



# **APPLICANT INFORMATION**

## **RESEARCH AND WORKPLACE INNOVATION PROGRAM**

**2017**

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

### **CLOSING DATES**

#### **NOTICE OF INTENT**

**(For Scientific Research applications only)**

**MARCH 28, 2017**

#### **SCIENTIFIC RESEARCH APPLICATIONS**

**MAY 18, 2017**

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

**JUNE 26, 2017**

#### **WORKPLACE INNOVATION APPLICATIONS**

**JUNE 26, 2017**

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## 1. INTRODUCTION

The Workers Compensation Board of Manitoba (WCB) is committed to insuring and supporting 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 has established the Research and Workplace Innovation Program (RWIP) to promote and fund Scientific Research, Training and Education and Workplace Innovation projects related to the prevention of occupational injuries and illnesses and the treatment and safe return to work (RTW) of injured and ill workers. RWIP projects are funded under three (3) streams:

1. High quality Scientific Research and applied research projects with practical benefits that are related to significant issues in workers compensation;
2. Training and Education projects relevant to workplace health and safety, injury prevention, safe RTW and treatment of occupational illness; and
3. Workplace Innovation projects that lead to improvements in workplace health and safety, and foster successful rehabilitation and productive and safe return to meaningful work.

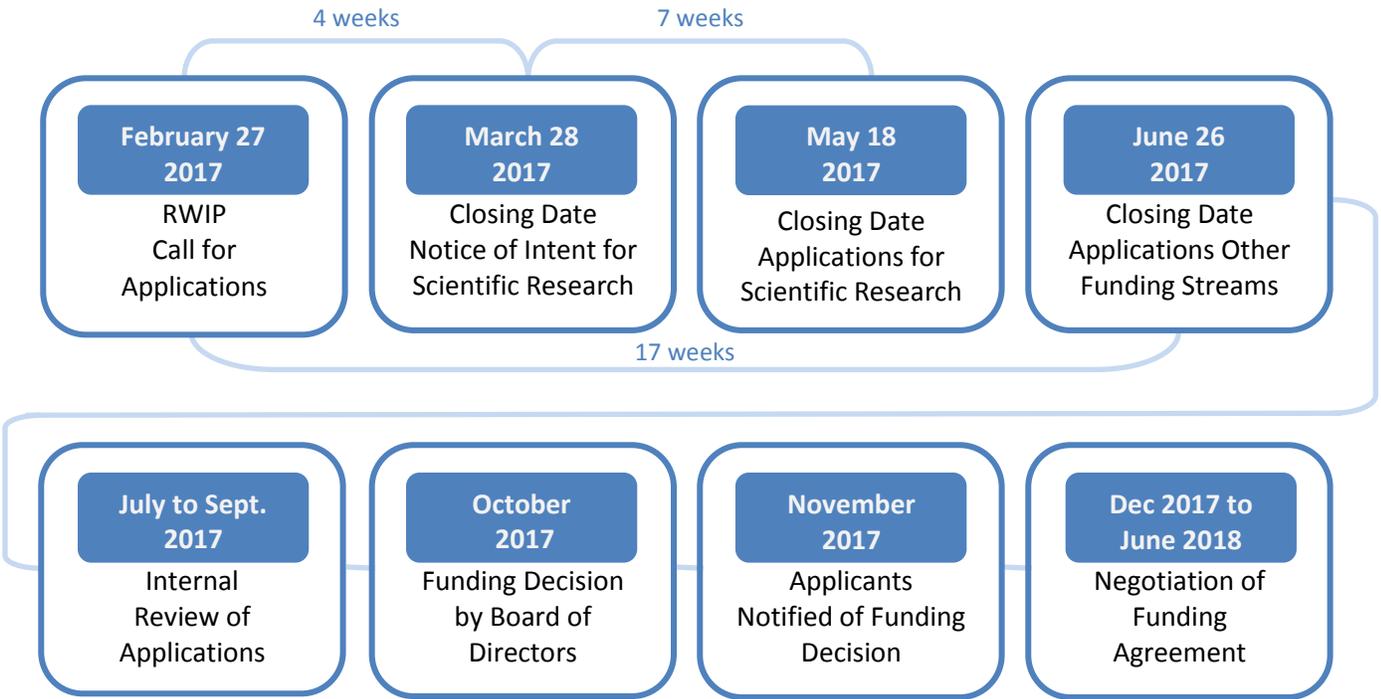
The WCB makes available \$1 million each year for RWIP projects. In general, each project may be a maximum of two years in duration and may receive maximum funding of \$100,000 for each year.

### 1.1. RWIP Call for Applications

The Call for Applications under the RWIP was issued on February 27, 2017. Notification will appear in the Winnipeg Free Press and the Brandon Sun. The Call for Applications is posted on the websites of SAFE Work Manitoba, Association of Workers Compensation Boards of Canada and the WCB. The link to the RWIP homepage is located at:

<http://www.wcb.mb.ca/research-and-workplace-innovation-program-0>

**1.2. 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 18, 2017, 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 28, 2017, 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, 2017 at 4:00 p.m. CST**

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

### **1.3. 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.

### **1.4. RWIP Policy**

WCB Policy 52.10, *Research and Workplace Innovation Program* (RWIP Policy) establishes the framework for the administration and management of the RWIP. The Policy outlines the mandate, terms of reference, funding eligibility, selection criteria and governance of the RWIP.

The RWIP Policy allows the Board of Directors to identify topics for Scientific Research proposals in priority areas which are of particular interest to the WCB in a given funding year.

The WCB will conduct a preliminary review of all NOI submitted. If it is determined that an NOI is unlikely to lead to high-quality research on a topic that is within the WCB's overall mandate, the applicant will be advised not to submit a full research proposal based on the NOI.

The WCB will also conduct a preliminary review of all applications in each of the funding streams and select those that will be forwarded for further consideration.

The link to the RWIP Policy is below:

[52.10 Research and Workplace Innovation Program Policy](#)

## **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.

### **2.1 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 1.2 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 1.2 above.

## 2.2 Research Priorities for Scientific Research Applications

The identification of 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:

- A. Comparative Analysis of WCB Retrospective Data to Determine the Efficacy of Healthcare Usage and Treatment Modalities for Optimal Return To Work Outcomes***
- B. Assessment, Screening, Monitoring and Control of Physical, Chemical and Biological Exposure Agents in the Workplace***
- C. Early Detection, Diagnosis and Treatment of Occupational Disease from a Prevention Lens***
- D. 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 A, B and C above.

## 2.3 Description of Research Priorities for Scientific Research Applications

Research projects under **Research Priority A** are anticipated to result in outcomes that provide evidence to demonstrate the effectiveness of healthcare treatment modalities, lead to the development of better criteria and guidelines

for managing serious injuries and long term claims, and ultimately achieve better outcomes for recovery and RTW. Examples of potential research topics in this priority area may include studies that:

- Evaluate and compare the efficacy of early Magnetic Resonance Imaging (MRI), Computerized Tomography (CT) scans, re-conditioning programs, rehabilitation and other treatments for optimal RTW outcomes;
- Investigate the causes and consequences of Complex Regional Pain Syndrome (CRPS) and the chronic recurrence of CRPS claims even after successful RTW;
- Evaluate the diagnosis, treatment pathways and management of concussion-related injuries for optimal RTW and return to health outcomes for injured workers with this type of claim.

Research topics under **Research Priority B** should target a broader spectrum of occupational exposures than those studied previously in Manitoba and support the development of scientifically validated tools to improve the measurement and management of occupational exposures in the workplace. Examples of potential research topics in this priority area may include studies that:

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

Research topics under **Research Priority C** would leverage initiatives by SAFE Work Manitoba (SWMB) and achieve specific outcomes desired by Workplace Safety and Health, SWMB and the WCB to improve the protection of workers who are vulnerable to workplace illnesses that have a long latency period and typically emerge when a worker is older. Examples of potential research topics in this priority area may include studies that:

- Investigate the identification of the early onset of various types of occupational disease (OD);

- Review and compare strategies, interventions and best practices to identify causation and causal relationships of various types of OD;
- Compare the efficacy of data collection and identifiable deficits in data collection, and the reporting and surveillance mechanisms for various types of OD;
- Evaluate and compare the management of various types of OD claims including diagnosis, treatment, recovery and RTW.

The WCB will also consider and continue to fund Scientific Research applications that:

- Develop a stronger understanding and further current knowledge of workplace injuries, illnesses, and disease;
- Identify, prevent, treat or support recovery from workplace injuries, illnesses and disease;
- Explore risk factors associated with specific industries, occupations, technology, work processes or other factors that may give rise to workplace injuries, illnesses and disease; or
- Expand Manitoba's research capacity in occupational health and safety and issues related to workers compensation.

## 2.4 Notice of Intent (NOI)

Applicants interested in requesting funding under the Scientific Research funding stream are required to submit an NOI using the template available on the WCB's website. **An NOI is not required** for applications submitted under the Training and Education funding stream or the Workplace Innovation funding stream. Applicants intending to submit a Scientific Research application must provide an NOI on or before **March 28, 2017 by 4:00 p.m. CST.**

Please see paragraph 1.2 above.

## 2.5 Template for the NOI

The template for the NOI is provided on the WCB website. Please see link:

[Notice of Intent template](#)

## 2.6 Information to Include in the NOI

The NOI should be brief and provide the information listed below.

- a) Working title of proposed study/research project
- b) Research Priority selected for the project
- c) Brief description of proposed study/research project
- d) Study disciplines applicable to the proposed study/research project
- e) 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.
- f) Brief description of WCB data if the applicant intends to use WCB data in the proposed study/research project. To review WCB Injury Statistics visit:  
[https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006\\_2015\\_Newsectors\\_Oct25V2%281%29.pdf](https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006_2015_Newsectors_Oct25V2%281%29.pdf)
- g) Indicate if a similar NOI has been submitted to the RWIP in the Call for Applications in prior years.
- h) Provide the names and contact information of two (2) peer reviewers.

## 2.7 Preliminary review of NOI

The WCB will conduct a preliminary review of all NOI. If it is determined that the NOI is unlikely to lead to high-quality research on a topic that is within the WCB's overall mandate, the applicant will be advised not to submit a full proposal.

## 2.8 Other Information for the NOI

The WCB will acknowledge receipt of all NOI.

If you have any questions or difficulties completing the application you may contact Bruce M. Cielen, Manager, RWIP at Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) or Tel: (204) 954-4650 or toll-free 1-855-954-4321

or

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

## **2.9 Identifying and Selecting 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 would be appropriate to review the full research proposal. In identifying the peer reviewers the applicant should take note of the following:

- The peer reviewers must be impartial reviewers who have the necessary expertise to critically evaluate the application.
- An impartial reviewer would be a person with whom the principal applicant/s or co-applicant/s has no on-going or anticipated research collaboration in the near future.
- The agreement from the peer reviewer must be obtained prior to including the peer reviewer in the 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 proposal.
- To avoid potential conflicts of interest, the peer reviewers identified in the NOI should not be principal applicants or co-applicants in any other Scientific Research application submitted in the current year's Call for Applications.
- There should be no changes in the list of the principal applicant/s or co-applicant/s from the time an NOI is submitted to the submission of the full application under the Scientific Research funding stream.
- The applicant must explain why he or she would prefer that certain experts should not be contacted as potential reviewers to peer review the application and provide the reason or reasons for the exclusion.

## **2.10 Criteria for Peer Review of Scientific Research Applications**

The peer review will take into consideration the following dimensions: scientific merit, research design and methodology, Knowledge Transfer and Exchange (KTE), management of the proposed research and risk assessment, budget and expertise of the principal investigator and study team.

The Criteria for the Peer Review of Scientific Research applications is provided on the WCB website. Please see link:

[Criteria for the Peer Review of Scientific Research Applications](#)

### **2.11 Consideration for the Process in Identifying Peer Reviewers**

The WCB expects applicants to give due consideration to the processes established by the WCB when listing peer reviewers as required in the NOI. 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 processes established will also ensure efficiency in the administration of this phase in the funding process.

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

The review of a Scientific Research application is to be undertaken during the period May 18, 2017 to June 26, 2017.

### **2.13 Other Information for Peer Reviews**

- Peer reviewers will be requested to sign a statement of confidentiality and conflict of interest.
- Peer reviewers will be provided with the Scientific Research application, criteria for the peer review, template to complete the peer review and guidelines for completing the review.
- The WCB offers an honorarium of \$150.00 for each peer review.

### **2.14 Scientific Research 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.

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

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

[Scientific Research Application Template](#)

## 2.16 Information to Include in the Scientific Research Application

Applicants are 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:

### Part I: General Information

This Part includes the following:

- Project Title;
- Research Priority or research topic;
- Information on Principal Applicant/s;
- Information on Co-Applicant/s;
- Approval by department head;
- Information on financial officer where applicable;
- 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, and
- Duration of study; and
- Indication if the proposal is an initial submission or 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 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.

## Part 2: Research Proposal

This Part includes the following:

### a) Literature Review

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

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

This section should:

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

d) Research Design and Methodology.

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.

This section should include the following:

- Indicate if your study will require data from the WCB or Workplace Safety and Health Division, Manitoba Labour and Immigration.
- 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; and
  - An environmental impact or assessment.

WCB Injury Statistics may be accessed at:

[https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006\\_2015\\_Newsectors\\_Oct25V2%281%29.pdf](https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006_2015_Newsectors_Oct25V2%281%29.pdf)

f) Scope of Research.

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.

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.

**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.

#### **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.

#### **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.

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

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.

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

A Panel comprising of WCB Directors, and senior staff Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and the Chief Occupational Medical Officer will

also review and evaluate all applications received under the Scientific Research funding stream. In undertaking this review they will take into consideration the completed peer reviews for each Scientific Research application. The link to the Criteria for the WCB Panel review of applications submitted under the Scientific Research funding stream is below:

[Criteria for Evaluating Scientific Research Applications](#)

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

The review of a Scientific Research application is to be undertaken during the period May 18, 2017, and June 26, 2017.

## **2.19 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 to. The Scientific Research application should include the electronic signature of the head of the department, institution or organization of the principal applicant.

## **2.20 Ethics Review**

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

## **2.21 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.

## **2.22 Restrictions on Letters of Support**

In obtaining the support from knowledge users, end users, industry partners, Industry-Based Safety Programs, safety associations or other stakeholders who potentially would have interest in 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). See link below to the Workers Compensation Board of Manitoba 2016 - 2020 Five Year Plan.

[WCB 2016 - 2020 Five Year Plan](#)

The RWIP will consider funding Training and Education projects that:

1. Develop or expand capacity for training that will benefit Manitoba workplaces, industry sectors or occupational groups;
2. Address gaps in the delivery of training and education;
3. Promote culture and language sensitive training to immigrant workers and workers at risk;
4. Improve training in workplace risk assessment and hazard identification related to health and safety, injury prevention and safe return to work;  
or
5. 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 required only 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. This template is provided on the WCB webpage. The link to the Training and Education template is below:

[Training and Education Application Template](#)

### 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:

- a) Describe the core content, structure, design and mode/s of delivery of the proposed training and education project;
- b) 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;
- c) Demonstrate the project's relevance to the strategic priorities outlined in the Five Year Plan. 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 this project;
- d) Explain how the training or education project meets or exceeds the current standards in place in Manitoba;
- e) 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; and
- f) Identify any training and education resources that currently exist along with the names of providers.
- g) 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, 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 are 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

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**

A Panel comprising of WCB Directors, and senior staff Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and the Chief Occupational Medical Officer will review and evaluate all applications received under the Training and Education funding stream.

The link to the Criteria for the review of applications submitted under the Training and Education funding stream is below:

[Criteria for Evaluating Training and Education Applications](#)

## **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:

1. Provide direct benefits to the occupational health and safety of a specific workplace or workplaces, including injury prevention and RTW;
2. 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;

3. Apply new information and technology to address occupational health and safety issues;
4. Use existing knowledge in new ways to solve problems in occupational health and safety; or
5. 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 workplace.

#### **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 required only 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:

[Workplace Innovation Application template](#)

#### **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:

- a) Provide a comprehensive description of the project;
- b) Describe the workplace safety and health issues to be addressed;
- c) Identify the objectives, goals, and target group/s for the project;
- d) Describe the expected project results and outcomes; and
- e) Innovation

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.

f) 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, 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**

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.

#### **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**

A Panel comprising of WCB Directors, and senior staff Workplace Safety and Health, Manitoba Growth, Enterprise and Trade and the Chief Occupational Medical Officer will review and evaluate all applications received under the Workplace Innovation funding stream.

The link to the Criteria for the review of applications submitted under the Workplace Innovation funding stream is below:

[Criteria for Evaluating Workplace Innovation Applications](#)

## **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 knowledge transfer and exchange 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.

## 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.

### 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 cost 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:

1. Salaries
2. Materials and supplies
3. Equipment
4. Knowledge Transfer and Exchange
5. Travel, Accommodation and Meals, and

6. Other Project Costs not listed in items 1 to 5 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.

##### **a) 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.

##### **b) 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.

c) 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 will 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 etc.;
  - Other resources to promote KTE.

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

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 1 to 6.

## **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.

# **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 using the Criteria established for each funding stream.

The evaluation Criteria provide the means for ranking competing, eligible applications in order of priority for approval up to the level of available program funding and to maximize the achievement of RWIP's objectives.

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. The electronic submission must include electronic signatures.

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)

Applications must be in Word format.

### **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* is shown below.

[Release of Statistical Data | Workers Compensation Board of Manitoba](#)

## 8.6 WCB Injury Statistics

WCB Injury Statistics are available at:

[https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006\\_2015\\_Newsectors\\_Oct25V2%281%29.pdf](https://www.wcb.mb.ca/sites/default/files/resources/annualInjurystats2006_2015_Newsectors_Oct25V2%281%29.pdf)

## 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 Separate Applications for Each Funding Stream

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 addressed and the information requested be provided.

## 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 that are provided in electronic formats.

## 9.4 Letters of Support

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

## 9.5 Application Template

**The application must be submitted as a Word document in 14 point font.** Each page of the application should be numbered and include the title of the project.

# 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

## *Mileage Rates*

Project staff will be entitled to the mileage rate set by the WCB. The rate at January 01, 2017 to March 31, 2017 is \$0.34 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 2017**

<b>Inside Manitoba</b>		<b>Northern Manitoba</b>		<b>Outside Manitoba</b>	
Breakfast	\$10.50	Breakfast	\$13.25	Breakfast	\$13.90
Lunch	\$14.25	Lunch	\$16.85	Lunch	\$18.70
Dinner	\$27.70	Dinner	\$30.00	Dinner	\$37.00
Total	\$52.45	Total	\$60.10	Total	\$69.60

APPLICANT INFORMATION RWIP 2017

If you have any questions or difficulties completing the application you may contact Bruce Cielen Email: [bcielen@wcb.mb.ca](mailto:bcielen@wcb.mb.ca) or Tel: (204) 954-4650 or toll-free 1-855-954-4321

or

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