

Knowledge Translation Planning Template[©]

Companion Tool

INSTRUCTIONS: The KTPT Companion Tool helps to shape the content of your KTPT plan into prose that can be inserted into a research proposal or project plan.

General Main Message

Guidance: This opening sentence sets the stage by describing the overall findings of the study or project.

Integrated KT (iKT)

Guidance: Most descriptions of iKT describe the KUs and perhaps a bit about how they will be involved, but overall, they say very little about the iKT process or intent. Your approach to iKT may evolve as your project unfolds and may not be fully determined at the outset. In this section, describe the knowledge users (Kus) you will be working with, how you will work together, and what their role will be in developing the research/project focus or questions, methods, analysis and interpretation, and end of grant KT deliverables. Consider how and when you will engage with your KUs, how you will scaffold their participation, and support their own sharing about the project within their organizations and networks. Describe the extent to which the KUs are involved with the project and its relevance for them. Develop a memorandum of understanding that lays out time commitment, roles, benefits, risks, process for communication and conflict resolution. Align what you write here with any letters of support provided. Consider what costs are associated with travel, reimbursements, meetings, etc. Describe how you will evaluate the quality of your iKT and whether this approach supported your KT.

Write your iKT section here:

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End of Grant KT

Guidance: Most KT plans describe KUs and strategies without alignment to each other or to other elements of a quality KT plan (see KTPT tool and KT-PAT tool). The KT description should demonstrate specifics of your plan with this alignment in mind.

Example:

“Knowledge translation will occur at the end of the grant/project. Several knowledge user (KU) audiences may benefit from learning about our study. Each KU is described below, alongside the targeted main message(s), potential for benefit(s) or KT goal(s), strategies to be used, and indicators of KT goal attainment. Required resources are described in the budget.

We will target (KU#1...KU#X) to communicate (insert main message) for the purpose(s) of (insert KT goal; i.e., building awareness, knowledge, etc.). Best evidence for strategies that may support these KT goals has lead us to select the following strategies (describe them). We will track/evaluate the following indicators to ensure we are successful in attaining our KT Goal (describe).”

Repeat this pattern for each KU where the main messages, KT goals and strategies are different.

Write your EoG section here: