

INSTRUCTIONS:

This template was designed to assist with the development of KT plans. Begin with Box #1 at right and work through to box #14 to address the essential components of the KT planning process. It is recommended that you use this worksheet as a reflective and planning tool from which to write your KT plan.

Project Title:

(1) Identify Research Partners	(2) Identify the Degree of Partner Engagement	(3) Identify KT Expertise on Research Team
<input type="checkbox"/> researchers <input type="checkbox"/> consumers - patients & their families <input type="checkbox"/> the public <input type="checkbox"/> decision-makers <input type="checkbox"/> policy makers (government or other) <input type="checkbox"/> private sector – for profit <input type="checkbox"/> research funding body <input type="checkbox"/> volunteer health sector	<input type="checkbox"/> from idea formulation straight through <input type="checkbox"/> after idea formulation & straight through <input type="checkbox"/> at point of dissemination & project end only <input type="checkbox"/> beyond the project	<input type="checkbox"/> scientist(s) with KT expertise <input type="checkbox"/> consultant with KT expertise <input type="checkbox"/> Knowledge Broker / Specialist <input type="checkbox"/> KT supports within the organization <input type="checkbox"/> KT supports within partner organization

(4) Main Messages	(5) KT Audience(s) ¹	(6) KT Goals ¹	(7) KT Method(s) ²	(8) KT Process	(9) KT Impact	(10) Partner(s) Role in KT Strategy	(11) Required Resources	(12) Related Budget Items	(13) Estimated Costs
<p><i>Briefly, your research seeks to:</i></p> <p>➤</p> <p><i>What messages do you anticipate sharing (up to 3 audiences can be included on this form)?</i></p> <p>Audience ①</p> <p>➤</p> <p>Audience ②</p> <p>➤</p> <p>Audience ③</p> <p>➤</p> <p>OR</p> <p><input type="checkbox"/> No idea yet; messages will emerge during research</p>	<p><i>What audiences will you target?</i></p> <input type="checkbox"/> researchers <input type="checkbox"/> health practitioners or service providers <input type="checkbox"/> public <input type="checkbox"/> media <input type="checkbox"/> patients / consumers <input type="checkbox"/> decision-makers <input type="checkbox"/> in organization <input type="checkbox"/> in community <input type="checkbox"/> in government <input type="checkbox"/> policy makers <input type="checkbox"/> private sector <input type="checkbox"/> research funders <input type="checkbox"/> industry <input type="checkbox"/> venture capital <input type="checkbox"/> volunteer health sector <input type="checkbox"/> Other: (specify below)	<p><i>Identify KT goal(s) for each identified audience:</i></p> <p>Audiences (☑) ① ② ③ ↓ ↓ ↓ Generate...</p> <input type="checkbox"/> awareness <input type="checkbox"/> interest <input type="checkbox"/> practice change <input type="checkbox"/> behaviour change <input type="checkbox"/> policy action <p>Impart...</p> <input type="checkbox"/> knowledge <input type="checkbox"/> tools <p>Inform...</p> <input type="checkbox"/> research <input type="checkbox"/> product <input type="checkbox"/> patent <p>Other: (specify)</p> <input type="checkbox"/> Other <p>NOTE: All research can have a KT goal, however, aims to change practice, behaviour or policy should be backed by a body of research evidence. Always consider legal and ethical principles in your KT efforts.</p>	<p><i>What KT methods will you use:</i></p> <p>Audiences (☑) ① ② ③ ↓ ↓ ↓ ☉ Mostly Effective ³</p> <input type="checkbox"/> interactive small group <input type="checkbox"/> educational outreach <input type="checkbox"/> reminders <input type="checkbox"/> IT decision support <input type="checkbox"/> multi-professional collaboration <input type="checkbox"/> mass media campaign <input type="checkbox"/> financial intervention/incentive <input type="checkbox"/> combined interventions <p>☉ Mixed Effects ³</p> <input type="checkbox"/> conferences / courses <input type="checkbox"/> opinion leaders / champions <input type="checkbox"/> educational materials <input type="checkbox"/> patient-mediated intervention <input type="checkbox"/> performance feedback <input type="checkbox"/> educational strategies <input type="checkbox"/> substitution of tasks <input type="checkbox"/> peer reviewed publication <p>☉ Limited Effects ³</p> <input type="checkbox"/> continuous quality improvement <p>① Unknown Effects ²</p> <input type="checkbox"/> press release <input type="checkbox"/> patent license <input type="checkbox"/> arts based KT <input type="checkbox"/> social media <input type="checkbox"/> networks <input type="checkbox"/> communities of practice	<p><i>When will KT occur?</i></p> <input type="checkbox"/> Integrated KT ⁴ – researchers and research users will collaborate to shape the research process, e.g., setting the research questions, deciding the methodology, involvement in data collection and tools development, interpretation of findings and dissemination of research results. <input type="checkbox"/> End of grant KT ⁴ – KT undertaken at the completion of the research process. <input type="checkbox"/> Both <p><i>Comment on the specifics of your KT procedures:</i></p> <p>➤</p>	<p><i>Where do you want to have an impact?</i></p> <input type="checkbox"/> health outcomes <input type="checkbox"/> clinical practice <input type="checkbox"/> health policy/service <input type="checkbox"/> research <p><i>How you will evaluate impact?</i></p> <p>For example ⁵</p> <input type="checkbox"/> Reach Indicators (copies distributed, copies requested, # downloads/hits, media exposure) <input type="checkbox"/> Usefulness Indicators (read/browsed, satisfied with, usefulness of, gained knowledge, changed views) <input type="checkbox"/> Use Indicators (# intend to use information, # adapting the information, # using to inform policy and advocacy or enhance programs, training, education, or research, # using to improve their practice or performance) <input type="checkbox"/> Partnership Indicators (# products /services developed or disseminated with partners, # or type capacity building efforts) <p>➤</p>	<p><i>How will research partner(s) assist with developing, implementing or evaluating the KT plan?</i></p> <p>➤</p>	<p><i>Identify resources required:</i></p> <input type="checkbox"/> Human <input type="checkbox"/> Financial <input type="checkbox"/> IT <input type="checkbox"/> Web <input type="checkbox"/> Leadership <input type="checkbox"/> Management <input type="checkbox"/> Worker <input type="checkbox"/> Board <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: (list)	<p><i>Identify budget items related to the KT plan:</i></p> <input type="checkbox"/> Knowledge Broker <input type="checkbox"/> KT specialist <input type="checkbox"/> Plain text writer <input type="checkbox"/> Web site development <input type="checkbox"/> Web site maintenance <input type="checkbox"/> Mailing <input type="checkbox"/> Graphics <input type="checkbox"/> Production / printing <input type="checkbox"/> Workshop venue(s) <input type="checkbox"/> Workshop misc. <input type="checkbox"/> Travel: conferences <input type="checkbox"/> Travel: discuss/ train <input type="checkbox"/> Accommodation <input type="checkbox"/> Public relations <input type="checkbox"/> Media Release <input type="checkbox"/> Networking <input type="checkbox"/> Web 2.0 (blogs, podcasts, wikis) <input type="checkbox"/> Open access journal <input type="checkbox"/> Other: (list)	<p><i>Indicate if a separate KT grant will be sought; when, and from which funding source</i></p> <p>➤</p> <p><i>List estimated costs for items listed in box #12:</i></p> <p>➤</p>

(14) Describe how you will implement your KT strategy. Implementation is the process involved with applying your KT strategies, and ensures that the knowledge you are transferring is done with fidelity and maintains quality.

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¹ Goering, P, Ross, S., Jacobson, N, Butterill, D. 2006. A Tool and Accompanying Guide for Assessing Health Research Knowledge Translation (KT) Plans, in Towards More Effective Peer Review of Knowledge Translation (KT) Plans in Research Grant Proposals. Available at: <http://www.camh.net/hsrcu>

² KT strategies with unknown effects or poor effects in systematic reviews may have positive results in single studies. ³ Grol R & Grimshaw J 2003 From best evidence to best practice: Effective implementation of change in patients' care. The Lancet, 362(9391): 1225. NOTE: most research reviewed pertains to practice change with physicians. ⁴ CIHR <http://www.cihr.ca/e/29418.html> ⁵ Sullivan, T.M., Strachan, M., and Timmons, B.K. Guide to Monitoring and Evaluating Health Information Products and Services. Baltimore, Maryland: Center for Communication Programs, Johns Hopkins Bloomberg School of Public Health; Washington, D.C.: Constella Futures; Cambridge, Massachusetts: Management Sciences for Health, 2007.