



**ISOES**  
**Outreach Award**  
**Application Guidelines**

## ISOES Outreach Award

### A. Purpose

The purpose of the Outreach Grant is to provide funding for projects that incorporate evidence-based practice and support initiatives that are congruent with ISOES's purpose and mission, as well as the objectives of the Research and Outreach Committee. Thus, the primary function of these Outreach Grants is to provide limited support to academicians, practitioners, students, and other professionals for their outreach service endeavors related to ergonomics, human factors, and safety. These grants are not intended to fund projects in the development phase. *Priority will also be given to applicants who demonstrate systematic and sustained implementation of programming and impact* instead of a one-time program or intervention. In general, proposals must:

1. Be clearly articulated.
2. Demonstrate how research, scholarship, and/or theory models will be used to inform the provision of their proposed outreach services.
3. Provide evidence of advancing practice in the field of ergonomics, human factors, and safety by filling a void in the current structure of a community organization.
4. Be implemented or mentored by an ISOES member.

### B. Rationale

***Science-Practice Focus:*** Using a *science-practice focus*, the Outreach Grant will strengthen ISOES initiatives in highlighting supporting models of research, scholarship, and theory as they are applied to evidence-based practice.

More specifically, Outreach Grant recipients will provide ergonomics, human factors, and safety-related services within their community, using models of research, scholarship, and/or theory to inform and guide the provision of outreach services. The following project examples illustrate that the Outreach Grant mechanism is open to a wide variety of potential projects but are certainly not limited to:

1. An organization's education program that provides education opportunities to academicians, practitioners, students, and other professionals with basic knowledge.
2. An intervention program in a non-profit center educates the community to become informed and knowledgeable in the field.
3. A leadership development program in local schools that prepares influential leaders in the field.
4. An after-school education program that targets raising awareness among at-risk and underserved communities (e.g., minorities) that also face significant health inequalities.
5. A non-profit organization that promotes skill development through participation in workshops.
6. A program aimed at removing population-specific impediments to ergonomics, human factors, and safety intervention implementation.

7. A training program built around skills that prioritize implementation over a long time for a specific organization.

*Awarded Outreach Grant proposals will **extend knowledge and services in our field beyond the confines of private practice, research, and academia and into the larger community with a specific focus on consumer needs and benefits.***

### **C. Eligibility**

The primary recipient of an ISOES Outreach Grant may only receive funding once every three years; and, if the applicant receives more than one Outreach Grant (abiding by the 3-year timeline), the Outreach Grant cannot be with the same community organization for which the applicant has been previously awarded. Further, projects may only be submitted to and funded through one ISOES Grant mechanism (Research or Outreach). Research Grant proposals are submitted via a separate application. In addition, to be eligible to apply for this funding opportunity, applicants must have been a member of ISOES for at least three years.\*

\*If students cannot meet this requirement, they may co-author the proposal with an ISOES member who does meet the requirement (e.g., their advisor). However, it must be clear that it is the student's – not the professional member's – project.

\*\**Important Note.* Before full review by the Research Outreach Committee, the ISOES staff will verify each submitted applicant's eligibility by reviewing the applicant's membership. For example, the staff will determine if the ISOES member listed on the grant is current. Further, the staff will determine when the applicant's member status expires and if he or she will need to renew membership during the term of the grant.

### **D. Application Procedure**

- Applications must be received no later than April 1 (23:59 US Eastern Time).
- Applications must not exceed the page limitations described below and clearly indicate how the project complies with the purpose(s) identified above.
- When applicable, review comments need to be submitted no later than April 30 (23:59 US Eastern Time).
- An announcement of the award will be received by May 15.

Proposals must include the following components:

1. Submission Checklist
2. Cover letter including title, principal investigator name, and affiliation (250 words per named applicant).
3. Abstract (300 words or less).
4. Proposal (must not exceed the equivalent of six-double spaced pages).
  - a. The stated **purpose** and **specific aims**.

- b. The project's **background and significance** must incorporate how models of research, scholarship, and/or theory will be used to support the provision of services being proposed.
  - c. Demonstration of project **sustainability** within the community group/organization.
  - d. **Description of project/program evaluation.** Although this is not the primary focus of the Outreach Grant, this section should demonstrate the applicant's intent and ability to measure the **success and/or impact** of the project/program.
5. References (cited in APA, 6th edition format).
6. Curriculum Vitae for lead outreach practitioner and supervising mentor, if applicable (see Eligibility Requirements). Applicants' vitae must not exceed three single-spaced pages and should include academic degrees, positions held, awards, applied practice or ISOES outreach experiences, publications, presentations, and other information as relevant to the current project.
7. If applicable, a letter of support from supervising mentor (see Eligibility Requirements) to oversee the project and provide documentation of direct and indirect hours acquired from the project's implementation. The supervising mentor must be a current ISOES member.
8. Letter of support from community group/organization stating willingness to participate in the outreach initiative. This letter of support must also provide evidence of community engagement and commitment to the project. This letter should include:
  - a. Explanation of how the project is not simply providing services to the community group/organization but engaging the community group/organization in the project, including a description of the organizational need, a shared vision for the project, and shared goals with the Outreach Grant applicant.
  - b. Description of the roles and responsibilities for the Outreach Grant applicant and the community group/organization.
9. If data are being collected for research purposes\* in conjunction with program implementation, applicants must also submit:
  - a. Approval for the Use of Human Subjects by an Institutional Review Board.
  - b. An informed consent form.
  - c. An informed assent form for minors, if applicable.
10. Itemized budget and budget justification.\*

**\*Monies will not be awarded for any component of the Outreach Grant involving research. Projects whose primary purpose is to *answer research questions and test specific hypotheses* should be submitted under the existing Research Grant mechanism.** The budget and budget justification submitted by the applicant for the Outreach Grant should only include items required for program development, implementation, and evaluation.

## E. Budget and Time Frame

1. Budgets must not exceed **\$3,000**.
2. Awards will be paid to the department or organization/company, if one exists, and can cover costs such as necessary equipment, supplies/materials, program evaluation, and hourly assistance.
3. Budgets cannot include indirect costs, salaries, or stipends for the Outreach Grant Team or travel to present the results/outcomes of the project. In addition, as this grant will not fund research projects; the budget also cannot include items related to carrying out research related to the project (e.g., the purchase of instruments, survey copying costs, data collection, statistical software, salaries/wages for research personnel, travel to present results, etc.).
4. Grants are awarded for a one-year time frame beginning **November 1**.
5. Unspent balances will revert to ISOES unless a written request for extension is submitted six weeks before grant expiration and approval by the Research and Outreach Grant Committee.
6. Failure to complete the project may require reimbursement.

## F. Obligations

1. Award recipients must adhere to current National Institutes of Health, Ethics in Clinical Research guidelines (<https://www.cc.nih.gov/recruit/ethics.html>) and/or applicable country laws and regulations on Human Subjects Research.
2. Award recipients must submit the following within six months after receiving the award and three months after the end of the funding period (August 31):
  - Summary of the project, including the program evaluation and whether the goals/specific aims of the project were achieved (500 words or less).
  - Budget statement. If the grant is not managed through an organizational grants office (e.g., University grants office), copies of original receipts must be submitted along with the final budget statement showing how the monies were spent. **Email these items to ISOES ([isoesinfo@gmail.com](mailto:isoesinfo@gmail.com)) once complete.**
3. PIs are required to publish the research outcomes in at least one peer-reviewed journal paper.
4. Any publication(s) resulting from the grant should acknowledge the funding from ISOES.

This grant application is to be submitted via email in one combined PDF file everything to [isoesinfo@gmail.com](mailto:isoesinfo@gmail.com). We recommend having all your responses prepared before beginning the application in a locally saved Word document and then copying the information in when you are ready to submit. Follow through the form and complete all required items as well as any other relevant or necessary information. The appendices (Human Subjects Approval Form, Consent Form, and CVs) should be submitted by attaching PDF files. Please note that all applications will be considered final at the time of the deadline. Contact [isoesinfo@gmail.com](mailto:isoesinfo@gmail.com) if questions arise.

***Applications that do not follow guidelines per instructions will not be reviewed.***