

SSHRC Knowledge Mobilization Checklist

Why use a knowledge mobilization checklist?

- Canadian research funding agencies expect researchers to plan for knowledge mobilization activities in the development of their research proposal in order to ensure that the research is being used by relevant knowledge users and stakeholders.
- Kmb activities include dissemination and promotion of research findings, and/or co-creation approaches (involving knowledge users throughout the research, implementation, and evaluation processes and in the dissemination or communication of the results).
- Increasingly, the knowledge mobilization plan is part of the evaluation criteria in some SSHRC funding programs and therefore it needs to be well planned.



Well planned knowledge mobilization activities can show reviewers how your project will have influence and impact within and/or beyond the social sciences and humanities research community.

How to use this checklist?

- This checklist was developed to help SSHRC proposal writers think about all the sections in which knowledge mobilization can be addressed in a SSHRC proposal.
- Use this checklist to check if you have included in your proposal all the important elements related to knowledge mobilization that are relevant to your research project in each section of the proposal (proposal summary, methodological approach, timeline, roles and responsibilities or description of partners, student training or training and mentoring, knowledge mobilization plan, budget and participant CV).

¹ While it is not possible to provide an exhaustive list of knowledge mobilization activities, they may include: books, refereed journal articles, data sharing through online repositories, social media, dance, performances, oral histories, websites, films, plays, videos, exhibits, festivals, funding mechanisms, media coverage, op-eds, public service announcements, pamphlets, policy papers, reports, knowledge syntheses and workshops, or conferences and other events.

Are the following elements included in the application?	Yes	No	N/A
1. Proposal Summary Page			
The knowledge mobilization approach is clearly stated (co-creation/integrated and/or dissemination activities – see Glossary below for definitions)			
If using a co-creation/integrated approach , partners, collaborators and knowledge users are clearly identified			
Expected outputs and outcomes (potential impacts) are clearly identified			
2. Proposal: Methodological approach			
The knowledge mobilization approach is clearly stated (co-creation/integrated, if applicable)			
3. Proposal: Timeline			
The timeline includes the planned knowledge mobilization activities			
4. Roles and responsibilities or description of partners			
The expertise, roles, and responsibilities of the team members in knowledge mobilization are described			
If applicable, the roles and responsibilities of the partners or knowledge users in the research process are described			
If applicable, the roles and responsibilities of the partners or knowledge users in the dissemination activities are described			
5. Student training or training and mentoring			
The level of engagement of students in the knowledge mobilization activities is described (co-creation/integrated approach if applicable and dissemination activities)			

Are the following elements included in the application?	Yes	No	N/A
6. Knowledge Mobilization			
The audiences and their needs are clearly identified			
The knowledge mobilization goals are clearly identified for each audience			
The knowledge mobilization strategies are clearly identified for each audience			
The knowledge mobilization strategies are aligned with the goals and are appropriate for the needs of your audience			
The evaluation of the knowledge mobilization activities is addressed			
If appropriate, knowledge mobilization support offered by your faculty or institution is addressed			
Open access for publications and other products is addressed			
Research data management or access to research data is addressed			
If applicable, intellectual property or commercialization for research products, innovations or creations is addressed			
7. Budget			
The knowledge mobilization resources needed are included in the budget			
A budget for open access publications is included			
8. Participants CV			
All relevant knowledge mobilization experience , if applicable, is included in the participant's CV			

Glossary

Knowledge Mobilization: Knowledge Mobilization entails promoting and facilitating the use of research findings among knowledge users (stakeholders, decision-makers, policymakers, practitioners, community members, patients, etc.) to help them make informed decisions about policies, programs, practices and behaviours. It encompasses a wide range of activities relating to the production and use of knowledge generated from research, such as; knowledge synthesis, dissemination, and co-creation by researchers and knowledge users. The level of interactions between researchers and knowledge users during the knowledge mobilization process may vary in complexity and intensity depending on the nature of the research, the findings and the needs of the knowledge users.

Co-Creation Approach: Co-creation refers to the active involvement of knowledge users in various stages of the research process.

Integrated Approach: A method in which potential knowledge users are engaged throughout the research process. This approach produces research findings that tend to be more pertinent to and used by knowledge users. It should also incorporate a dissemination plan to share the results of the project with other interested knowledge users.

Dissemination: Activities that make knowledge-users aware of the knowledge that is gained during a research project. It can involve more intensive activities that tailor the message and medium to a specific audience and, even further along the spectrum, can involve moving research into practice.

Knowledge User: An individual who can use research findings to make informed decisions about health policies, programs and/or practices. A knowledge user can be but is not limited to: a practitioner, a policymaker, an educator, a decision-maker, a health care administrator, a community leader, or an individual in a health charity, patient group, private sector organization or a media outlet.

Audience: A group of individuals that the researchers intend to reach using their knowledge mobilization activities.

Knowledge Mobilization Goals: Describe the purpose of the knowledge mobilization activities and the impact they are trying to have on the knowledge users (e.g., change attitude, change practice, influence policy, increase awareness or knowledge, etc.).

Knowledge Mobilization Strategies: Describe the strategies that will help to reach the intended knowledge users or audience (products such as blogs, podcasts, video, briefing notes, website, etc.; events such as conferences, forums, panels, webinars, workshops, etc.; networking such as social media, a community of practice, etc. – to name a few).

Open Access: A set of principles and a range of practices through which research outputs are distributed online, free of cost or other access barriers.

Research Data Management: Involves the active organization and maintenance of data throughout the research process and suitable archiving of the data at the project's completion. It is an ongoing activity throughout the data life cycle.

Note: If you need a tool to help you develop your knowledge mobilization plan, please consult the [Knowledge Mobilization Plan](#) webpage of our website to find the best guide or template for you. You can also consult the SSHRC [Guidelines for Effective Knowledge Mobilization](#) webpage for more information regarding SSHRC's expectations. For general advice about writing a grant proposal for SSHRC, you can also consult uOttawa's [Advice for Writing a Successful SSHRC Application](#) website.



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