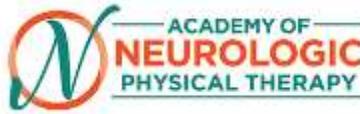**Knowledge Translation Grant Program 2023**

Sponsored by Academy of Neurologic Physical Therapy

Due date: 7/15/23

Instructions: Attached are a description and instruction for completing the KT Grant. Please email the tghornby@iu.edu with any questions. Final grant applications should also be mailed to that address. The file name of your grant application should include the last name of the principal investigator the term "ANPT KT grant" and the year. (e.g. Hornby_ANPT_KT_grant_2023)

Knowledge Translation Grant Program

The Knowledge Translation Grant Program sponsored by the Academy for Neurologic Physical Therapy utilizes the Integrated Knowledge Translation (IKT) approach developed by the Canadian Institute of Health Research (CIHR). The Integrated Knowledge Translation approach applies the principles of knowledge translation to the entire research process during grant submission. The central premise of IKT is that involving knowledge users as equal partners alongside applicants (or researchers) will lead to research that is more relevant to, and more likely to be useful to, the knowledge users.

In this grant proposal mechanism, we define the applicant as a "researcher", which specifically includes those who have applied for this funding mechanism and are proposing to translate available research evidence into clinical practice. The applicants ("researchers") may be composed of individuals with varying skill-sets and will likely include those who consider themselves clinicians, but may also include those with a primary interest in other areas of knowledge generation and translation, including those with primary dissemination (teaching) responsibility or those with primarily research-related activities. In contrast, "knowledge users" are considered those individuals who are likely to use the knowledge in practice, including clinicians, patients, or administrators. Given these broad definitions, specific applicants may be considered both researchers and knowledge users.

Knowledge translation (KT) factors for consideration

Proposals should demonstrate that the project has been shaped by the participating knowledge users and responds to their knowledge needs. In applying for funding, proposals should also outline how the project responds to the objectives of the specific funding opportunity. The following five factors should be considered when developing this research proposal.

1. Research Question
2. Research Approach
3. Feasibility
4. Outcomes
5. Dissemination

Applications are limited to 10 pages (single-spaced) and no less than 11 point fon. References, budget descriptions and letters of support are not included in the page limits.

1. Research question (1.5 page)

This section should _describe the intent of the research project_, including the objectives and an explanation of the knowledge to be translated, which details the scientific rationale and evidence underlying the knowledge to be translated. An important objective specific to a KT project is responding to a problem or knowledge gap identified by knowledge users. This must be clearly articulated, and stated as specific aims of the project.

The research question is meant to be targeted to the knowledge users' context and environment, but the research should be transferable enough that similar audiences will benefit. The context and environment of other audiences become pertinent when there is the intention to disseminate the research results more broadly.
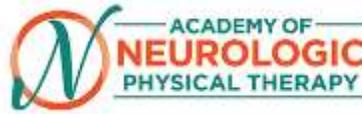
2. Research approach (3-5 pages)

The _methodology selected for the project should clearly address the proposed research question_, while the overall study design should be appropriate and sufficiently rigorous. However, the methodology may evolve as the project proceeds and may not be entirely determined at the outset. Nonetheless, the investigators should discuss primary methodology to be utilized at the outset, and subsequent metrics to gauge success and alternative strategies as needed.

There should be _strategies for sustaining the meaningful engagement of participating knowledge users throughout the research process_ during the time period of the grant, and following the completion of the project (the latter often called Sustainability Plan). A project has many stages, and each is an opportunity for knowledge exchange between the applicants and the knowledge users. Proposals should specify when, how and for what purpose the applicants and knowledge users will meet. All feasible opportunities for knowledge exchange should be explored. The proposal should also demonstrate that the researchers and the knowledge users have collaboratively developed the proposal.

A principal goal of all KT projects is to _incorporate the expertise of knowledge users_, who will obviously be experts on their own knowledge needs. They can provide insight into the knowledge needs of other knowledge users in their sector. Knowledge users also have expertise on the context of implementation – the realities of the environment in which the research results will be implemented – which researchers may not necessarily be aware of.

Very strong KT projects will _demonstrate an established relationship with the participating knowledge users that precedes and hopefully outlasts the project_. How the knowledge users will be involved in developing the research question, collecting and analyzing data, interpreting results, crafting the overall message, developing

recommendations and identifying audiences for dissemination should be specified in the grant proposal. However, grant proposals should recognize that KT approaches will require varying levels of engagement with different knowledge users at various times throughout the process and to ensure that the engagement is appropriate for both the project objectives and the availability of the knowledge users.

Proposals should distinguish between the knowledge users participating in the project and other target audiences (including other clinicians, patients or administrators) that will be reached by the dissemination plan. Proposals should also present realistic strategies that integrate knowledge translation into the project.

3. Feasibility (1/2-1 page)

A number of *potential risks can jeopardize the feasibility of a KT project, and these must be considered*. One of the biggest risks is that a knowledge user will change job positions and leave the environment that his/her expertise is linked to. Evidence of an ongoing commitment from the organizations and additional knowledge users at the local environment is ideal. Another risk is the possibility of a dispute between the knowledge users and the researchers. A collaborative agreement between researchers and knowledge users outlining such things as access to data, the timing of the release of findings and intellectual property – or some other mechanism for resolving disputes – will protect the project against such a contingency. Financial or in-kind support from the knowledge users' organizations/administrators, including providing staffing, space, and equipment resources, is a good sign of engagement and commitment. Such support can include allowing protected time for staff to implement the project, increased staffing or allowing space and equipment. With KT projects, there is a greater expectation that the findings or recommendations will be acted on. The knowledge users should be in a position to influence decision-making authority to integrate knowledge into the environment where they practice. Finally, the scope of the research project should be appropriate for the established goals and the resources available, and the application should communicate how the project can be accomplished in the given 1 year time frame with the resources described.

For these proposed projects, *a fair amount of detail will be provided about the knowledge users and researchers will be expected,* and both the leaders of the knowledge user team and researchers should submit their CVs. Their role in the project should be clearly stated, and there should be evidence that they have agreed to fulfill their role. Other personnel critical to the project should

Knowledge translation proposals should demonstrate that the knowledge users are the right participants to inform the project and act on the findings and that they understand the roles assigned to them in the project.

4. Outcomes (1/2 - 1 page)

In conducting research, efforts towards knowledge translation are likely to increase the uptake of research findings and improve the likelihood that the research will have an impact. In this regard, a _knowledge translation proposal should clearly illustrate how it will have demonstrable and sustainable impact on practice, programs and/or policy_ that could ultimately lead to a change in health outcomes.

While the research question may respond to the needs of the knowledge users, project findings can have an even greater impact depending on the extent to which the results are transferable to other contexts. Capturing the outcomes of research can help in validating the original goals of the study and can serve as a basis for further work stemming from the research findings.
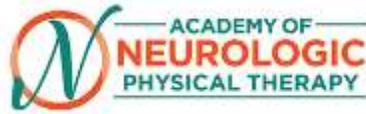
Proposals should include an evaluation plan to assess the process of the knowledge translation approach and to learn about barriers and facilitators for collaboration.

5. Dissemination (1 page)

Dissemination involves identifying the appropriate audience and tailoring the message and medium to the audience. Methods appropriate to translating research findings range from simple communication activities, such as diffusion (i.e., let it happen) or dissemination (i.e., help it happen), to more intensive knowledge application efforts that include workshops and tool development. Conference presentations and publications in peer-reviewed journals have often been the primary modes of communication to researchers and other knowledge users. These forms of KT remain the best approach for research at the early stages of discovery, when the knowledge has more relevance to academics who are contributing to a body of evidence that is not yet appropriate for application. Publishing in open-access journals or repositories has the potential of reaching a much broader audience, thus increasing the likelihood of research uptake by those in the academic community as well as knowledge users and the general public.
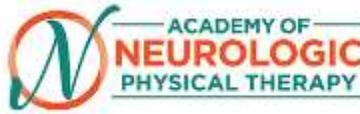
When there are potential knowledge-user audiences beyond the research community, dissemination activities should be more intensive and emphasize nonacademic modes of communication: the language of publications should be adapted to the target audience (e.g. lay language) and can be presented in popular formats, such as websites or creative media (e.g. film, theatre, art). Sharing of knowledge may be done face to face in a meeting/workshop setting by a knowledge broker (an individual specializing in the communication of findings to knowledge users, in their context) or via emerging online technologies (e.g. podcasting, webinars, YouTube). To disseminate more broadly to the general public, media such as television, radio and print may be engaged.

Additional dissemination activities can include such things as summaries for or 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.

The research proposals should delineate a dissemination plan, including appropriate journals for manuscript submission if applicable, but of equal importance are the _specific additional activities directed towards other knowledge users_, patients and potential policy makers

Additional materials

References

Please list the references at the end of the proposal. Please use a consistent format although there are no specific formatting requirement for this section.

Budget

The maximum funding amount for this application is $20,000 disbursed over 2 years ($10,000 per year) with the second year of funding contingent upon adequate progress made in the first year. Please indicate to your organization/administration that indirect costs are not allowed, although fringe benefits are allowable for investigator salary support if needed. On separate pages (not included in the page limit), please provide an item-by-item description detailing the intended funding distribution. Please separate the 1st and 2nd year budgets.
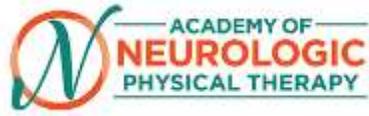
Other budget tips:

- We strongly suggest allocating funds for time for personnel to execute the goals of the grant. This may include time and effort directed towards education and training of personnel, data collection and analysis, audit and feedback, and dissemination.
- Equipment may be requested to accomplish the goals of your project, although budgeting for larger pieces of equipment (i.e., treadmill) is not encouraged.
- Dissemination should be limited to ~$3000 for potential presentations at a local or national conference and/or for manuscript publication if fees are incurred (i.e., open access).

Letters of Support

Letters of support from collaborators, including outside researchers who may assist on this project, and administrative staff indicating their enthusiasm and support for this project are not required by strongly encouraged. These letters are not included in the page limit.

Review of Knowledge Translation Grant Proposals.

Merit review considers the scientific merit as well as the potential impact of the project. Scientific merit generally reflects the rigor and appropriateness of the proposed research methodology and the strength of the research team. Potential impact reflects

the relevance or importance of the project to the knowledge users and the likelihood that the project will have a substantive and sustainable impact in the study context.

Knowledge translation (KT) project proposal worksheet

The following merit review criteria are modelled after the CIHR integrated KT model. This worksheet will guide project teams and reviewers through the key questions associated with each factor within a proposal and will provide bottom-line points for consideration.
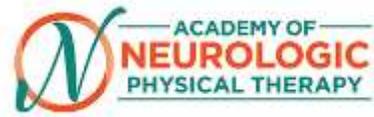
Factor	What is it?	Key Questions	What does this really mean?
Research Question	An explanation of what the research project is aiming to achieve and a justification for the need to conduct the research (i.e. how/why was this topic chosen? What gap will it fill?)	• To what extent does the project respond to the objectives of the funding opportunity? • To what extent does the research question respond to an important need identified by the knowledge users on the research team?	• Clearly articulate the research question • Be clear about the origin of the research question. Why is it interesting? Who is interested in it? How do the knowledge users' partners view it? What potential benefit does it bring to the knowledge users?
Research Approach	A detailed description of the research approach and a justification for the proposed methods/strategies	• To what extent is it likely that the proposed methods will address the research question? • To what extent is the study design appropriate and rigorous?	• Be clear and specific about the proposed methods – it should be evident that the project team knows what it wants to do/study • Demonstrate the participation of and commitment to the project by the knowledge users – this

		• To what extent are the knowledge users meaningfully engaged in informing the research plan? • To what extent does the research team have the appropriate expertise to utilize the best methodologies?	can be written into the text or shown through letters of support ○ These letters are important; they need to show true KT-style collaboration, describe the feasibility of the project and speak to methods of study design ○ These letters should not be "cookie cutter"; ensure that they are unique and specific about the knowledge users' expectations
Feasibility	A clear demonstration that the researcher/ knowledge-user team has the requisite skills, experience and resources to complete the project in the proposed time frame	• To what extent are the knowledge users committed to considering application of the findings when they become available and is this application achievable in the particular practice, program and/or policy context? • To what extent does the researcher/knowledge-user team have the necessary expertise and track record to deliver on the project's objectives, including the	• Document the expertise of all team members and their role in the proposed study • Demonstrate that this is a doable study from both a scientific and a practical perspective • Demonstrate an interest by the knowledge users' partners in the results of the study and the willingness and ability to use the results and move them into action (when appropriate) • Demonstrate that the budget is appropriate for the KT plan,

		objectives of the end-of-grant KT plan? • To what extent is the project accomplishable in the given time frame with the resources available/described?	including the engagement activities/communication needed.
Outcomes/ Dissemination	A description of the potential results expected from the successful completion of the project	• To what extent will the project have relevant findings that may ultimately have a substantive and sustainable impact on health outcomes, practice, programs and/or policies? • To what extent will the project's findings be transferable to other practice, programs and/or policy contexts? • To what extent will knowledge users be involved in interpreting results and informing KT plans/activities? • To what extent does the end-of-grant KT plan detail strategies appropriate for its goals and target audiences?	• Consider the potential impact of the study and its transferability • If it is not transferable, acknowledge and justify this • Include a detailed plan for dissemination • Develop a reasonable evaluation plan to be able to measure the outcomes and impacts of the study

		· To what extent does the evaluation plan demonstrate that it will enable researchers to assess the project's impact?	

Academy of Neurologic Physical Therapy

Grant Program Budget and Budget Justification

Budget

EXPENSES AND REQUESTED FUNDING		
CATEGORY OF EXPENSE	**TOTAL PROJECT COST**	**AMOUNT REQUESTED**
Personnel		
Senior/Key		
Other		
Equipment (itemize)		
Travel		
Participant Costs		
Other		
TOTAL DIRECT COSTS		

Budget Justification

Senior/Key

Personnel Other

Personnel

Equipment

Travel

Participant

Costs

Other Direct Costs (e.g., materials and supplies, publication costs, consultation services, computer services, subawards, equipment or facility rental/user fees, other)