how it applies to the National Occupational Research Agenda (NORA) for Agriculture, Forestry, and Fishing (www.cdc.gov/niosh/nora/comment/agendas/AgForFish/).
- e. Evaluation Plan. Describe how you will evaluate the effectiveness of the projects
- f. Timeline. Include a timeline of the project that lists each objective/activity and the planned date of completion
- g. Budget. A draft template is provided below and available for download on the HICAHS website. *Note that indirect (F&A) costs are not allowed.*

4. Related Projects

- a. If this project is related to on-going work or another HICAHS funded project, please explain.

5. Signature (a fillable PDF form is available on the HICAHS website)

All applicants must include the following agreement in the application along with the signature of the applicant. Additional signatures may be included if required by your organization.

Agreement: If I receive a HICAHS community grant, HICAHS has my permission to use the information about the use of, and evaluation of the grant in news releases and other information. I agree to submit a progress report in a timely manner at the conclusion of the project or by November 14, 2021.

HICAHS requests that you publicly recognize HICAHS funding by placing an acknowledgment statement and/or the HICAHS logo on printed materials, newsletters, and press releases. Logo and a draft statement can be acquired by contacting hicaqs@colostate.edu.

Applicant signature: _____ Date: _____

Applicant Name (please type): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

6. *Optional* – Letters of support are welcome but not required.

Draft Budget Form

Please describe the budgeted items and their relationship to the implementation of the proposed project. **Indirect (F&A) costs are not allowed.**

PROJECT TITLE: [Title Here]

AMOUNT REQUESTED

(\$5,000-\$20,000): [Budget Amount Here]

BUDGET PERIOD: November 15, 2020 – August 14, 2021

CATEGORY	JUSTIFICATION	AMOUNT
Personnel		
Travel/Transportation		
Materials and Supplies		
Other Direct Costs		
TOTAL		

Note: Indirect (F&A) costs are not allowed.