

# KT Planning Guide of Guides

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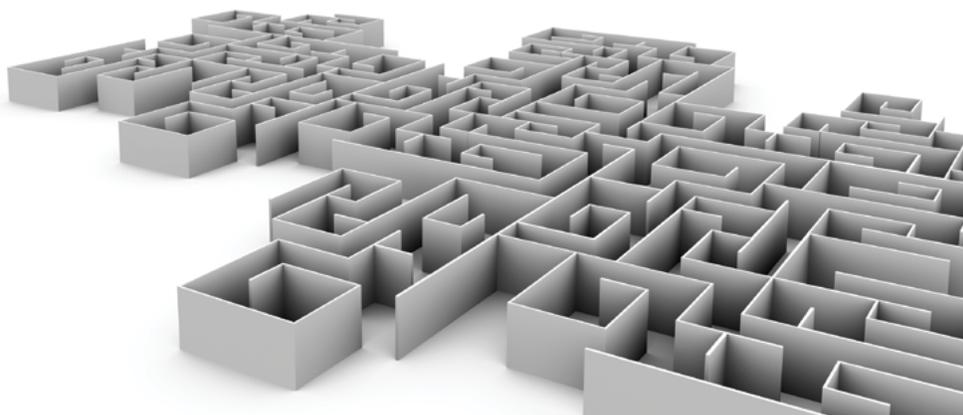


## Introduction

**As a researcher or graduate student/trainee** you have likely been introduced to the concept of Knowledge Translation (KT). You may also have experience designing a KT (or Knowledge Mobilization) plan for your research project as part of your application(s) for funding (including both end-of-grant and integrated KT). But beyond the 2-4 paragraph summary that is required for a grant application, why should you create a detailed KT plan for each of your research projects? What resources are available to help guide you through the process? How can you think about evaluating your KT activities? What are the types of impacts your research might inform and what are the critical roles of partners and collaborators?

York University's KMb Unit and NeuroDevNet's KT Core collaboratively sought and reviewed existing KT planning resources<sup>1</sup> and distilled them into this annotated compendium of KT planning guides. Whether you are new to KT or experienced and successful with planning and delivering on KT activities and deliverables for your research, these resources can provide useful information. We hope you and your collaborators/partners will find this guide-of-guides useful for understanding more about KT planning; what it is, why it is important, and how to do it. Indeed, these KT planning tools are ideally to be used as the basis for stimulating creativity and discussion among project teams (including collaborators and partners) for creating a KT plan that has the greatest chance of maximizing the impact of your research. This document has been organized according to the format of the resources listed: guide, downloadable form-fillable .pdf, downloadable and printable .pdf, checklist, searchable database.

If you would like help with your KT Planning: NeuroDevNet researchers and trainees contact the KT Core ([apoetz@yorku.ca](mailto:apoetz@yorku.ca)), York University researchers and graduate students contact the KMb Unit ([mjohnny@yorku.ca](mailto:mjohnny@yorku.ca), [kejensen@yorku.ca](mailto:kejensen@yorku.ca)).



<sup>1</sup> **Guides:** Guides provide background or introductory information about the KT planning process.

**Tools & Toolkits:** Tools and toolkits help you apply your knowledge about KT, your stakeholders and your research for the purpose of creating a custom KT plan for your research project.

## Innovation to Implementation: A Practical Guide to Knowledge Translation in Healthcare – 2014, 20 pages

<http://bit.ly/1HqZl1a>

Author: Mental Health Commission of Canada

Audience: Health Practitioners, KT professionals, researchers

### What is this about?

This concise, practical guide presents a 7-step process for developing a KT plan with emphasis on the innovation upon which the KT plan will be built. The guide defines four types of knowledge (scientific, experiential, pragmatic, and cultural), innovation for improving health outcomes, and implementation for bringing a practice or policy into effect. The importance of integrated knowledge translation (iKT) is a theme throughout, with a high value placed on the benefits of including diverse types of knowledge and stakeholders in the KT planning process.

### How can you use it?

- To develop a KT plan for one specific innovation arising from your research

### Format:

Guide, downloadable .pdf (**not** form-fillable)

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## Knowledge Translation (KT) Planning Primer – 2012, 22 pages

<http://bit.ly/1nm5EYk>

Author: Public Health Agency of Canada

Audience: Researchers

### What is this about?

This guide is meant to support the dissemination of research, with the ultimate goal of improving the Health of Canadians. This concise document focuses on knowledge dissemination and is divided into the following sections: Who, What, Why, How, Impact. It contains tips on: identifying your KT goals, main messages and target audiences; choosing the format and delivery method for your messages; identifying opportunities and barriers to dissemination; and assessing whether you have the resources to carry out your KT plan. There is an appendix containing information about types of key messages, and practical tips for crafting key messages, and an appendix listing indicators to assess impact.

### How can you use it?

- Develop a KT plan for disseminating your research project's findings using a sample worksheet
- Get ideas for indicators you can use or adapt for evaluating your dissemination activities
- As a reference for crafting your key messages and 'sticky ideas' for dissemination

### Format:

Guide with worksheet <sup>2</sup>, downloadable .pdf (**not** form-fillable)

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<sup>2</sup> to receive worksheet, email request to: [munira.lalji@phac-aspc.gc.ca](mailto:munira.lalji@phac-aspc.gc.ca)

## Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches – 2012, 34 pages

<http://bit.ly/1wpWxy4>

Author: CIHR

Audience: Researchers

### What is this about?

This guide provides a clear-language overview of both Integrated Knowledge Translation (iKT) and end-of-grant KT and contains a worksheet (checklist) for each as well as case study examples to help you understand each approach. Finally, it contains links to additional KT resources.

### How can you use it?

- Acquire an understanding of CIHR's requirements for KT
- Develop integrated & end-of-grant KT plans for your research grant application
- Use the worksheet as a guide for developing custom planning tools

### Format:

Guide with worksheets, downloadable .pdf (**not** form-fillable)

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## A Guide to Researcher and Knowledge-User Collaboration in Health Research – 2013, 83 pages

<http://bit.ly/1Adyq1O>

Author: CIHR

Audience: Researchers, Community Organizations and Knowledge Users

### What is this about?

This is a comprehensive guide, which covers both end-of-grant KT and iKT approaches in detail. It also provides a list of knowledge users and an insight into partnerships within an iKT plan. There is specific attention paid to barriers and conflicts in partnerships, as well as information about negotiating partnerships. Finally, this guide also covers grant applications and end-of-grant research dissemination.

### How can you use it?

- Learn about partnerships with stakeholders including: how to initiate and maintain partnerships throughout the research process, deal with conflict, negotiate partnership agreements
- Use the table on joint governance to outline committees, leadership and roles
- Learn about planning for iKT and how to create a dissemination plan

### Format:

Guide, downloadable .pdf

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## Knowledge Translation Planning Tools for Allergic Disease Researchers – 2009, 40 pages

<http://bit.ly/1MayLfP>

Author: AllerGen NCE

Audience: Biomedical Researchers, Clinical, Health Services & Public Health Researchers

### What is this about?

This evidence-informed guide was specifically created to assist allergy, asthma and anaphylaxis researchers and trainees. However, since AllerGen is an NCE, the overall concepts are highly transferrable for use by other NCEs such as NeuroDevNet. The guide includes tools for creating a KT strategy at the beginning of a research project, with the idea that the plan would be operationalized throughout each stage: knowledge generation, knowledge transfer, knowledge uptake. The tools are in the form of printable worksheets and checklists with items to consider for maximizing opportunities for trainees, partnerships, intellectual property, and KT potential including socio-economic benefits. There is a checklist for developing an end-of-grant KT plan including questions to help you think through goals, audience, strategies, (available) expertise, and budget available to carry out activities. There are worksheets to fill in contact information for key research participants and key partner organizations.

### How can you use it?

For information and guidance on:

- Evaluating your project's fit with your funding agency's objectives
- Planning your KT strategy during the early stages of research
- Building KT capacity and identifying roles among research team members
- Developing a dissemination plan & assessing uptake into policy-decision improvements
- What to do if you become involved in patenting your discoveries
- Partnering with industry to validate your interventions through clinical trials
- Developing a business plan, business case, and looking for venture capital funding
- Assessing partnerships

### Format:

Guide, with printable worksheets & checklists, downloadable .pdf (**not** form-fillable)

## Knowledge Translation Planning Tool – 2013, 2 pages

<http://bit.ly/1AdysGZ>

Authors: Karine Souffez, & Marie-Claire Laurendeau – INSPQ

Audience: Researchers

### What is this about?

This resource contains a short and simple template that can be completed to articulate the structure and operationalization of your KT plan. To structure your KT process, this tool helps you think through which knowledge products to produce and share, and which audiences to target (end-of-grant KT). It prompts you with questions about which actors to involve to reach your target audiences, which KT strategy/strategies would be most appropriate for each audience, as well as how to evaluate the effectiveness of your strategy. Finally, you can plan for the operationalization of your KT process. The template includes sections on implementation of your KT strategies, the persons responsible, start and end dates, deliverables, and resources required to carry out the activities.

### How can you use it?

- For developing a KT plan for your research project
- For developing a plan to structure and operationalize your KT plan

### Format:

Downloadable, printable .pdf (**not** form-fillable)

## Knowledge Mobilization Planning Toolkit – 2013, 8 pages

<http://bit.ly/1eVFDjF>

Author: Ontario Centre of Excellence (OCE) for Child and Youth Mental Health

Audience: Mental Health Practitioners, Researchers, KMB professionals

### What is this about?

This form-fillable .pdf begins with an embedded video featuring the “knowledge ninja”, a character created by this organization to help explain the benefits of KT planning and executing that plan. Each colour-coded section contains questions to prompt reflection and discussion, as well as suggested items and activities to use as a catalyst for more creative thinking. The website from which this document originates ([www.kmbtoolkit.ca](http://www.kmbtoolkit.ca)) contains additional resources such as an introduction to KT modules and tip sheets.

### How can you use it?

- Share the form-fillable .pdf with your project teams (including collaborators/partners) to brainstorm and plan your KT strategy and main messages
- Keep this KT planning document and refer to it later in the project: to keep KT activities on track, within scope, and up-to-date as the project evolves

### Format:

Downloadable, form-fillable .pdf

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## KT Planning Template – 2013, 4 pages

<http://bit.ly/1oaGYVF>

Author: Melanie Barwick, SickKids Hospital

Audience: KT Practitioners, Service Providers, Researchers, Community Members, Stakeholders

### What is this about?

This is a comprehensive template in the form of a 13-step checklist for developing a KT plan. The main sections, with questions to guide your thinking through each: partnerships; expertise; knowledge users; main messages; KT goals, strategy, process and evaluation; resources; budget items; and implementation.

### How can you use it?

- As a step-by-step checklist for thinking through the design of your KT strategy
- As an activity at a project team meeting and/or stakeholder workshop using the KT Planning Template in an alternate format as a set of cards called “The KT Game,” (see: <http://bit.ly/1Gls4tx>)
- As a starting point for KT planning

### Format(s):

Downloadable .pdf (form-fillable), checklist format (also available as a card game)

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## KT Strategies Database – 2014, over 130 documents

<http://bit.ly/1E9e4uD>

Author: Center on Knowledge Translation for Disability and Rehabilitation Research (KTDRR)

Audience: Researchers

### What is this about?

This web-based database contains over 130 documents focused on KT strategies. It includes academic articles, planning templates and videos. Each product is assessed using a Strength of Evidence scale of 1-5 and describes the supporting evidence observed during product review.

### How can you use it?

- Search the database to find articles, resources, planning guides and templates for developing your KT strategy
- Find a breadth of information to support existing KT strategies or for planning a new KT strategy

### Format:

Searchable online database

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**NeuroDevNet KT Core** - KT helps to maximize the impact of research and training in neurodevelopmental disorders

Contact the KT Core: <http://neurodevnet.ca/kt-coreteam> Twitter: [@neurodevnetKT](https://twitter.com/neurodevnetKT) LinkedIn: <https://ca.linkedin.com/in/neurodevnet>

