# [Insert your project title here]

# Grant Application

**Submission form must be complete and sent to kt@child-bright.ca** **by March 12, 2021 (8:00 am EST).**

Complete all sections below. Do not modify or remove sections. Text boxes with instructions concerning word count or page limit **are fixed**. Please do not try to expand the text box. Instructions in grey boxes should be removed as you type your submission.

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| --- | --- | --- | --- | --- |
| Lead Applicant contact *Primary contact person for the project, does not need to be the Principal Investigator* | | | | |
|  |  |  |  |  |
| Enter full name of contact |  |  |  |  |
|  |  |  |  |  |
| Email |  | Phone |  |  |
|  |  |  |  |  |
| Enter E-mail address here |  | Enter phone number here |  |  |
|  |  |  |  |  |
| Address |  |  |  |  |
|  |  |  |  |  |
| Enter street address |  | Enter city/town |  | Enter province |
| Institution contact |  |  |  |  |
| Funds must be transferred to an institution that will receive and administer funds. | | | | |
|  |  |  |  |  |
| Enter full name of organization |  |  |  |  |
|  |  |  |  |  |
| Account Manager |  | Phone |  |  |
|  |  |  |  |  |
| Enter full name of contact |  | Enter phone number here |  |  |
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| Institution Address |  |  |  |  |
|  |  |  |  |  |
| Enter street address |  | Enter city/town |  | Enter province |

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| Describe**, in one page or less**, your project team. The description below should include information on how you developed as a team (i.e. history of the partnership), and each member’s role and contribution to the project (i.e. expertise, network or lived experience). |

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| Describe the **specific question(s)** about knowledge translation and/or patient engagement that your research will answer and the methodology (how you will answer it) in plain language. Keep your summary clear and targeted to a general public knowledge level. **Maximum 200 words.** |

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| Section 4 statement of project novelty | [Insert project title] |
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| Describe the expected contributions your project will bring to the field of KT, specifically how your project will result in KT innovation. **Maximum 200 words**.  For example, a project can be innovative if:  It has never been done anywhere in the world; or  It has been tried somewhere else, but not in Canada or in a specific province; or  It has been tried in a field/sector (i.e. Non-Profit), but not in another (i.e. health); or it has been tried with a population (i.e. parents) but not in another (i.e. youth) |

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| Describe how your team will carry out the project (your methods). **Maximum 500 words.**   * What KT framework you will use? (see here for examples: http://ktdrr.org/ktlibrary/ktmodels.html)   + - Who do you want to target as users or beneficiaries?     - What experiences, and/or outcomes are you aiming to change?     - What different experiences do you want to create? * What or where would you focus on investigating and changing? * How will you measure the success of the project? * What opportunities can you leverage? * What are the risks, how will you manage them?   Illustrate the practicality of the scope and approach, that you will be able to develop within the time of this funding. |

Describe the specific objectives and activities related to your methodology as described above:

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| **Objective**  What would you like to accomplish? | **Activity**  Action(s) required to accomplish each objective | **Approx.**  **start date** (dd/mm/yyyy) | **Approx.**  **end date**  (dd/mm/yyyy) | **Involvement**  Team member(s) involved to accomplish each objective | **Performance Indicator**  How will you know you accomplished your objective? |
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Feel free to add more rows as needed (1 page limit).

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| Describe the desirability, feasibility and viability of your project. **Maximum 200 words**.  **Desirability**: Project is appealing to users and other key stakeholders.  **Feasibility**: Project can be done with the capacity and resources awarded.  **Viability**: Project can grow beyond initial scope of the project and is scalable to the industry, society or sector (even if this part is not included in your current project proposal, state how this may be achievable). |

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| Section 7 project budget justification | [Insert project title] |
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| Budget Items | $ |
| **Personnel** Describe type/role of personnel and indicate amount of time spent on the project (per month) and justification of cost (e.g. Parent XX will be compensated $YY/hour for ZZ hours contribution to the project). |  |
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| **Equipment** Describe what type of equipment is required and quantities and how it will be used for project. |  |
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| **Materials & Supplies**  Describe type and quantities required and how these be used for the project. |  |
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| **Other Expenses**  Full detailed description, quantities and amounts must be provided (these might include graphic design, promotional materials, consultations, etc.). |  |
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| Total project budget requested |  |

Feel free to add more rows as needed (1 page limit).

By signing below, you certify that:

All information in this application is accurate and truthful.

All project team members have signed. If needed, please add lines.

Name of Lead Applicant Signature of Lead Applicant Date Signed

Name of Principal Investigator Signature of Principal Investigator Date Signed

Name of co-Applicant Signature of co-Applicant Date Signed

**What is the KT innovation Incubator?**

The purpose of the KT innovation Incubator is to promote and facilitate innovative knowledge translation projects in childhood disability. To begin the brainstorming process on innovative Knowledge Translation project ideas, a webinar was presented via Children’s Healthcare Canada (formally CAPHC) in August 2017 and a “BRAINstorm” workshop was conducted at our Brain-Child-Partners conference on November 6th 2017 in Toronto, ON. Since then, we have awarded five projects, including [Child-Sized KT (2018)](https://www.child-bright.ca/new-blog/2018/3/28/announcing-the-winner-of-our-first-kt-innovation-incubator-grant-competition?rq=child-sized), [Ready 2 Work (2019), Making Sense of Connectedness (2019)](https://www.child-bright.ca/new-blog/2019/3/25/winners-2019-kt-innovation-incubator?rq=Ready%202%20work), [WeeWheel (2020), and Perspectives of Mental Health (2020)](https://www.child-bright.ca/new-blog/2020/7/8/winners-2020-ktii). We are now launching this year’s CHILD-BRIGHT grant competition to fund innovative projects that will help us answer our greatest challenges in knowledge translation and patient-oriented research.

See below for more details.

**What is the grant competition?**

**Funding information**

Our KT Innovation Incubator grant competition will award up to $12,000 to two (2) winning knowledge translation research projects that aim to answer a research question related to knowledge translation and patient-oriented research.

The winning projects are expected to be **completed within a year**. Up to two (2) projects will be funded in this competition. Funding is non-renewable, but a **maximum extension of 6 months** will be granted for project activities to be completed.

**The winning team will have the support from:**

* The Knowledge Translation Program team, including the expertise of the KT Advisory Committee:
  + The KT committee researchers will actively support the recipients of this grant in evaluating (or demonstrating) impact, therefore generating research knowledge about the knowledge translation activities.
  + Additionally, we will conduct a case study about innovative knowledge translation based on the KT Innovation Incubator’s winning projects.
* CHILD-BRIGHT communications (i.e. social media channels to promote a specific event)

**Eligibility**

In order to apply for the KT innovation incubator grant competition, projects must meet the following requirements:

* Apply as a research **team**\* that includes a partnership between academic researcher(s) ***and*** individual(s) of relevant stakeholder groups\*\* based in Canada.
* Applicants are expected to complete the application form together and carry out the project as a team.
* The Principal Investigator must be an academic researcher (i.e. affiliation with an academic institution that is eligible to receive and administer funds).
* A post-doctoral, doctoral or master’s student is ineligible to receive a stipend from the KT Innovation Incubator if they are receiving any post-doctoral, doctoral or master’s award (e.g. CIHR or FRSQ fellowship).
* Research projects that aim to answer a research question related to knowledge translation and patient-oriented research in childhood disability.

\*If you have an idea to submit to the KT Innovation Incubator grant competition, but would like help connecting with individuals of relevant stakeholder groups\*\* or academic researchers to complete an application, please contact us. We can help!

\*\*By 'stakeholder group' we mean a specific group of individuals and/or organizations for which this research is intended to impact or have relevance.

**Note:** This funding is also open to current research projects within the CHILD-BRIGHT Network.

**Requirements for winning team**

* The lead applicant will be responsible for providing 3 study reports. The first report is a 1-page written mid-term report on the progress made to date. The second report will be a brief presentation of the project at CHILD-BRIGHT’s annual meeting (date TBD, by videoconference or in-person). The final report is a 3-page final written report on the work accomplished and an accounting of expenditure.
* **All** written reports, oral presentations, blogs, news press, and publications (even those after funding period) must include a CHILD-BRIGHT acknowledgement statement, and be sent by email to our KT Program Coordinator for our files.
* Promotional material, such as photos or project description, may be solicited to include on our CHILD-BRIGHT website, social media channels and other CHILD-BRIGHT reports.
* The project team agrees to comply with the evaluation framework proposed by the CHILD-BRIGHT KT Advisory Committee and its subsequent evaluation activities (i.e. surveys). The evaluation framework aims to generate research knowledge about the knowledge translation activities.
* The project team agrees to participate in a case study conducted by the CHILD-BRIGHT KT Program (including the expertise of the KT Advisory Committee) about innovation in knowledge translation. This participation may be multifaceted (e.g. interviews with team members, facilitating connection/follow-up with project participants, facilitating ethics applications, etc.).

**Review process**

Only complete applications received by email (address found on the first page of the submission form) by **the deadline** will be entered into the grant competition.

Each application will be assigned to two reviewers and will be assessed using an Evaluation Form. Each application will be discussed by the two reviewers and a final funding decision will be made collectively by the KT Innovation Incubator Review Committee.

Applicants will be sent a Notice of Decision by email, indicating whether or not their project is selected as the winning project.

**Application checklist:**

* The project team includes a stakeholder and an academic researcher.
* Fully completed application form, which includes signature of each member of the project team.

Questions? Please contact the KT Coordinator at kt@child-bright.ca.

**What’s next?**

1. Submit your completed submission form to the email address found on the first page of the submission form by **the deadline (see the first page of the form)**.
2. Applications will be reviewed by a panel of researchers and other stakeholders.
3. Once the winning team is announced, the KT program will schedule a teleconference meeting with the winning team’s Principal Investigator or representative to discuss how we can support them, and to review the participation of the team in the case study for the Innovation Incubator project.