



## **Indigenous Health Research Development Program**

### *Knowledge Translation Grant Application Guidelines*

July 2008

The Indigenous Health Research Development Program (IHRDP) aims to promote Aboriginal capacity in Aboriginal Health Research through the development of relationships with First Nations communities in Ontario. One of the goals of the IHRDP is to facilitate Knowledge Translation (KT) research or research on what the CIHR defines as the “exchange, synthesis, and ethically-sound application of knowledge within a complex system of interactions among researchers and users - to accelerate the capture of the benefits of research for Canadians through improved health, more effective services and products, and a strengthened health care system.”

Knowledge Translation is the process by which information is transferred to policy-makers, community members or health care practitioners and then applied. It includes the direct application of research findings, policy or program implementation work, or curriculum development, among other activities. KT in the Aboriginal context includes Indigenous Knowledge as well as the translation of knowledge from the research community into culturally appropriate community-based programs and health promotion activities. KT research might include, for example: assessing the effectiveness of web-based formats for distance education in communicating research findings; evaluating new approaches for translating health knowledge to Aboriginal community members or policy-makers; and developing forums to promote exchanges between researchers, policy makers and community-based organizations.

Applications in the Knowledge Translation category should clearly state the short or long-term knowledge translation objectives for specific audiences; for example, KT aimed at policy makers, specific Aboriginal communities, practice communities (i.e. specific health sectors) or educational groups.

For additional information on KT in Aboriginal health research, visit <http://www.ihrdp.ca/reports.html>.

The maximum funding available is \$25,000 for a 12-month period.

Funding support will depend on the scope of the KT project. Funding decisions will be made on the basis of merit, potential impact of project and availability of funds.

As appropriate, applications should demonstrate clear evidence of community support, and should include appropriate letters of support.

KT Proposals should be no more than 5 pages, excluding budget. Please use a 12 pt font with margins of no less than 1/2 inch. The proposal should clearly outline your objectives, KT approaches and ways of evaluating the success of the KT approach (see attached guidelines).

In addition to the Research proposal, an application submission will include:

- completed application form (found at: <http://www.ihrdp.ca/commresearch.html>)
- copy of the principal applicant's CV/resume
- letter of support/collaboration from the partner community (if relevant)
- a one page budget, with line item explanation of costs in major categories

The IHRDP will be available to assist communities in the development of their proposals. We can provide training in research methods, assist in the development/refinement of the research question, assist in identifying resources, etc. Again, the goal of the IHRDP is to promote Aboriginal capacity in conducting health research.

Successful applicants will be required to submit a final report at the end of the project. The final report will outline the project outcomes and will address the project's contribution to KT in the Aboriginal context.

# IHRDP KNOWLEDGE TRANSLATION

## PROPOSAL GUIDELINES

Every proposal begins, or at least should begin, with an idea. However, an idea is not a project. Turning an idea into a well thought out project proposal requires a number of tasks and diverse skills, so even though a proposal may actually be written by one person, it generally requires the help of many people for consultation, input and review.

The project team will often also serve as the proposal preparation team. Their first task is to gather the information that will be needed for the different sections of the proposal and determine what additional materials are needed. They should then establish a detailed timetable with delegated responsibilities for preparation, completion and timely delivery of the proposal.

Funding is generally awarded on a year by year basis, which means that your proposal should focus on 1 year of work with a specific deliverable at the end.

### Format of the Proposal

The proposal should be written in plain-language. Avoid jargon and flowery language. The best proposal is one that clearly explains your project. Many terms have different meanings in different disciplines - include definitions to avoid misunderstandings. A long proposal is not necessarily a better proposal. Your goal should be to make the proposal clear and concise - **Five pages is the maximum length (12 pt font, ½" margins).**

A good proposal **must** address the following areas:

**1) Background:** This section is designed to introduce the reader to the project. A brief description of your understanding of Knowledge Translation in the Aboriginal Health context is a good starting point, along with references to the literature to support this understanding. The next step is describing how and why the KT research developed. This is the place to mention how the research question came to your attention or why the project was developed. What specific First Nations communities, Aboriginal organizations, practice-communities (i.e. nurses, physicians, mental health workers) or policy makers is the initiative aimed at? How is the project innovative? Will this type of activity be transferable to other First Nations communities or organizations?

## **2) The KT approach:** *or What will you do?*

Be realistic in designing the project. Overly optimistic notions of what the project can accomplish in a given timeframe will only detract from the proposal's chances of being approved. One of the most common comments made by reviewers is that a project should be scaled down to a more specific and more manageable objectives that will permit the approach to be evaluated and that, if successful, will form a sound basis for further work. In other words, your proposal should distinguish clearly between 1) short term knowledge-translation activities or research, 2) the way you will evaluate whether the form of knowledge translation is effective, or how information reaches its specific audience (and whether that information has any impacts or creates change) and long range knowledge-translation goals.

**3) Methods or Activities:** The methods section is the most crucial part of the proposal. It is where you describe *EXACTLY* what you are planning to do and with whom? This might include a description of data collection, analysis or sample (see “guidelines for community-based research”). If you are holding a workshop, creating new curriculum or health resources, you will tell us the steps needed to “translate” research results, consult with Indigenous or other experts, or bring community members together. This section might also tell us about the audience you hope to reach, why you think this type of activity will be useful, and how you will evaluate the impact of the activities once completed.

**4) Community Involvement or collaboration:** This section should include information about how First Nations, Aboriginal organizations, practice communities, or policy makers will be impacted by, and/or involved in the project.

**5) Ethical Considerations:** Not all projects under the KT initiative will require ethics clearance. However, it is the applicant’s responsibility to obtain the required ethics approval for research involving human subjects from the relevant research ethics review board in an appropriate/affiliated institution, university or otherwise. Funds will not be released until evidence of ethics clearance is obtained by the IHRDP. Applications should briefly indicate how the research is compatible with CIHR’s Guidelines for Aboriginal Health Research and which University, Government or Aboriginal Research Ethics Board will approve the research.

**6) Activities and Timeline:** Be as detailed as possible about the schedule of the proposed work.

- When will the first step be completed?
- When can subsequent steps be started?
- What must be done before what else, and what can be done at the same time?

A calendar detailing the projected sequence and interrelationship of events often gives the reviewer assurance that the investigator is capable of careful step-by-step planning and that the proposed timeframe is feasible. If included, list this as an APPENDIX to the proposal and do not count the timeline against the 5 page limit.

**7) Budget:** Include a one page budget in addition to the 5 page proposal. Budgets must be realistic and only include those resources necessary for the successful completion of the research. It is necessary to include a budget justification for most items in the budget that explains how the figure was derived and why the item should be included. A detailed budget assists in project management.

It can be helpful to divide the budget into categories, such as *personnel salaries and benefits, travel, equipment, supplies, and contract costs*. The budget should demonstrate consistency with project activities. If another agency or organization is providing a good or service, include this in an “*In-kind contributions*” section. Make sure to account for all the activities that will need to be carried out for the project - including printing. If your budget includes a contract or honorarium to an organization or individual to complete a portion of the work of the project, include a breakdown of exactly what tasks are to be completed and the specifics of the contract.

You must also include a statement describing all other funding sources (both applied for and received) for this project.

Be as specific as possible.