CIHR Knowledge Translation Checklist

Why use a knowledge translation checklist?

- Canadian research funding agencies expect researchers to plan for knowledge translation activities in the development of their research proposal in order to ensure that the research is being used by relevant knowledge users and stakeholders

- Knowledge translation activities include end of grant activities, such as dissemination and promotion of the results of a research project, and/or integrated knowledge translation approaches (involving knowledge users throughout the research, implementation, and evaluation processes and in the dissemination or communication of the results).

- Increasingly, knowledge translation is also part of the evaluation criteria in some CIHR funding programs and therefore it needs to be well planned.

Well planned knowledge translation activities can show reviewers how your project will have influence and impact within and/or beyond the health research community.

How to use this checklist?

- This checklist was developed to help CIHR proposal writers think about all the sections in which knowledge translation can be addressed in a CIHR proposal

- Use this checklist to check if you have included in your proposal all the important elements related to knowledge translation 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, knowledge translation plan, budget and participant CV).

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Are the following elements included in the application?	Yes	No	N/A
1. Proposal Summary Page			
The knowledge translation approach is clearly stated (integrated and/or end of grant – see Glossary below for definitions)			
If using an integrated knowledge translation approach, partners, collaborators and knowledge users are clearly identified			
Expected outputs and outcomes (potential impacts) are clearly identified			
2. Proposal: Methodological approach			
The knowledge translation approach is clearly stated (integrated, if applicable)			
3. Proposal: Timeline			
The timeline includes the planned knowledge translation activities			
4. Roles and responsibilities or description of partners			
The expertise, roles, and responsibilities of the team members in knowledge translation 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 end of grant knowledge translation activities are described			
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 Translation			
The audiences and their needs are clearly identified			
The knowledge translation goals are clearly identified for each audience			
The knowledge translation strategies are clearly identified for each audience			
The knowledge translation strategies are **aligned with the goals and are appropriate for the needs of your audience**			
Evaluation of the knowledge translation activities is addressed			
If appropriate, knowledge translation 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 translation resources needed are included in the budget			
A budget for open access publications is included			
8. Participants CV			
All relevant **knowledge translation experience,** if applicable, is included in the participant's CV			

Glossary

Knowledge Translation: A dynamic and iterative process that includes synthesis, dissemination, exchange and ethically-sound application of knowledge to improve the health of Canadians, provide more effective health services and products and strengthen the health care system. This process entails a complex system of interactions between researchers and knowledge users which may vary in intensity, complexity and level of engagement depending on the nature of the research findings and the needs of the knowledge user(s).

Integrated Knowledge Translation Approach: A Method in which potential knowledge users are engaged throughout the research process. This approach produces research findings which 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.

End-of-Grant Knowledge Translation: Activities which make knowledge-users aware of the knowledge that is produced during a research project. End-of-grant knowledge translation can involve more intensive dissemination 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 policy maker, 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 translation activities.

Knowledge Translation Goals: Describes the objective and purpose of the knowledge translation activities, as well as the desired impact on the knowledge users (e.g., to change attitude, change practice, influence policy, increase awareness or knowledge, etc.).

Knowledge Translation Strategies: Describes the actions that will be utilized 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, 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 and of 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 on-going activity throughout the data's lifecycle.

Synthesis: In this context, synthesis means the contextualization and integration of research findings of individual research studies within the larger body of knowledge on the topic. A synthesis must be reproducible and transparent in its methods, using quantitative and/or qualitative methods. It could take the form of a systematic review, follow the methods developed by the Cochrane Collaboration, result from a consensus conference or expert panel or synthesize qualitative or quantitative results. Realist syntheses, narrative syntheses, meta-analyses, meta-syntheses and practice guidelines are all forms of synthesis

Dissemination: Dissemination involves identifying the appropriate audience and tailoring the message and medium to the audience. Dissemination activities can include such things as summaries for / briefings to stakeholders, educational sessions with patients, practitioners and/or policy makers, engaging knowledge users in developing and executing dissemination/implementation plan, tools creation, and media engagement.

Exchange: The exchange of knowledge refers to the interaction between the knowledge user and the researcher, resulting in mutual learning. According to the Canadian Foundation for Healthcare Improvement (CFHI) the definition of knowledge exchange is "Knowledge exchange is collaborative problem-solving between researchers and decision-makers that happens through linkage and exchange. Effective knowledge exchange involves interaction between decision-makers and researchers and results in mutual learning through the process of planning, producing, disseminating, and applying existing or new research in decision-making."

Ethically-Sound Application of Knowledge: Ethically-sound KT activities for improved health are those that are consistent with ethical principles and norms, social values, as well as legal and other regulatory frameworks – while keeping in mind that principles, values and laws can compete among and between each other at any given point in time. The term application is used to refer to the iterative process by which knowledge is put into practice. Implicit in the CIHR definition of KT is the notion that evaluation and monitoring of KT initiatives, processes, and activities are key components of the KT process.

Note: If you need a tool to help you develop your knowledge translation 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 CIHR's Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches webpage for more information regarding CIHR's expectations. For general advice about writing a grant proposal for CIHR, you can also consult CIHR's The Art of Writing a CIHR Application website.

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