

Integrated Knowledge Translation (iKT) Project Proposal Worksheet

Using CIHR’s merit review criteria, 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?)	<ul style="list-style-type: none"> <input type="checkbox"/> To what extent does the project respond to the objectives of the funding opportunity? <input type="checkbox"/> To what extent does the research question respond to an important need identified by the knowledge users on the research team? 	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> <input type="checkbox"/> To what extent is it likely that the proposed methods will address the research question? <input type="checkbox"/> To what extent is the study design appropriate and rigorous? <input type="checkbox"/> To what extent are the knowledge users meaningfully engaged in informing the research plan? <input type="checkbox"/> To what extent does the research team have the appropriate expertise to utilize the best methodologies? 	<ul style="list-style-type: none"> ➤ 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 can be written into the text or shown through letters of support <ul style="list-style-type: none"> ○ These letters are important; they need to show true iKT-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	<ul style="list-style-type: none"> <input type="checkbox"/> 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? 	<ul style="list-style-type: none"> ➤ 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

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Factor		Key Questions	What does this really mean?
Feasibility		<ul style="list-style-type: none"> <input type="checkbox"/> 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 objectives of the end-of-grant KT plan? <input type="checkbox"/> To what extent is the project accomplishable in the given time frame with the resources available/described? 	<ul style="list-style-type: none"> ➤ 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 iKT plan, including the engagement activities/communication needed.
Outcomes	A description of the potential results expected from the successful completion of the project	<ul style="list-style-type: none"> <input type="checkbox"/> 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? <input type="checkbox"/> To what extent will the project's findings be transferable to other practice, programs and/or policy contexts? <input type="checkbox"/> To what extent will knowledge users be involved in interpreting results and informing KT plans/activities? <input type="checkbox"/> To what extent does the end-of-grant KT plan detail strategies appropriate for its goals and target audiences? <input type="checkbox"/> To what extent does the evaluation plan demonstrate that it will enable researchers to assess the project's impact? 	<ul style="list-style-type: none"> ➤ Consider the potential impact of the study and its transferability <ul style="list-style-type: none"> ○ If it is not transferable, acknowledge and justify this ➤ Include a detailed plan for end-of-grant KT ➤ Develop a reasonable evaluation plan to be able to measure the outcomes and impacts of the study