

KNOWLEDGE TRANSLATION CHALLENGE

Application Instructions

FOR SECTION 2 – 7 of APPLICATION FORM

Application Procedure

- Complete the application form – all fields must be completed.
- Maximum funding per project is \$5,000.
- The signature of the team leaders' manager or supervisor is required.
- For information or assistance in filling out this form, please contact: Aggie Black, Research Leader, Professional Practice, PHC ABlack@providencehealth.bc.ca or Kerri Abramson, Manager, Research Education & Internal Awards, VCHRI (education.award@vch.ca)

Evaluation Criteria

Proposals will be evaluated against the following criteria:

- **Significance:** relevance of and need for the practice change and its implications for clinical practice, patient care, or the health care system.
- **Soundness/Appropriateness of Implementation Plan:** appropriateness of implementation team, thorough engagement of stakeholders (at least one group of stakeholders has ALREADY been engaged; thorough assessment of barriers and facilitators, adequacy of implementation plan. Must clearly describe the implementation plan.
- **Soundness of Evaluation Plan:** clear and appropriate identification of evaluation questions, indicators, and data collection methods,
- **Budget:** inclusion of a fully detailed budget that is appropriate for the project.
- **Balance between Programs:** if the number of approved proposals exceeds the available funding, consideration will be given to ensuring funded proposals are distributed among different programs.

Expectations of Team Members

- Approved projects will start following announcement of funding in July 2018 and will be completed by May 31, 2020.
- A detailed account of expenditures and corresponding receipts are to be submitted for payment, and a final accounting of project expenditures will be completed at the end of the project.
- Changes to approved projects once they are underway must be submitted in writing to Aggie Black or Kerri Abramson for approval prior to implementing the change.
- A final report is due by May 31, 2020. An outline of what is required will be provided a few months before the due date.
- All team members are expected to participate in the KT Challenge evaluation throughout the funding period and up to three months post project completion.

Ethics Considerations

- Please use the ARECCI tool ([ARECCI Ethics Screening Tool](#)) to determine if your project requires ethics approval. If needed, resources will be provided to assist you with the ethics application process. If necessary, teams may also be required to obtain operational approval to conduct research at VCH.

Application Dates

- **Deadline for full application: April 23, 2018 at 4:00pm**
- The completed application including all attached documents are to be submitted to Kerri Abramson at education.award@vch.ca

Checklist

- Application form is complete.
- Three appendices are attached – (1) Stakeholder Engagement, (2) Barriers and Facilitators, and (3) Logic Model
- All team members have been identified in the application form and have signed the application form.
- The Operations Leader, manager or supervisor of the team leader has signed the application form.
- Funding requested does not exceed \$5,000.
- Mentor(s) have completed and signed the Mentor Contribution section