# Dialogue McGill Knowledge Translation call – 2022-2023

Dialogue McGill’s research program focuses on understanding the key factors that facilitate or impede access to healthcare and social services for English-speaking individuals in Quebec, which constitute [Official Language Minority Communities](https://www.ic.gc.ca/eic/site/com-com.nsf/eng/h_01223.html)in the province. Dialogue McGill has funded a variety of research projects that improve the access and delivery of healthcare and social services by generating new knowledge and promoting initiatives in applied settings.

To best achieve its objectives, a priority for Dialogue McGill is that this knowledge reaches the appropriate audience, to increase dissemination and adoption of knowledge in settings that can improve access to health care and social services for English-speaking individuals in Quebec. To achieve this priority area, Dialogue McGill is announcing its first Knowledge Translation funding call. This Dialogue McGill initiative is possible thanks to a financial contribution from Health Canada.

**Call Details**

The objective of this call is to support initiatives focused on synthesizing, disseminating, and exchanging knowledge that aligns with Dialogue McGill’s [mandate](https://www.mcgill.ca/dialoguemcgill/). Knowledge translation targeted stakeholders could include practitioners, policymakers, educators, decision-makers, health care and social service administrators, community members, patient groups, and the grand public. Dialogue McGill invites proposals for Knowledge Translation (KT) projects to be conducted between April 2022 and March 2023. The maximum allowable funding is $10,000.

**Eligibility Criteria**

* The principal applicant must be an independent researcher formally affiliated with a Quebec institution such as a university or a research institute. Postdoctoral fellows are eligible to apply if they have a formal university appointment and if allowed by their institution. If the application is successful, the postdoctoral fellow’s supervisor will formally be the fund holder. Affiliation must be established prior to submitting the proposal.
* Project proposals with researchers at academic institutions outside Quebec and Canada are eligible, provided that the Principal Investigator is based in Quebec and the funds are managed and disbursed by the Quebec-based institution.
* Knowledge Translation activities focused on synthesizing, disseminating, exchanging, and implementing knowledge in collaboration with relevant knowledge-users or whose main target public are relevant knowledge-users are eligible. A description of the rationale of how the project can directly or indirectly improve access to health care and social services for the English-speaking community in Quebec should be provided. The proposed knowledge translation activities must be completed by March 31, 2023.

Note the following definitions[[1]](#footnote-1) for the purpose of this call:

**Knowledge Translation:** Often abbreviated asKT, it is a dynamic and iterative process that includes synthesis, dissemination, exchange, and ethically-sound application of knowledge. This process takes place within a complex system of interactions between researchers and knowledge-users which may vary in intensity, complexity and level of engagement depending on the nature of the research and the findings as well as the needs of the particular knowledge user. It can be applied to improve the health of Canadians, provide more effective health services and products and strengthen the health care system. Health Canada's Strategic Policy Branch refers to knowledge translation as "moving knowledge to action to improve the health of Canadians."

**Synthesis:** Refers to the contextualization and integration of research findings of individual research studies within the larger body of knowledge on the topic. A synthesis must be reproducible and transparent in its methods, using quantitative and/or qualitative methods. It could take the form of a systematic review, result from a consensus conference or expert panel or synthesize qualitative or quantitative results. Realist syntheses, narrative syntheses, meta-analyses, meta-syntheses and practice guidelines are all forms of synthesis.

**Dissemination:** the active effort to spread evidence-based or evidence-informed knowledge to specific audiences, to increase awareness and understanding, encourage audiences' motivation to use the knowledge and increase their ability to use the knowledge. It involves presenting and delivering knowledge in the most effective ways to suit the intended audiences and their context. Dissemination activities can range from more passive to targeted approaches, e.g. publication of an article in a peer-reviewed journal to delivery of webinars tailored to specific audiences.

**Knowledge Exchange:** The exchange of knowledge refers to the interaction between the knowledge user and the researcher, resulting in mutual learning. Effective knowledge exchange involves interaction between decision-makers and researchers and results in mutual learning through the process of planning, producing, disseminating, and applying existing or new research in decision-making.

**Implementation:** Refers to the use of strategies to adopt and integrate evidence-based or evidence-informed interventions and to change practice, policies and programs within specific settings. These strategies can also be focused on changing behaviour. Examples of implementation include the introduction of a new curriculum across multiple organizations or the establishment of a practice change in a health care setting.

**Knowledge-User:** An individual who is likely to use the knowledge generated through research to make informed decisions about health policies, programs, and/or practices. A knowledge-user's level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and his/her information needs. A knowledge-user can be, but is not limited to, a practitioner, policy-maker, educator, decision-maker, health care administrator, community leader, or an individual in a health charity, patient group, private sector organization, or media outlet.

If applicable, the knowledge translation (KT) activities should already have ethics approval at the time of application. If ethics approval is pending, the KT activities timeline must account for the ethics evaluation time and clearly demonstrate that all activities can be completed by March 31st, 2023.

Examples of admissible activities include, but are not limited to: Workshops, presentations, technical reports, publications, web-based tools, digital dissemination products (i.e. podcasts, videos, etc.), conferences, seminars/webinars, etc. Activities can be virtual, in-person, and/or hybrid delivery methods.

KT activities should include a mixture of academic and non-academic knowledge-users. Priority will be given to proposals that demonstrate support from a relevant knowledge-user group (with a letter of support). However, Dialogue McGill also welcomes proposals without current knowledge-users. If approved for funding, Dialogue McGill will distribute a KT activities summary to partners to solicit interest.

# **Conditions for funding**

This funding call’s fiscal year begins on April 1st, 2022 and ends on March 31st, 2023. Funding can only be used for eligible expenses (Annex 1) incurred during the funding period. Funds cannot be carried over to the next fiscal year. Indirect costs are not eligible.

Funding awarded to non-McGill institutions requires signing a subaward agreement with cost reimbursements issued every three months. Upon approval, successful applicants receive a reporting package that specifies payment schedules and reporting requirements.

Funded applicants must acknowledge Dialogue McGill in all formal communications and publications resulting from the project. Guidelines are provided upon acceptance. Funded applicants must also report any knowledge transfer activities resulting from the project (conference talks, peer-reviewed articles, etc.) up to 5 years after project completion.

# **Submitting an application**

Please e-mail the complete application and a Curriculum Vitae for each investigator (e.g., professional or Canadian Common CVs), and relevant supporting documents (e.g., confirmation of support from project partners) to research.dialoguemcgill@mcgill.ca by **April 11, 2022.**

All documents may be submitted in English or French.

# **Announcement of Results**

Results of the evaluations will be announced in May 2022.

# **Inquiries and questions**

For any inquiries regarding the program and/or application process, please email research.dialoguemcgill@mcgill.ca.

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| **Dialogue McGill Knowledge Translation Call for Proposals** **2022-2023 CALL FOR PROPOSALS****Application Form***Part A: Activities Overview* |
| **A1: Knowledge Translation Activities Title:** |
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| **A2: Principal Investigator(s)****Names and Credentials** |  |
| Institution/Department |  |
| E-mail and address |  |
| Signature |  |
| **A3: Co-Investigator(s)****Names and Credentials** |  |
| Institution/Department |  |
| E-mail and address |  |
| **A4: Supporting Knowledge-Users****Names and Positions** |  |
| Institution |  |
| E-mail and address |  |
| Signature |  |
| If you don’t have a supporting knowledge-user, do you want us to distribute your lay abstract with our partners? | Choose an item. |
| **A5: Ethics**Ethics ApprovalHas ethics approval been obtained?  | Choose an item. |
| **A6: *For federal sponsor reporting, please provide the following***Sex assigned to you at birth: | **Choose an item.** |
| Gender you identify as | **Choose an item.**If other, please specify: |

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| **Lay Summary (English)** |
| A 300-word (max.) abstract. Provide a simplified description of your knowledge translation activities, including objectives and potential impact on the English-speaking community in Quebec. This description should be addressed to the general public and should be easy to understand without a technical background. The summary will be added to our website if the proposal is approved.  |
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| **Lay Summary (French) - Optional** |
| An optional translation of the abstract above. |
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| **Dialogue McGill Knowledge Translation Call for Proposals** **2022-2023 CALL FOR PROPOSALS****Application Form***Part B: Proposal* |
| **B1: Knowledge activities description** (3 pages maximum, excluding timeline and references) |
| **Overview of the planned activities:****Background/context:****Intended benefits for English-speaking Quebecers:**(in the context of access to health care and social services)**Knowledge-user(s) involvement:****Ethical considerations:**(Identify and describe the main ethical considerations in your study and the planned actions to address them; If the ethics evaluation is undergoing, specify the date in which it was submitted, if the project does not require ethics approval, briefly state why it is exempt).**Statement of how these activities align with the Dialogue McGill mandate:****Timeline:****References:** |
| **B2: Deliverables/Outputs***List deliverables to be produced such as publications, reports, toolkits, workshops, digital communications, etc.* |
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| **B3: Budget Summary***Please include a breakdown of projected costs. The maximum allowable amount is $10,000.* *If funds are to be allocated to a Co-Investigator (Co-I), include also:** *The name of the Co-I and institution*
* *A separate breakdown of expected costs per fiscal year to be disbursed to the Co-I.*

***Please note that indirect costs are NOT eligible, and amounts should be rounded to nearest dollar. Non-McGill funding recipients will receive a reimbursement every 3 months via a subaward agreement.*** *Retroactive project-related expenses are allowable if the expenses were incurred after April 1, 2022. For further information on eligible expenses, see the Annex 1 at the end of this document.* |
| **Budget Item** | **April 1, 2022 – March 31, 2023** |
| Personnel Salaries & Benefits |  |
| Contractual Personnel |  |
| Travel and Accommodations |  |
| Materials and Supplies |  |
| Equipment |  |
| Rent and Utilities |  |
| Performance Measurement and Knowledge Translation |  |
| Other Costs: |  |
| Other (Specify):  |  |
| Other (Specify): |  |
| **Totals**  |  |
|  |  |  |
| **B4: Budget Justification***Please justify budget items above* *(e.g., graduate student stipend / research staff; travel/accommodation; etc.).* |
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| **B5: Conflict of Interest Disclosure***Please disclose any potential conflicts of interest in accordance with the definition by the Tri-Council Policy Statement* [*(https://ethics.gc.ca/eng/tcps2-eptc2\_2018\_chapter7-chapitre7.html)*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter7-chapitre7.html)*. If none, please indicate “No**conflict of interest to declare.”* |
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| **Dialogue McGill Knowledge Translation Call for Proposals** **2022-2023 CALL FOR PROPOSALS****Application Form***Part C: Dialogue McGill Funding Record*  |
| **C3: Dialogue McGill Funding Record***List previous and current projects funded by Dialogue McGill, as well as involvement in related activities (e.g., Dialogue McGill conference, supervision of students funded by Dialogue McGill).* |
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**ANNEX 1: ELIGIBLE EXPENSES 2022-2023**

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| **Requirements for** **Financial Reporting** |
| A completed Cashflow Forecast/Record of Expenditures spreadsheet (Tabs 1a “Detailed Project Budget” and Tab 1b “Triannual CFRE”) and Administering Institution document are to be submitted by the researcher to the Dialogue McGill team. For funds administered outside of McGill University, a subaward agreement will also be necessary.For each reporting period, you will also be asked to complete the Cashflow Forecast/Record of Expenditures Tab1b with actual expenses. |
| At the end of each fiscal year, you will also be asked to complete a Cashflow Forecast/Record of Expenditures (Tab 1b). If there is a discrepancy of ±15% between estimated budget expenses and actual expenses, you will also be asked to complete the Cashflow Forecast/Record of Expenditure’s Tab 1c (Variance Report) with a justification for any discrepancies.  |

**\*PLEASE NOTE THAT INDIRECT EXPENSES ARE INELIGIBLE FOR THIS AWARD\***

For items that are not specified below, researchers are strongly encouraged to verify an expense is eligible in advance by contacting the Dialogue Research Officer, Jonathan A. Caballero at research.dialoguemcgill@mcgill.ca

**Budget Items**

Contribution funds received from Health Canada may only be used for expenses directly related to the activities of the approved project. The following is a description of the broad categories of eligible expenses under the Official Languages Health Contribution Program. McGill reserves the right to request supporting documentation for any project cost(s). All eligible expenses must include the applicable taxes.

**Personnel salaries and Benefits**

This cost item includes honorarium fees and salaries for employees working on the research project. Clearly indicate salaries and time for all project employees. Salaries for Principal Investigators and Co-investigators are not eligible to be paid. Salaries for research assistants should follow your university’s guidelines. This cost item includes employee benefits, meaning the employer's total share of salary withholdings for employment insurance and the Quebec pension plan [Régie des rentes du Québec] and for all other contributions applicable to salaried employees. McGill University student stipends are an eligible expense.

**Contractual Personnel**

Goods and services received from contractual personnel are entered here.

**Travel and Accommodation**

This cost item includes travel for the activities related to your research project. University standards in effect for travel expenses apply here. Under this heading, include travel expenses for project activities, such as mileage for private vehicles, air, train or bus travel, meals, and accommodation for meetings/conferences/workshops/seminars as well as travel, accommodation, and honoraria for speakers. Travel, accommodations, and meals must be reported separately in the Detailed Project Budget Form. Note: Conference registration fees should be categorized under Performance Measurement, Evaluation and Dissemination.

All expenses for international travels (outside of Canada) must be **pre-authorized** by the Principal Investigator and **approved** by Health Canada.

The request must explain the following:

1) the nature of the activity

2) how you calculated your estimated costs (mode of travel, number of persons, destination)

3) the relevance of the travel plans to the objectives of Dialogue McGill.

Any request must be submitted three months prior to the planned travel to the attention of the Dialogue Research Officer, Jonathan A. Caballero at research.dialoguemcgill@mcgill.ca

**Materials and Supplies**

Please write the amounts planned for the purchase of project-related materials. This includes costs for printing, office supplies, as well as delivery expenses (e.g., postage and courier service). These items must be reported separately in the Detailed Project Budget Form

**Equipment**

Please write only the costs related to special equipment required for the activities of the research project. This includes laptops, headsets, software, and license fees. Items must be specified in the Detailed Project Budget Form.

This does not include the cost of leasing computers or other equipment owned by the university. The university’s contribution in kind is expected to include, when it is possible, the use of its equipment by the research project personnel.

**Rent and Utilities**

Rent includes the cost of any necessary premises. Rent charges for space and computer use when already owned by the recipient organization are ineligible. For utilities, include the cost of all utilities that are not already covered in the monthly rental fee. In most cases, it is only telephone, teleconferencing, facsimiles, and Internet charges, but in other cases, heat, electricity, water, etc. are not included in the rent. Rent and utilities must be reported separately in the Detailed Project Budget Form.

**Performance Measurement and Knowledge Translation**

This category includes activities related to performance measurement, evaluation, dissemination, or knowledge transfer activities. Examples include annual reports, publications, presentations, and workshops. This includes costs for attending conferences (registration fees) for the purpose of disseminating research project results. Fees for open access journals are ineligible. These items must be reported separately in the Detailed Project Budget Form.

**Other**

This cost item is to be used to show all expenditures that are directly related to the project but do not fit within any of the specific sections. All information provided must be clearly identified and justified

1. For further information Knowledge Translation definitions, frameworks, and related concepts, consult information on the [Health Canada Knowledge Translation Planner](https://www.canada.ca/en/health-canada/corporate/about-health-canada/reports-publications/grants-contributions/knowledge-transfer-planner.html), [Knowledge Translation at the CIHR](https://cihr-irsc.gc.ca/e/29418.html#1https://cihr-irsc.gc.ca/e/29418.html), and [Knowledge Mobilization from the Fonds de Recherche du Québec](https://frq.gouv.qc.ca/en/mobilization-of-knowledge/) [↑](#footnote-ref-1)