**These instructions are for Knowledge Translation (KT) grant applications from MicroResearch collaborating institutions:**

CHUK, Rwanda

Gertrude Hospital, Nairobi, Kenya

Nairobi Hospital, Nairobi Kenya

University of Malawi

Chitwan Medical College, Nepal

Mbarara University of Science and Technology, Mbarara, Uganda

Tanzania Training Centre for international Health, Tanzania

University of Nairobi, Kenya

Mildmay Uganda

Researchers who have completed a MicroResearch(MR) project and have published their findings have the opportunity to apply for additional funds for KT expenses. The grant will provide funds of up to $1,000 (CAD) to be used for KT activities, such as for event planning, promotional materials, and communications costs. This grant is intended to help the research team bring their findings back to the community and key stakeholders.

MR KT grants are considered year-round and undergo the same peer-reviewed process as regular MR grants. Once an application is submitted, it is sent to three reviewers with relevant research expertise, including one reviewer from the local site. Reviewers provide their feedback and outline the strengths and weaknesses of the proposal and recommendations for improvements.

If the reviewers deem that the KT proposal merits funding, the team is sent provisional approval, along with a summary of the reviewers’ comments and is instructed to revise the proposal accordingly. They then work together with their local and international MR coaches to make the necessary changes and improvements. When ready, a revised copy of the proposal is sent back to MR, along with a list of responses to the reviewers’ comments. Both the international coach and the local coach need to provide their written approval regarding the revisions, via a signed form that is sent directly by them to MR.

If the revised proposal is considered satisfactory, MR will issue the team full approval. The team is then required to get approval from their local institution, as well as ethics approval. Once ethics approval is obtained, the funds will be made available through their institution.

Eligibility criteria:

* Team has completed their original MR project.
* Findings have been published or have been accepted for publication in a peer-reviewed journal.

The KT application will be submitted through email.

* First download the application form onto your computer. The KT form can be found on the MicroResearch website ([www.microresearch.ca/apply-for-a-grant)](http://www.microresearch.ca/apply-for-a-grant%29)
* Next review the instructions carefully.
* Next review the KT slides and additional resources from the MR workshop. There are further resources available though our online curriculum. View Chapter 18, “Knowledge Translation and Exchange”. All MR graduates have access to the online curriculum on our website. Please visit the site to register for access.
* Complete a rough draft of the KT application, and discuss it with the team and your coaches. Your coaches will provide further insight and suggestions for improvements.
* **When you are ready to submit, email the application as an attachment to** **microresearch@dal.ca****. Please also include any publication or draft manuscripts associated with your original MR project.**

**TITLE OF KT PROPOSAL:** *This will be the title used in our files*

**Corresponding Principal Investigator (PI) and email address:**

**Title of orginial MicroResearch project:**

**Original MicroResearch project code** (e.g. MR 18N MUS 01)**:** *This is the unique identifier code issued to your project by MicroResearch. This will help us connect the KT project to the original MR project.*

**MicroResearch project completion date:** *Date in which you submitted a final report to MR*

**Report s****ummary:**(*500 words or less*) *This summary should provide a brief overview of your project’s topic, methods, and main findings*

**Publications/Abstracts** (send as attachments as well)**:** *As part of the eligibility criteria, teams applying for KT funding should have published their project’s findings or have had a publication accepted by a peer-reviewed journal. Please provide a copy of any publications or abstracts along with this application. Articles will be sent to reviewers to provide them with more context into the original project.*

**Describe how KT proposal relates to the original MicroResearch Project:**

**Objective(s) of the knowledge translation (KT) plan** (*20 words or less*)

**Key audience(s) for this KT Project:** (*100 words or less*)

**Strategies and tactics:** (*500 words or less*)

*Describe who your audience(s) will be.*

*How will you try to attract your KT audience?*

*Who will be used to connect to KT audience?*

*What do you expect the outcome may be?*

# Budget (Max $1,000 CAN) *Please complete the budget using Canadian currency. Visit http://coinmill.com/ to calculate exchange rates.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Unit Cost** | **Total Cost**  |
| Transport allowance |  |  |  |
| Transport to the site (fuel, rental etc.)  |  |  |  |
| Materials:  |  |  |  |
| Refreshments (for audience) |  |  |  |
| Miscellaneous  |  |  |  |
| TOTAL (in Canadian Dollars) |  |  |  |

*The online currency exchange rate used was 1 Canadian Dollar= xxx Shillings*

**Budget justification:**

**1. Transportation Allowance: e.g.** Time, driver etc.

**2. Transport to Site:** e.g. fuel, rental, bus fare

**4. Materials for distribution:** e.g. hand out items, preparation of video etc.

**5. Refreshments**: e.g. for audience

**6. Miscellaneous:**

**TOTAL AMOUNT REQUESTED**

**Project team information:** *Please provide a list of team members, as well as updated email addresses*

|  |  |
| --- | --- |
| **Team Members (Co-PTLs)**Surname, given names | **Email address** |
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**Mentors:** *Your mentors will likely be the coaches that helped with your original project. If either the site coach or international coach from the original project is unable to be a mentor for your KT project, please reach out to MicroResearch to be matched with another coach. Similar to the original MR project, coaches are there to provide advice and insight in the research process. You will require their approval of the KT plan before you are issued MR approval.*

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| --- | --- | --- |
|  | **Name** | **Email address** |
| **Local site coach** |  |  |
| **International coach** |  |  |