Knowledge Translation Activity Formulation and Tracking Tool

Created by Jonathan Lai and Aryeh Gitterman, KT Committee Members (Nov 2017)

About this Tool

This tool is meant to **guide your research project's iKT planning** and help the KT committee better understand your process, to support your activities and disseminate best practices across all the SPOR projects.

Our **guiding definition of iKT**: The act of involving specific stakeholder groups as partners in the research process in a way that results in measurable impact.

Tips for using this Tool

Tip 1 We have provided an example for each step in the KT tool (see the row entitled Example).

Tip 2 Each research project should have multiple KT activities. Your team has outlined these KT activities in your project proposal (Fall 2016), and you have provided us with a progress update in October 2017. List each KT activity you intend to carry out in a separate row.

Instructions

1. Establish goal

- Each KT activity should have a goal (separate from your research project's goal/objective), description and process.
- Start by articulating the goal of an activity in terms of the KT impact you aim to achieve, the targeted Partner Stakeholder, and the Target Audience.

2. Use guidance provided, if necessary

- Guidance on what to enter for each category (column) is given beneath the category row in the table.
- You can select as many or as few of the options as you see fit, when examples are provided, or use your own.

3. Update this table as you go

- You can likely complete some of the cells now, but other cells will need to wait or be revised when you carry out the activity.

4. Create new activities

- Add as many rows as you like, as you build in more activities.

Definitions

- By **'stakeholder group'** we mean a specific group of individuals and/or organizations for which this research is intended to impact or have relevance. See description of 'partner stakeholder' below, under the KT Goal Statement category heading.

- By **'involving'** we mean including in a meaningful, non-tokenistic way to have a direct role in at least one part of the research process.

- By **'partner'** we mean that the communication is bidirectional and that there is a shared sense of purpose.

- By **'research process'** we refer to the steps from beginning to end of grant, including, but not limited to, governance, priority setting, generating ideas, informing the language of the project, defining the research question, conducting research (collecting and analyzing data), sharing findings, and supporting uptake of the knowledge into practice, using it in advocacy, and shaping policy.

- By **'measurable impact'** we mean that the research initiative and partnership is framed in such a way that impact can be documented and that leads to demonstrated change at multiple levels (individual, community, system).

- **Note:** In the context of the SPOR, KT is not merely science communication and end-of-grant dissemination of findings - although that may be a component of the research project.

	Category	Guidance	Example
KT Goal Statement	KT Desired Impact	To generate or gain… (Select one the following per activity/row in table): awareness, interest, knowledge, skill, change in practice, change in service delivery, change in policy, product development, knowledge about research setting, knowledge about system context, a stakeholder perspective, support for conducting the research, create collaborative opportunities.	To generate knowledge about system context
	Partner Stakeholder	with… (Select the stakeholder group you are partnering alongside in the process): general public, children, youth, families, caregivers, parents, community-based not-for-profits, education professionals, health care professionals, health care administrator/managers, research partners, journalists, patients with X condition, policy makers, private sector, funders, students…	With patients
	Target Audience	targeting… (Select the stakeholder group you are targeting - examples from the same list as the column to the left, it may be the same or different than your partner stakeholder group).	Targeting healthcare professionals
Activity Description		Based on the goal, describe the activity you are doing with your partner stakeholder group and what change you expect to see in your target group (could be the same or different group). What is the activity you are doing?	Identify gaps and promising practices in management of condition A, using new research findings and creating patient stories illustrating how research findings affect management.
Status of Activity		Which stage is this activity in? (e.g. not begun, planning, implementing, complete) Please elaborate.	We have begun this activity and are beginning implementation.
Outputs, Tools, Products		What are the deliverables of your iKT? Examples: Summary briefings, Patient decision-support aids, Infographic, E-newsletter, Blog post, Fact sheet, FAQ, Handbook, Case study, Podcast, Video, Audit and performance feedback, Meetings/webinars, Reminders and prompts, Educational outreach, Interactive small group meeting/workshop, Multi-professional/inter-disciplinary collaboration, Mass media campaign, Community of practice, Café scientifique, Networking	Summary briefings, Patient decision-support aids, Infographic
Engagement Mechanism		How is the partner stakeholder being engaged?	Monthly meetings, the group works together to create and generate content .
Evidence of Stakeholder Engagement		When possible, please provide details around numbers and spread of involvement, actual to date and expected. These may include: # of partnering stakeholders, # of targeted audience, # of engagements.	We have 5 patients partnering with us, and plan to reach 20 clinic directors and use the SPOR network to disseminate to other sites.
Evidence of KT Impact (outcomes of engagement)		When possible, please provide details around numbers and spread of involvement, actual to date and expected. These may include: # of partnering stakeholders, # of targeted audience, # of engagements.	We plan to measure and document how and which programs have changed due to our KT activity.
Issues/Concerns		Please share any issues or concerns you may have regarding this specific activity. The KT committee will be in contact and support you in overcoming barriers as much as possible.	We are having trouble finding time to meet with the patients. We also are not able to connect with has many clinicians as we would like.
Success Stories		Any success stories to share about this activity?	

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