



# Ohio Occupational Safety and Health Research Program

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## **Ohio Occupational Safety and Health Research Program**

### **Overview**

The Ohio Occupational Safety and Health Research Program, hereafter the “Program,” is administered by the Ohio Bureau of Workers’ Compensation (BWC). It is a competitive research program with an emphasis on maximizing the impact of research efforts in the areas of occupational safety and health on the overall safety, health, productivity, and competitiveness of Ohio’s workforce. BWC has modeled the program, with minor modifications, after the National Institute for Occupational Safety and Health’s (NIOSH) National Occupational Research Agenda (NORA). The program provides funding for research projects up to \$300,000 per project. The duration of each research project is limited to a maximum of 24 months. The program is an open competition for researchers in Ohio’s not-for-profit higher education institutions and research organizations. The deadline for proposal submission is 5 p.m. EST January 13, 2022. BWC will make determinations on the successful proposals approved for awards in spring 2022, and the successful proposals will be funded according to the available funds. The total amount of funds available for the program for fiscal year 2022 is \$3 million.

### **Eligibility Guidelines and Restrictions**

This program is limited to not-for-profit higher education institutions and research organizations located in Ohio. Causes for rejection of a proposal without detailed review (in no particular order) include, but are not limited to:

1. Sponsoring college /university /research institution or organization is not in Ohio.
2. Proposal is not received by the 5 p.m. EST submission deadline January 13, 2022.
3. Proposed research project is too broad or disjointed.
4. Proposal fails to meet the format requirements described below.
5. Proposal duplicates other research projects previously completed or currently under way by another research team or organization.
6. Proposed research project or associated budget are not feasible or reasonable; or
7. Proposals with focus areas that are excluded from funding during any given program funding cycle (see Research Focus Areas Excluded from Consideration for Funding in this Cycle section for further details).

### **Research-to-Practice (r2p) Focus**

Successful research proposals to be funded by the program must demonstrate: 1) a high probability for short- or long-term impact for the proposed research project (basic or applied); 2) a commitment to achieving optimal dissemination of research products, including knowledge, interventions, recommendations, and technologies; and 3) a commitment to engaging internal and external partners throughout the process. BWC encourages researchers to consider the following r2p elements, established by NIOSH, as they develop their research proposals:

1. List external partners involved in the research project and their expected contributions, including roles and responsibilities. Researchers are encouraged to engage external partners in the research process, as appropriate. However, if no partners are expected to be involved,

indicate/state “no external partners expected” in the project proposal or project plan. A “partner” is an individual, group, or organization actively involved in the research. Involvement may include but is not limited to identifying an occupational safety and health issue, project planning, providing access to worker populations, data collection, implementing and assessing recommended work practices, disseminating research findings, and evaluating the impact of the research on improving the safety and health of workers.

2. Identify the primary target audience(s) intended to use the new research findings (i.e., knowledge, intervention, recommendations, technology) generated by the project. “Audience” is an individual, group, or organization who will use the research findings generated by the project to improve worker safety and health. Audiences may include, but are not limited to workers, employers, industry leaders, academicians, researchers, policymakers, standard-setting organizations, professional associations, safety and health professionals, labor unions, other government agencies, and not-for-profit organizations.
3. Identify relevant outputs/products that will be used to effectively communicate research findings (i.e., knowledge, intervention, recommendations, technology) to the target audience(s). “Outputs” are products of the project activities. Outputs may include but are not limited to peer-reviewed journal publications/manuscripts, trade journal publications, technologies, patents, recommendations, reports, website content and other electronic media, workshops and conferences, presentations, databases, educational and informational materials, and scales and methods.
4. Describe the methods/channels of communication that will be used to disseminate the research findings (i.e., knowledge, intervention, recommendations, technology) and associated outputs to the target audience(s). Channels of communication may include but are not limited to peer-reviewed journals, trade journals, workplace solutions, information circulars, web and other social media platforms, partner organizations, workshops and conferences, presentations, educational and informational materials, proceedings, and media outlets.
5. Identify intermediate outcomes that could potentially occur as a result of the research findings (i.e., knowledge, intervention, recommendations, technology) and related outputs. **Please note:** intermediate outcomes may occur throughout the duration of the research project, a few months after the project concludes, or several years afterward. Including ‘projected intermediate outcomes’ in the proposal provides the researcher and BWC a mechanism for tracking potential impacts and guides the follow-up and assessment of impact at a later time, as appropriate. Intermediate outcomes may include but are not limited to the development of or a change in policy, citations in scientific literature, adoption of recommendations into training materials, implementation and adoption of a new technology or workplace practice, and the development of a standard or regulation.
6. Outline methods that may be used to capture the potential impact that the research findings (i.e., knowledge, intervention, recommendations, technology) have on improving worker safety and health. For example, what methods could be used to determine whether a stakeholder adopted the recommendations that resulted from this project and in what ways those recommendations had been adopted? Methods of capturing intermediate outcomes may include but are not limited to conducting an Internet search to assess who is using a particular output; conducting citation searches; contacting partners and key stakeholders to determine use of research results, project outputs, etc.; assessing sales of new technologies; and reviewing reference lists in new regulations.

## **Priority Research Focus Areas**

The priority research focus areas for the purposes of this program include the following:

- Prevention of musculoskeletal disorders, especially those associated with back, shoulder, and knee.
- Prevention of injuries/illnesses/fatalities:
  - In the warehousing and storage industry sector;
  - In the transportation industry sector;
  - For specialty trade contractors;
  - For employees who work for small businesses;
  - Caused by working in trenches; or
  - Caused by falls on the same level and/or different level.
- Use of technological interventions to improve occupational safety and health.
- Reduction of injury rates and duration of disability using health and wellness program interventions.
- Integration of workers' health and wellness into occupational safety and health programs.
- Prevention of suicide and assisting the mental health of workers.
- Prevention of long-term disability among injured workers after their injury.
- Prevention of injuries related to lack of awareness or impairment due to prescription medication, drugs of abuse, or other causes.
- Prevention of opioid abuse among injured workers and/or at-risk populations in the workforce.
- Prevention of injuries due to noise.
- Prevention of injuries and illnesses related to silica exposure in the workplace.

While the above list represents the program priorities, other types of proposals addressing occupational safety and health, reducing accidents and injuries, and disability prevention among injured workers will be accepted for review and evaluation.

## **Research Focus Areas Excluded from Consideration for Funding in this Cycle (November 2021)**

- Proposals that were submitted and were not funded in the previous funding cycles that were issued in October 2014, September 2015, February 2017, November 2017, and November 2018 are excluded from consideration in this Program cycle. **Due to the cancellation of the Program for FY 2020, proposals that were submitted in February 2020 may be submitted again for the FY 2022 program year.**

## **Research Proposal Elements and Guidelines**

### **General**

**Font:** Use an Arial or Times New Roman typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

**Type Density:** Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

**Paper Size and Page Margins:** Use standard paper size (8 ½" x 11"). Use at least one-half inch margins (top, bottom, left and right) for all pages.

**Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes:** You may use a smaller type size, but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear, and legible.

**Grantsmanship:** Use clear language and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

**Appendix(ices):** The set of appendices may include publications (no more than five submitted or accepted manuscripts and published materials not publicly available), questionnaires, and other detailed information that supplements information provided in the main proposal. Reviewers are not required to evaluate materials in an appendix. Do not put essential Study Plan information in an appendix.

**Table of Contents:** The table of contents must list at least the major sections designated by Roman numerals "I" through "VII" plus the appendices. Also, the table of contents must list the various elements of the study plan designated by uppercase letters "A" through "D."

### **Structure of Proposal**

Proposals must include the **required** seven major sections described below. Each section must be limited to the number of pages allowed for that section. Remember to include all tables, graphs, figures, diagrams, and charts within the Study Plan page limit. All proposals must be self-contained within the specified page limits. The completeness check will include checks for page limits. Internet website addresses (URLs) may not be used to provide information necessary to the review because reviewers are not obligated to view the Internet sites. URLs are acceptable in citation listings, the biosketch, and the references. Principal Investigators are prohibited from using the appendix to circumvent page limitations in any section of the proposal for which a page limit applies.

Each proposal must include the following seven section headings designated with Roman numerals:

#### **I. Project Summary/Abstract (Page limit: 2)**

This section serves as a succinct and accurate description of the proposed work when separated from the proposal. State the proposal's broad, long-term objectives and specific aims, making reference to the occupational safety and health relatedness of the project (i.e., relevance to the mission of BWC). Describe concisely the project plan and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. Finally, please make every effort to be succinct. Do not include any proprietary/confidential information.

**Relationship to the Review:** BWC and the reviewers will use this section to gain an overview of the proposal before evaluating the budget and the Study Plan.

#### **II. Performance Site(s), Resources, and Equipment (Page limit: 3)**

**Performance Site(s) (organization name, city, state):** Indicate the primary site where the work will be performed. If a portion of the project will be performed at secondary sites, identify the secondary site location(s). Include a short description of performance site(s). For each performance site, describe the resources and facilities provided at that site.

**Resources:** Describe how the scientific environment in which the project will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the other resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project. Describe any special facilities used for working with biohazards or other potentially dangerous substances.

**Equipment:** List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities.

**Relationship to the Review:** This information is used to assess the capability of the organizational resources available for successful completion of the proposed project. Will the environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the proposed project? Will the project benefit from unique features of the scientific environment, public health environment, or subject populations?

**III. Key Personnel (Page limit: 2)**

Key personnel are defined as all individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. You should also include individuals with critical expertise even if the effort is minimal in person-months. Other significant contributors (OSCs) should also be listed as key personnel. OSCs are individuals who have committed to contribute to the scientific development or execution of the project but are not committing any specified measurable effort (in person-months) to the project. These individuals are typically presented at “effort of zero person-months” or “as needed” (individuals with measurable effort cannot be listed as OSCs). Consultants should be included if they meet either of these definitions.

BWC requires a biosketch, including research/project support information, for these individuals as this highlights their accomplishments as scientists.

After the principal investigator, list key personnel should in alphabetical order according to the table format below. Add a row for each key person.

**III. Key Personnel (Template)**

NAME/TITLE	ORGANIZATION	MAJOR ROLE(S) ON PROJECT

**Relationship to the Review:** In conjunction with Section IV, reviewers will use this information in the assessment of everyone’s qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the project team.

**IV. Biographical Sketch(es) (Page limit: 4 pages per biosketch)**

Please start each biographical sketch on a new page. **Each biosketch may not exceed four pages. See the Biographical Sketch Template at the end of this section.** Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training. For each entry, provide the name and location of the institution, the degree received (if applicable), the month and year the degree was received, and the field of study.

Following the educational block, complete sections A, B, and C as described below.

- A. Positions and Honors.** List in chronological order previous professional/technical positions, concluding with the present position. List any honors. Include present membership on any federal and/or state government public advisory committee.
- B. Selected Peer-Reviewed Publications or Manuscripts in Press (in chronological order).** You are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include unpublished manuscripts submitted or in preparation. You may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed project (note that copies of publicly available publications are not acceptable as appendix material).
- C. Research/Project Support.** List both ongoing and completed (during the last three years) projects. Begin with the projects that are most relevant to the study proposed in this proposal. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the biographical sketch.

As part of the biosketch section of the proposal, “Research/Project Support” highlights your accomplishments, and those of your colleagues, as scientists.

**Relationship to the Review:** In conjunction with Section III, the reviewers will use this information in the assessment of everyone’s qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the project team. Also, the reviewers will use the information to assess how well-suited the project leader and the project team are to conduct this work. For project leaders who are in the early stages of their work in this area, do they have appropriate experience and training and/or will they receive appropriate mentoring and supervision? Have established project leaders demonstrated an ongoing record of accomplishments that have advanced their field(s) of work? If the project is collaborative, do the key personnel have complementary and integrated expertise, and is the project’s leadership approach, governance, and organizational structure appropriate?

**IV. Biographical Sketch(es) (Template)**

BIOGRAPHICAL SKETCH			
NAME		POSITION TITLE	
EDUCATION/TRAINING			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY



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**RESEARCH/PROJECT AND PROFESSIONAL EXPERIENCE:**

**A. Positions and Honors**

**B. Selected Peer-Reviewed Publications or Manuscripts in Press**

**C. Research/Project Support**

**V. Study Plan (Page limit: 16 pages excluding bibliography and references)**

The study plan must include the structure and elements below, including the page limits for each of these elements. Include all tables, graphs, figures, diagrams, and charts within the Study Plan page limit.

The Study Plan should include the elements/sub-sections designated with uppercase letters as described below.

**A. Specific Aims**

State concisely the goals of the proposed study and summarize the expected outcome(s), including any intermediate and end outcomes and the impact the results of the proposed study will have on the field and/or the workers targeted by the study. List succinctly the specific objectives of the study proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm, improve safety and health of workers, address a critical barrier to progress in the field, or develop new technology. Specific aims are limited to one page.

**B. Study Strategy**

Organize the study strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the study strategy section and provide the full reference in the bibliography and references cited section.

Study strategy is limited to 14 pages excluding the bibliography and references cited.

1) *Significance*

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or safety and health of workers.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

2) *Impact*

- Discuss the impact that the proposed project will have on workers and how the expected activities or findings will plausibly lead to a safer, healthier, workforce in either the near- or long-term.
- Describe who will benefit from the project activities.
- If appropriate, discuss partners and/or stakeholders in the project activities to help ensure successful transfer of the findings to the end users/intended audience.

3) *Innovation*

- Explain how the study challenges and seeks to shift current research or workplace practice paradigms.

- Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

#### 4) *Approach*

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Address how researchers will collect, analyze, and interpret the data.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is collaborative, describe the complementary and integrated expertise of the key personnel and the project's leadership approach, governance, and organizational structure.
- Identify the target audience groups intended to use the research findings, describe the proposed outputs/products that will be developed to effectively communicate these findings to the target audience(s), describe the methods that will be used to disseminate the research findings and proposed outputs, and specify external partners that will be engaged in the project including their primary role(s). Describe deliverables specific to BWC in Section VII.

### C. Human Subjects

If activities involving human subjects are planned at any time during the proposed project at any performance site, provide information on the protection of human subjects, even if the proposed project is exempt from Regulations for the Protection of Human Subjects. Provide a one-page summary describing the elements and aspects of your institution's Institutional Review Board (IRB) process.

### D. Bibliography and References Cited

Provide a bibliography of all references cited in the Study Plan. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. Citations that are publicly available in a free, online format may include URLs or PMCID numbers along with the full reference (note that copies of publicly available publications are not accepted as appendix material). The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the study plan.

**Relationship to the Review:** The reviewers will use this information in Section V in the assessment of the project's significance, approach, innovation, and impact on workers. They will also determine appropriateness of the budget based on the Study Plan.

## VI. Budget, Personnel Plan, and Project Timeline (Page limit: 5)

**Personnel:** The budget section should include a list of the project team members and the role of each member, with percent of full-time equivalent (FTE) dedicated to the project for each team member within the project duration.

**Equipment:** The budget section should list each type of equipment to be purchased, including hardware and software. Provide a narrative to justify the need to purchase the equipment.

**Travel:** The budget section should include the purpose and cost for travel to be undertaken by members of the project team. Provide a narrative to justify the purpose and cost for travel.

An example is provided in the table below:

Personnel					
Name & Degree	Role on Project	Hourly Rate (\$)	First 12 Months (% of FTE)*	Remainder of Project Duration (% of FTE)*	Total (\$)
Add new rows as needed					
Total Personnel					
Equipment					
Equipment Name	Purpose for Equipment	Cost per Item	Number of Items	-	Total (\$)
Add new rows as needed				-	
Total Equipment					
Travel					
Purpose of Travel		Cost (\$)	-	-	Total (\$)
Add new rows as needed		-	-	-	
Total Travel					
Total additional costs (must be itemized and listed in a separate/supplemental table with justification) (\$)					
Indirect costs (indirect costs must not exceed 18% of the total project cost) (\$)					
Total Project Cost (\$)					

\*= Percent of FTE applied to the project during the project duration.

**Timeline:** Complete and attach a Gantt diagram showing the project time line, the project tasks, and the beginning and end of each project task to the budget section of the proposal.

**VII. Deliverables (Page limit: 3)**

This section should describe the type of research deliverables to BWC at the end of the project duration. At a minimum, the research team will need to submit a research report summarizing the literature review and findings, the research methods, the research results, discussion of the research results, and conclusions and recommendations. Further, in a separate section, the report will need to address the six elements related to the research-to-practice focus of the program. The Research-to-Practice section at the beginning of this document describes these elements.

In the recommendations for the dissemination of the research results, findings, and/or outputs, BWC encourages researchers to capitalize on some of the existing programs and services administered by BWC and the Division of Safety & Hygiene, including: the Ohio Safety Congress & Expo, the Ohio Safety Council Program, BWC safety consulting services, BWC safety education and training services, the BWC Library and Resource Center, Public Employment Risk Reduction Program, and OSHA On-Site Program.

### **Proposal Review Criteria and Scoring System**

Researchers from NIOSH as well as safety/ergonomics/industrial hygiene experts from BWC will review and score the proposals. Reviewers are required to evaluate each proposal using the following review criteria and scoring system:

#### **Review Criteria Influencing the Score**

Reviewers are instructed to score the proposal based on the following criteria, weighing the criteria as they deem appropriate for each proposal.

- Significance
- Project Officers and Key Personnel
- Innovation
- Approach
- Impact on Workers
- Performance Site(s), Resources, and Facilities

The proposal does not need to be strong in all categories to be judged likely to make a major contribution and thus deserve a good overall scientific/technical score. For example, a principal investigator may propose to carry out important work that by its nature is not innovative but is essential to move a field forward. The reviewers will consider the following questions when assessing the strengths of the proposal in each of the areas:

1. **Significance:** Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or the safety and health of workers improve? How will successful completion of the aims change the concepts, methods, technologies, services, or preventative interventions that drive this field?
2. **Project Officers and Key Personnel:** Is/are the project leader(s) well-suited to conduct this work? For project leaders who are in the early stages of their work in this area, do they have appropriate experience and training and/or will they receive appropriate mentoring and supervision? Have established project leaders demonstrated an ongoing record of accomplishments that have advanced their field(s) of work? If the project is collaborative, do the key personnel have complementary and integrated expertise and is the project's leadership approach, governance, and organizational structure appropriate?
3. **Innovation:** Is a refinement, improvement, or new application of concepts or approaches proposed? Does the proposal challenge and seek to shift current research or workplace practice paradigms by using novel concepts or approaches? Does the project address a recently recognized critical barrier to progress in the field or take unique or significant advantage of the results from a recent project?
4. **Approach:** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies,

and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed? If an intervention project, does the proposal have an appropriate evaluation plan? Does the principal investigator include appropriate partners throughout the project and are their roles well-defined?

5. **Impact on Workers:** Does the principal investigator describe how the expected activities or findings, e.g., knowledge, interventions, or technologies, will plausibly lead to a safer, healthier workforce in either the near- or long-term? Does the principal investigator describe who will benefit from the project activities? If needed, does the principal investigator include appropriate partners and/or stakeholders in the project activities to help ensure successful transfer of the findings to the end users/intended audience?
6. **Performance Site(s), Resources and Facilities:** Will the environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, public health environment, or subject populations?

**Additional Review Consideration Not Influencing the Score:** The reviewers will assess the reasonableness of the proposed budget and the requested period of support in relation to the proposed work. The scientific/technical merit score should not be affected by the evaluation of the budget.

The reviewers will use the scoring definitions in the table below (adapted from the National Institutes of Health).

**Scoring Definitions**

Overall Merit	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
Minor weakness: An easily addressable weakness that does not substantially lessen the overall merit of the work. Moderate weakness: A weakness that lessens the overall merit of the work Major weakness: A weakness that severely limits the overall merit of the work			

**Summary of Expectations for Grant Recipients**

BWC expects grant recipients to meet the following requirements/expectations:

- Recipient must comply with the contractual requirements summarized in the next section of this document.

- Requests for extensions or other amendments to the contract must be submitted in writing in a timely fashion.
- Recipient will be expected to provide quarterly progress reports as well as a mid-term report.
- At the end of the project, recipient will be expected to provide a detailed final report documenting the motivation for the work, previous efforts (literature review), experimental methods used, results and findings, discussion of the findings and their relationship to previous research, and conclusion/recommendations, as well as any other agreed upon deliverables.
- If the research project is not on track to be completed, the recipient will be required to submit additional progress reports, and additional conference calls or site visits as may be necessary on a case-by-case basis.
- BWC will issue an initial payment for a predetermined percentage at the start of the grant agreement and require the recipient to submit periodic fiscal reports (financial activity reports) and invoices quarterly to receive reimbursement of approved expenses.
- Recipient will be required to submit a final expenditure report;
- Recipient will be required to review BWC's website quarterly for updates about the research program, including findings related to noncompliance issues or unallowable costs identified during desk or on-site reviews: <https://info.bwc.ohio.gov/wps/portal/bwc/site/safety/research-and-statistics/safety-and-health-research-program/>.

### **Contractual Requirements**

Because BWC is an executive agency of the State of Ohio, certain requirements and restrictions apply to grants from BWC including:

**Travel and Expenses:** Travel expenses as described in Exhibit A [**Budget**] may be reimbursed in accordance with State of Ohio OBM travel guidelines. Requests for reimbursement must be detailed to indicate how reimbursable amounts are calculated, i.e., number of overnight stays, air travel, telephone charges, auto rental, auto travel reimbursement detailing number of miles multiplied by number of trips times the rate, etc. Requests for reimbursements must be accompanied by receipts and proof of payment of or incurring expense. Recipient will be reimbursed for expenses in strict compliance with Ohio law and OBM travel guideline limits as provided in section 126-1-02 O.A.C. Expenses paid pursuant to this section shall be paid from and shall not increase the Not-to-Exceed total contract amount.

The Bureau shall reimburse Recipient only as described in the Proposal for other expenses incurred or paid by Recipient in connection with the performance of services. The payment of such expenses is the sole responsibility of Recipient and not the responsibility of the Bureau.

**Financial and Trade Secret Information:** All proposals submitted to BWC are subject to public information requests. Any information submitted with the proposal, which the principal investigator feels is a trade secret as that term is defined in Ohio Revised Code, Sect. 1333.61 et seq. or confidential financial, proprietary, or commercial information, must be conspicuously designated as "Confidential." It is the sole responsibility of the principal investigator to conspicuously mark such items as a trade secret or financial or commercial information. If any information in the proposal is to be treated as a trade secret or confidential financial, proprietary, or commercial information, the proposal must include a cover letter stating that the proposal contains such information with an explanation of the basis for claim of confidentiality, including any statute exempting the information from disclosure as a public record. Any claim of confidentiality is waived unless this requirement is met. The letter must list each page that contains such information and the number of occurrences of such information on that page. Additionally, in the body of the proposal, the principal investigator must identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing

trade secret information and underline the trade secret information itself. Any proposal that claims that the entire contents of the proposal are confidential will result in the disqualification of that proposal.

BWC will make the final determination whether the information so marked is exempt from disclosure as an exception to the Ohio Public Records Act. After a contract is awarded, if BWC determines that the information provided by any responder appears not to be exempt and may be released upon a proper request, the Recipient will be advised of BWC's intent to release the information.

BWC has the authority and responsibility to protect trade secrets and other financial or commercial information. In the event that the materials or data submitted are deemed to consist of trade secrets or other confidential financial, proprietary, or commercial information, as defined by the Ohio Revised Code, Sect. 1333.61, then only those portions of the document can be protected from disclosure by BWC and duly noted as such.

The public abstract (Section I) must not contain any trade secret or confidential financial, proprietary, or commercial information.

**Ohio Elections Law:** Recipient hereby certifies that no applicable party listed in Divisions (I), (J), (Y) and (Z) of Ohio Revised Code, Section 3517.13 has made contributions in excess of the limitations specified under Divisions (I), (J), (Y) and (Z) of Ohio Revised Code, Section 3517.13.

**Conflicts of Interest and Ethics Compliance Certification:** Recipient affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict, in any manner or degree, with the performance of services which are required to be performed under any resulting Contract. In addition, Recipient affirms that a person who is or may become an agent of Recipient, not having such interest upon execution of this Contract shall likewise advise BWC in the event it acquires such interest during the course of this Contract.

Recipient agrees to adhere to all ethics laws contained in Chapters 102 and 2921 of the Ohio Revised Code governing ethical behavior, understands that such provisions apply to persons doing or seeking to do business with BWC, and agrees to act in accordance with the requirements of such provisions; and warrants that it has not paid and will not pay, has not given and will not give, any remuneration or thing of value directly or indirectly to BWC or any of its board members, officers, employees, or agents, or any third party in any of the engagements of this Agreement or otherwise, including, but not limited to a finder's fee, cash solicitation fee, or a fee for consulting, lobbying, or otherwise.

**Non-Discrimination and Equal Employment Opportunity:** The Recipient will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code, Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, for any contract in the amount of \$2,500.00 or more, Recipient must submit an Affirmative Action Program Verification Form to the DAS Equal Opportunity Division to comply with the Ohio affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by contacting the Equal Opportunity Department or viewing the Equal Opportunity Department's website:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>

The State encourages the Recipient to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) vendors.

**Workers' Compensation:** The Recipient warrants that the Recipient and agents are covered by workers' compensation and shall remain covered during the term of the contract. The Recipient is responsible for ensuring contractually that any subcontractors maintain workers' compensation insurance at all times during the term of the contract. Failure to maintain coverage at any time during the term of any contract shall be deemed a material breach of the contract. Such failure shall deem the contract voidable in its entirety at BWC's sole discretion.

If it is discovered after the contract has been awarded that the Recipient was not in compliance with Ohio law requiring participation in the workers' compensation system on the date the contract was awarded, the contract will be declared "void ab initio." BWC will not pay for any services rendered or goods delivered under the contract, and the Recipient must immediately repay to BWC any funds paid under this Contract.

**Prohibition of the Expenditure of Public Funds for Offshore Services:** Pursuant to Executive Order 2019-12D, no State Cabinet, Agency, Board, or Commission will enter into any contract to purchase services provided outside the United States or that allows State data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Supplier performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in the Contract. Executive Order 2019-12D is available at the following website:

[https://procure.ohio.gov/PDF/EO2019-12D/EO\\_2019-12D2\\_Offshore.pdf](https://procure.ohio.gov/PDF/EO2019-12D/EO_2019-12D2_Offshore.pdf)

The Supplier must complete the Contractor/Subcontractor Affirmation and Disclosure form affirming the Supplier understands and will meet the requirements of the above prohibition. During the performance of this Contract, the Supplier must not change the location(s) disclosed on the Affirmation and Disclosure Form, unless a duly signed waiver from the State has been attained to perform the services outside the United States. The Contractor/Subcontractor Affirmation and Disclosure form is available at the following website:

<https://procure.ohio.gov/PDF/EO2019-12D/02-Standard%20Affirmation%20and%20Disclosure%20Form.pdf>

**Boycotting:** Pursuant to Ohio Revised Code 9.76(B) Recipient warrants that Recipient is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the contract period.

### **Submission of Proposals**

Researchers must submit proposals in electronic format by 5 p.m. EST January 13, 2022. Send an electronic version of the proposal as an attachment in MSWord file format or pdf file format to the following email address: [BWCResearchProgram@bwc.state.oh.us](mailto:BWCResearchProgram@bwc.state.oh.us). If you have questions, please feel free to contact us at 614-328-5320.

Include the following information in the cover/title page (first page) for the proposal as well as in the body of the email:

**Study title:**



**Name of sponsoring institution:**

**Name and affiliation of the principal investigator:**

**Email address of the principal investigator:**

**Telephone number of the principal investigator:**

**Address of the principal investigator at the sponsoring institution:**