



ISOES
Research Grant
Application Guidelines

ISOES Research Grant

A. Purpose

The International Society for Occupational Ergonomics and Safety (ISOES) offers "seed grants" for research projects. Grants range from \$250 to \$1,200, recognizing that the total funds available in one year are \$3,000. The primary function of these research awards is to provide limited support to early career professionals (tenure track faculty) or students for their research endeavors. Secondary consideration will be given, pending available funds, for projects from tenured faculty or practitioners that clearly benefit the profession and mission of ISOES. In general, proposals must:

- Integrate research and practice.
- Be clearly articulated.
- Show potential for contributing to the knowledge base in ergonomics/human factors and safety.
- Not exceed the equivalent of 4 single-spaced pages across sections (inclusive), Times New Roman, size 12 font, and a 1-inch margin on all sides.

B. Eligibility

- Any person who has been a continuous member of ISOES for at least one year is eligible.
- If students cannot meet this requirement, they may co-author the proposal with a member (typically their advisor) who does meet the requirement. However, it must be clear that it is the student's - not the advisor's - project.
- The primary recipient of an ISOES grant may only receive funding once every three years.
- Projects may only be funded through one of the ISOES Grant mechanisms (Research or Outreach). Outreach Grant proposals are submitted via a separate application.

C. Application Procedure

- Applications must be received no later than September 1 (23:59 US Eastern Time).
- When applicable, review comments need to be submitted no later than September 30 (23:59 US Eastern Time).
- An announcement of the award will be received by October 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. Specific Aims (500 words or less), Background and Significance/Importance (1,000 words or less), Research Design and Methods (1,500 words or less)
5. References (only those cited)
6. Budget and budget justification
7. An appendix must include the following submitted as individual PDF files:
 - a. Approval for the use of human subjects by an Institutional Review Board (if already approved). Applicants must provide evidence that the project has received approval for the use of human subjects or is in the process of being reviewed by an Institutional Review Board. If the review is in process, approval must be documented before funds can be released.
 - b. Participant informed consent form.
 - c. Curriculum Vitae for the lead investigator and biosketch for faculty advisor if the lead investigator is a student. Applicants' vitae and biosketch must not exceed three single-spaced pages and should include academic degrees, positions held, awards, publications, presentations, and other information relevant to the proposed project.

Failure to include all components listed above, or proposals that do not conform to length specifications, will not be reviewed.

D. Budget and Time Frame

- Budgets must be greater than \$100 and not exceed \$1,200.
- Awards will be paid to the lead investigator's department or organization/company, if one exists, and can cover costs such as equipment, hourly assistance, materials, incentives, and supplies.
- Budgets may *not* include indirect costs, salaries for the investigator(s), or travel to present the results.
- Grants are awarded for a one-year time frame beginning November 1.
- Unspent balances will revert to ISOES unless a written request for a no-cost extension is submitted six weeks before grant expiration and approval by the Research & Outreach Committee.

E. Obligations

- Recipients must submit the final budget statement within three months of the award. If the grant is not managed through an organizational grants' office (e.g., University grants office), copies of receipts must be provided along with the final budget statement.
- PIs are required to publish the research outcomes in at least one peer-reviewed journal paper.
- Any publication(s) resulting from the grant should acknowledge the funding from ISOES.

Other information:

This application is to be submitted via email in one combined PDF file to 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 if questions arise.

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