

Research Initiatives Program



General Research Stream Preliminary Proposal Application Guide

WorkplaceNL

Health | Safety | Compensation

Table of Contents

1.0	Overview	1
2.0	Preliminary Proposal	1
2.1	General Information	1
2.2	Application Window and Deadline.....	2
2.3	Form Sections.....	2
2.3.1	Project Information.....	2
2.3.2	Applicant Information	2
2.3.3	Project Description.....	5
2.3.4	Methodology	6
2.3.5	Project Budget.....	7
2.3.6	Project Deliverables.....	11
2.3.7	Letters of Support	12
2.3.8	How did you hear about the General Research Stream call for WorkplaceNL’s Research Initiatives Program?	12
2.3.9	Agreement Statements	12
2.3.10	Signatures.....	13
2.4	Form Submission	13
2.5	Review and Invitation Process.....	14
	Appendix A: Preliminary Proposal Screening Criteria.....	15

1.0 Overview

WorkplaceNL's Research Initiatives Program provides funding for workplace health and safety research to inform the development of innovative solutions to prevent workplace injuries and support return to work following an injury.

This Preliminary Proposal Application Guide is intended to provide researchers with instruction on how to complete the Preliminary Proposal Application Form for the General Research Stream of this program. The Preliminary Proposal Application Guide includes detailed explanations of the various application form sections and information on WorkplaceNL's review and assessment process for proposals received.

Applicants should consult this Preliminary Proposal Application Guide, in addition to the **Funding Guidelines** and other program information available on WorkplaceNL's **website**, in preparation for and when completing their application form. The website also contains information on the application, review and approval timelines associated with the program.

2.0 Preliminary Proposal

2.1 General Information

The General Research Stream has a two-phase application process. The first phase is the Preliminary Proposal. When the application window opens, eligible researchers may submit project proposals using the **Preliminary Proposal Application Form**.

Only project proposals submitted using the Preliminary Proposal Application Form will be reviewed and considered for the second phase of the application process. No additional documents should be submitted to WorkplaceNL for the preliminary proposal phase.

It is the applicant's responsibility to ensure that the form is fully and appropriately completed, including signatures.

Applicants or researchers may submit more than one preliminary proposal for consideration by WorkplaceNL during an open application window.

2.2 Application Window and Deadline

Information on the current application window and deadline are noted on the WorkplaceNL website. Preliminary Proposal Application Forms may only be submitted by applicants during the application window and before 4:00pm NDST on the deadline date. Applications received outside of this timeframe will not be accepted or reviewed for funding approval consideration.

2.3 Form Sections

Applicants should check **eligibility** requirements for the General Research Stream on our website prior to completing or submitting an application.

The following information presents the various sections of the Preliminary Proposal Application Form in the order they appear on the form.

2.3.1 Project Information

Section	Instruction and Information
Project Title	This is the title of the research project. It should be kept as concise as possible while still conveying relevant information.
Brief Project Description	Two to three sentences briefly describing the proposed project in plain language. Ideally, this should relate to the research question and objectives.
Project Funding Request Amount	The total requested amount from WorkplaceNL to conduct the project, in Canadian Dollars (CAD). The actual amount in dollars and cents should be included (e.g., \$85,500.75). Funds from other sources should not be included here – only the amount requested from WorkplaceNL. Applicants should consult the Funding Guidelines for information on budget limits and eligible expenses.
Project Duration	The total amount of time, in months, from project start date to project completion. Project completion includes provision of mandatory deliverables to WorkplaceNL – a final report and executive summary, a presentation to WorkplaceNL and any other deliverables defined in the project agreement. For example, if a project starts in January 2027 and ends in September 2027, enter '9' for the number of months.

2.3.2 Applicant Information

Section	Instruction and Information
Applicant/Lead Researcher	The Applicant/Lead Researcher oversees the execution of the research project. The Applicant/Lead Researcher must be employed or otherwise formally affiliated with an eligible organization located

Section	Instruction and Information
	<p>within Canada (publicly funded university or college, public hospital or health authority with a specialized research area, other non-government organization that has the capability and capacity to conduct research and is not privately owned or operated). Post-secondary students cannot be the Applicant/Lead Researcher for the project. The Applicant/Lead Researcher should have experience and expertise conducting research related to the current project proposal. WorkplaceNL research project funds must not be used as salary support for the Applicant/Lead Researcher.</p> <p>The Position Title for the Applicant/Lead Researcher is their employment within the Organization (e.g., Professor). The Organization should be the eligible organization with which the Applicant/Lead Researcher is employed or otherwise formally affiliated (e.g., the name of the university). The Department is the faculty, department, school, etc. within the Organization to which the Applicant/Lead Researcher is affiliated (e.g., Faculty of Medicine).</p> <p>The Email Address is the email address that WorkplaceNL will use to correspond with the Applicant/Lead Researcher concerning this application. Telephone and Mailing Address fields correspond to the Department and Organization specified in the fields above.</p>
<p>Co-Applicant (if applicable)</p>	<p>A Co-Applicant represents a public, community or industry organization partnering with another eligible organization (publicly funded university or college, public hospital or health authority with a specialized research area, other non-government organization that has the capability and capacity to conduct research and is not privately owned or operated). The individual identified as a Co-Applicant may take responsibility for specific administrative or technical aspects of the project but would generally not be a member of the Research Team. WorkplaceNL research project funds must not be used as salary support for the Co-Applicant.</p> <p>The Position Title for the Co-Applicant is their employment within the Organization (e.g., Professor, Executive Officer). The Organization should be the organization with which the Co-Applicant is employed or otherwise formally affiliated. The Department may be left blank if there isn't a specific department within the organization. The Email Address is the email address that WorkplaceNL will use to correspond with the Co-Applicant concerning this application, if required. Telephone and Mailing Address fields correspond to the Organization specified in the field above.</p>

Section	Instruction and Information
	<p>If there is no Co-Applicant, this section is left blank.</p> <p>The Secondary Lead Researcher shares responsibility for the project with the Applicant/Lead Researcher and must be able to assume the responsibilities of the Applicant/Lead Researcher if required. The Secondary Lead Researcher must be employed or otherwise formally affiliated with an eligible organization located within Canada (publicly funded university or college, public hospital or health authority with a specialized research area, other non-government organization that has the capability and capacity to conduct research and is not privately owned or operated), although it does not have to be the same eligible organization as the Applicant/Lead Researcher. Post-secondary students cannot be the Secondary Lead Researcher for the project. The Secondary Lead Researcher should also have experience and expertise conducting research related to the current project proposal. WorkplaceNL research project funds must not be used as salary support for the Secondary Lead Researcher.</p> <p>The Position Title for the Secondary Lead Researcher is their employment within the Organization (e.g., Professor). The Organization should be the eligible organization with which the Secondary Lead Researcher is employed or otherwise formally affiliated (e.g., the name of the university). The Department is the faculty, department, school, etc. within the Organization to which the Secondary Lead Researcher is affiliated (e.g., Faculty of Medicine).</p> <p>The Email Address is the email address that WorkplaceNL will use to correspond with the Secondary Lead Researcher concerning this application, if required. Telephone and Mailing Address fields correspond to the Department and Organization specified in the fields above.</p> <p>If there is no Secondary Lead Researcher, this section is left blank.</p>
<p>Other Research Team Members (if applicable)</p>	<p>Other research team members may include students (undergraduate and graduate), post-doctoral fellows, research assistants, transcriptionists, statisticians and data entry or analysis personnel. These research team members are eligible for project salary support.</p> <p>The form should include the research team member's name (if known; could also specify 'Graduate Research Assistant' as an example), the Organization and Department with which they are affiliated (which should be the same as the Lead or Secondary</p>

Section	Instruction and Information
	<p>Researchers') and the Project Role. The Project Role should include a brief description (no more than a few words) of their role for this research project (e.g., Statistical Analysis, Conducts Literature Review).</p> <p>Four spaces are provided in the form for the Other Research Team Members. This section may be left completely or partially blank as required; additional members may be added if necessary.</p>
Primary Organization Contact for Application	<p>This is the person within the Applicant/Lead Researcher's organization responsible for project management. This person would normally be affiliated with the organization's research office. WorkplaceNL would contact this person regarding matters such as project reporting and developing/executing the project agreement.</p>

2.3.3 Project Description

Section	Instruction and Information
Research Project Question(s)	<p>This is the main research question, or questions the proposed project aims to answer. This section should be limited to providing the research question(s) and not additional rationale for the project.</p>
Research Project Objective(s)	<p>The research objectives or outcomes of the proposed project should be clearly specified in this section. The objectives should clearly relate to the research question(s) and provide a brief rationale for each. This section should not include a literature review.</p> <p>This section should not exceed 200 words.</p>
Research Project Primary Focus	<p>The focus areas included in this section are WorkplaceNL's strategic research priority areas, which are outlined on our website. Applicants should mark an X next to the focus area corresponding with the primary focus of the proposed project and if applicable, another X next to the focus area corresponding with a secondary focus of the proposed project. There should only be one primary and one secondary focus area.</p> <p>If the primary focus of the proposed research does not correspond with one of the strategic priority focus areas, applicants may articulate another focus area in the space provided. This should only consist of a few words, no more than a sentence.</p> <p>A brief (200-word maximum) explanation of the project's primary focus area should be provided to clearly illustrate how the proposed research would benefit the health and safety of workplaces in Newfoundland and Labrador.</p>

Section	Instruction and Information
Lead Researcher's Experience Conducting Research in this Area	The Lead Researcher's experience and expertise in conducting research in the areas identified by the research questions, objectives and primary/secondary research focus should be presented here. This would include highlighting past publications of research studies, initiatives led and conference presentations. Only the Lead Researcher's experience should be included in this section. This section has a 200-word maximum.

2.3.4 Methodology

Section	Instruction and Information
Brief Description of Proposed Methods	This section should briefly outline how the project proposes to answer the research question(s) and deliver the research objective(s). What methods will be employed and why are they appropriate for this project? This section has a 200-word maximum.
Location(s) of Research Activities	This section should only provide the community and province or territory name(s) of research activities. Conferences may take place outside Canada, but research activities must take place within Canada. While activities may take place in multiple locations, any projects involving participants must take place within Canada, with participants located within Canada.
Participants (if applicable)	This section will only be completed for projects involving human participants.
Source of Project Participants	The university student population? A particular occupational or industrial group? The general population in the research project location? This section should specify in a few words from where the participants for the project will be drawn.
Estimated Number of Participants Required	This section should include only a single number indicating the estimated number of participants that would be required for project success. A small range of participants may also be acceptable. It is not intended to include detailed information on the rationale for this number.
Access to Required Data (if applicable)	Data referenced in this section includes administrative or client databases. The data may include characteristics of the population in question. This section is meant to include secondary data; not primary data collected as part of project activities.
Has required data access been secured?	An 'X' should be marked to indicate whether the data required for the project has been secured from its source.
Is WorkplaceNL data required?	An 'X' should be marked to indicate whether the data required for the project would come from WorkplaceNL.

Section	Instruction and Information
Have you discussed data requirements with WorkplaceNL?	An 'X' should be marked to indicate whether the data required for the project has already been discussed with WorkplaceNL. Projects requiring administrative or client data from WorkplaceNL should be discussed with WorkplaceNL prior to the application period. Data may only be available in aggregate form or may not be available at all. WorkplaceNL data requirements should be discussed with WorkplaceNL at the earliest opportunity to determine if the data is available, or available in a manner conducive to the research project.
Briefly explain your access to data required for your proposed project	This section should note from where the data will be sourced, as well as the type and level of detail to be obtained. This section has a 100-word maximum.
Project Success Risk Assessment	This section is intended for the applicant to convey what could potentially negatively impact project success, up to three risk events. It is not meant to be an exhaustive list but should include the most significant events.
Potential Risk Event	A few words should be used to describe the potential event (e.g., 'not recruiting enough participants').
Risk Event Likelihood	An 'X' should be marked next to the most appropriate likelihood of the stated risk event happening (Very Unlikely, Probable or Very Likely). For example, if similar past projects always experienced issues recruiting enough participants, this event might be Very Likely.
Risk Event Impact	An 'X' should be marked next to the most appropriate impact level if the risk event occurs (High, Medium, Low). For example, if the project hinges on people participating in the study, the impact of not recruiting enough participants would be High.
Mitigation Plan	A sentence or two should be used to convey how the project plans to lessen the likelihood and impact of the risk event identified.
Other Potential Risks to Project Success	In 100 words or less, this area may be used to identify any other potential risks to project success not already mentioned in the three spaces above. If there are no other potential risk areas, this field may be left blank.

2.3.5 Project Budget

Applicants should also reference the **Funding Guidelines** when completing this section of the application form, as there are specific limits and allowable expenses for some budget items, along with overall budget limit rules.

The Project Budget section in the Preliminary Proposal Application Form is not meant to be detailed; instead, it should include the overall subtotals for the budget areas and a brief explanation of what is included in these subtotals. More detailed information on budget sub-categories will be requested in the Full Proposal Application Form, should the applicant be invited to this application stage.

Section	Instruction and Information
Personnel and Salaries	<p>This section should include the total requested amount of personnel and salary funding for the project. Lead or Secondary Researchers and Co-Applicants are not eligible for salary support. Other research team members may receive salary support for the project. The requested amount for this section should include both salary and benefits (no more than 20 per cent of salaries). The brief description or explanation area may include information on which research team members would receive salary support, rates of pay and hours of project work. It is not intended to be detailed but should include a brief explanation of the overall amount. Only salary and benefit costs associated with the project should be included here.</p> <p>If no personnel and salaries funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Materials and Supplies	<p>This section should include the requested amount of materials and supplies funding for the project. This should be separate from anything included in the Overhead or Indirect Costs and should not include permanent equipment. The brief description or explanation area may include information such as the types of materials and supplies required.</p> <p>If no funding for materials and supplies is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Equipment	<p>This section should include the requested amount of equipment funding for the project. This should be separate from anything included in the Materials and Supplies and should only include items that may be used again following the completion of the project (e.g., a laptop computer). Equipment costs must not exceed 10 per cent of the total project budget. The brief description or explanation area may include information such as the types of equipment required.</p> <p>If no equipment funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>

Section	Instruction and Information
Project Travel	<p>This section should include the requested amount of project travel funding for the project. This should be separate from any conference-related travel, as that is captured separately. It may include travel related to conducting research activities or other knowledge transfer and exchange (not including attending a conference). The brief description or explanation area may include information such as the types of project travel involved and whether the amounts include accommodation, airfare, car rental or meals.</p> <p>If no project travel (separate from conference travel) is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Participant Honorariums	<p>This section should include the requested amount of participant honorarium funding for the project, which would only be applicable if the project involves the recruitment of participants. The brief description or explanation area may include information such as the type and amount of honorariums and how many honorariums might be issued.</p> <p>If no participant honorarium funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Knowledge Transfer and Exchange	<p>This section should include the requested amount of knowledge transfer and exchange activities for the project, which would include amounts related to a conference, journal publication and any other knowledge transfer activities. For example, if requesting \$2,000 to attend a conference, \$2,000 to publish findings in an open-access academic journal and \$500 to provide resources to an industry safety group, the amount requested in this section should total \$4,500. The brief description or explanation area may include information such as the type and amount of knowledge transfer activities included in the requested amount.</p> <p>If no knowledge transfer and exchange funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Conference	<p>This sub-section of the Knowledge Transfer and Exchange section should be used to denote the amount requested for presenting project findings at a conference. This amount cannot exceed \$4,500. The brief description or explanation area should mention the name and date of the conference, if known.</p>

Section	Instruction and Information
	<p>If no conference funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Fees	<p>This sub-section of the Conference section should be used to denote conference fees and related expenses such as printing presentation materials. This amount cannot exceed \$1,500. The brief description or explanation area should mention the conference fee and which research team member(s) would attend, if known.</p> <p>If no conference funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Travel	<p>This sub-section of the Conference section should be used to denote the amount requested for travel to the conference (accommodation, airfare, ground transportation, meals). This amount cannot exceed \$3,000. The brief description or explanation area should mention the related travel categories and number of days required for attending the conference, if known.</p> <p>If no conference funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Journal Publication	<p>This sub-section of the Knowledge Transfer and Exchange section should be used to denote the amount requested for publishing project findings in an academic journal. The brief description or explanation area should mention the journal(s) and whether they are open access.</p> <p>If no journal publication funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>
Other	<p>This sub-section of the Knowledge Transfer and Exchange section should be used to denote any other knowledge transfer and exchange activities not already captured elsewhere. This could include costs associated with providing resources developed by the project to stakeholder groups or hosting an information session. The brief description or explanation area of this sub-section should mention the type of knowledge transfer and exchange activities contemplated.</p> <p>If no other knowledge transfer and exchange funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note 'N/A'.</p>

Section	Instruction and Information
Project Costs Sub-Total (A)	The requested amount for this section should be the total of all the requested amounts for the previous budget categories. No brief description or explanation is required for this item.
Overhead or Indirect Costs (B)	<p>This section should include the requested amount of overhead or indirect costs for the project, to a maximum of 20 per cent of the Project Costs Sub-Total. The brief description or explanation area should either note the organization’s policy on overhead or indirect costs for research projects or include the types of costs considered for this amount. Anything included here should be separate from amounts already included above (e.g., Materials and Supplies).</p> <p>If no overhead or indirect costs funding is requested for the project, the requested amount should be left blank and the brief description or explanation area should note ‘N/A’.</p>
Project Total (A+B)	The requested amount for this section should be the total of the Project Costs Sub-Total (A) and the Overhead or Indirect Costs (B). This amount should match the Project Funding Request Amount from the Project Information section earlier in the application form. No brief description or explanation is required for this item.

2.3.6 Project Deliverables

Section	Instruction and Information
Mandatory Deliverables	<p>WorkplaceNL requires certain deliverables for each research project it funds. These include regularly scheduled progress reports (denoting project activities for the period, an explanation of funds expended during the period, if any issues were encountered and how they were or will be resolved, any planned publications related to the project and any changes to project personnel) and regularly scheduled financial reports that detail the spending during the period with a comparison to the project budget. WorkplaceNL will provide templates for researchers to use for these reports and the schedule will be defined in the project agreement.</p> <p>Final project deliverables include a final report, written in plain language for a general audience and a two-to-three-page executive summary of this report. Both documents will be published on WorkplaceNL.ca upon project completion. The researcher is also required to present their findings to WorkplaceNL’s Board of Directors and senior management team at the end of the project. This presentation will not be published on WorkplaceNL.ca.</p>

Section	Instruction and Information
	All project deliverables must be provided to WorkplaceNL no later than the project agreement end date (within two years of the project start).
Agreement Statements	In this section of the application form, applicants should mark 'X' in the space to the right of each mandatory project deliverable.
Additional Project Deliverables (if applicable)	If there are any additional project deliverables beyond the mandatory deliverables, the applicant should list the deliverables here. This section should not include a lengthy explanation of the deliverables – just a listing along with the intended audience and purpose for the deliverable.

2.3.7 Letters of Support

Section	Instruction and Information
Letters of Support	<p>This section lists the name, organization, email and telephone number for two letters of support for the proposed project. The letters are not required for the Preliminary Proposal Application Form; letters are only required if the applicant is invited to submit a Full Proposal Application Form.</p> <p>Letters of support may come from organizations with an interest in the research topic and outcomes (e.g., safety organizations, occupation or industry representative groups) or other researchers with expertise in the proposed project area who are not affiliated in any way with the project, the applicants or the research team.</p>

2.3.8 How did you hear about the General Research Stream call for WorkplaceNL’s Research Initiatives Program?

Section	Instruction and Information
Method	This section is optional and will only be used for internal purposes by WorkplaceNL. Responses to this question may be used to inform future calls for research proposals and associated program marketing and communications.

2.3.9 Agreement Statements

Section	Instruction and Information
Statements	<p>An 'X' must be marked to the right of each of these five statements for the application to be considered by WorkplaceNL.</p> <p>As a public entity, WorkplaceNL is subject to the Access to Information and Protection of Privacy Act, 2015.</p>

Section	Instruction and Information
	<p>WorkplaceNL may request additional information from applicants during the application and review process. This does not remove the responsibility for the applicant to ensure their submitted application is complete.</p> <p>WorkplaceNL will review completed applications that are received during the Preliminary Proposal application window and will invite full proposals from applicants following this review and assessment process. Only applicants invited to submit full proposals will be considered for funding approval, and this invitation does not constitute funding approval. These assessment and invitation decisions are made by WorkplaceNL alone and are final. Applicants may request information from WorkplaceNL regarding their application review and assessment if they wish.</p>

2.3.10 Signatures

Section	Instruction and Information
Applicant/Lead Researcher	An electronic signature is acceptable for this form. WorkplaceNL will not accept signatures on behalf of other individuals for this form. The date should correspond with the date the form is signed.
Co-Applicant (if applicable)	This signature line may be left blank if there is no co-applicant (as defined in the Applicant Information section). An electronic signature is acceptable for this form. WorkplaceNL will not accept signatures on behalf of other individuals for this form. The date should correspond with the date the form is signed.

2.4 Form Submission

Applicants must send an email to research@workplacenl.ca with their completed and signed Preliminary Proposal Application Form attached. Applicants are permitted to convert the completed form from a MS Word (*.docx) file to a PDF (*.pdf) file, although this is not required. The email should not contain any other attachments or links.

WorkplaceNL will reply to confirm receipt of the Preliminary Proposal Application Form within one business day. Applicants may email WorkplaceNL at research@workplacenl.ca if they do not receive a receipt confirmation email.

2.5 Review and Invitation Process

WorkplaceNL's internal Research Committee reviews Preliminary Proposal Application Forms received based on the following:

1. Is the applicant an eligible organization for the program?
2. Is the application form complete?
3. Was the application form received within the application window?
4. Does the application form meet the Preliminary Proposal Screening Criteria (Appendix A)?

If the application meets these criteria, the applicant will be invited to submit a Full Proposal Application Form, which is the second phase of the application process. The Full Proposal Application Form and Guide will be provided to invited applicants only.

WorkplaceNL may request additional information regarding a preliminary proposal during the application and review process.

An invitation to submit a full proposal does not constitute acceptance of the project for funding approval. Decisions on whether to invite full proposals rest solely with WorkplaceNL and are final.

Appendix A: Preliminary Proposal Screening Criteria

#	Category	Questions
1	Eligible Organization	Was the proposal submitted by an Eligible Organization?
2	Lead Researcher	Does the proposal include a Lead Researcher employed by or affiliated with an Eligible Organization who is qualified to conduct the identified research?
3	Location	Will the research be conducted within Canada, including all participants being located within Canada (if applicable)?
4	Research Focus	Is the primary focus of the proposal workplace health and safety, including injury prevention or return to work following a workplace injury?
5	Applicability of Research	Is it clear the research outcome(s) would benefit the health and safety of workplaces in Newfoundland and Labrador?
6	Feasibility of Research	Does the proposal outline a reasonable methodology and demonstrate the Research Team has access to the data, tools and resources needed to execute the project, including any required WorkplaceNL data?
7	Project Duration	Is the proposed project duration two years or less?
8	Project Budget	Is the proposed project budget within the overall budget limit and WorkplaceNL's funding guidelines?
9	Project Deliverables	Does the proposal include the provision of mandatory deliverables to WorkplaceNL?
10	Letters of Support	Has the proposal identified from whom letters of support will be provided?