**Knowledge Mobilisation (KM) Program**

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| **Envelope** | $3.2M for seven years (fiscal year 2016 to 2023) |
| **Value** | Two streams:  1) up to $20,000 for events or small projects;  2) up to $100,000 for larger projects |
| **Duration** | Stream 1) events: one time; projects: up to one year  Stream 2) one year; exceptionally, longer duration may be considered.  All awards are non-renewable. |
| **Timelines** | Stream 1) events or small projects: applicant must submit a request at least one month prior to the start date of the event or the project Stream 2) there are three deadlines/year: January 15, May 15 and September 15. The evaluation may take up to two months from the deadline. |
| **Evaluation** | Stream 1) evaluated by the HBHL management.  Stream 2) evaluated by external reviewers under the direction of the HBHL Research Management Committee. A list of potential reviewers is required. |
| **Submission** | [Online](https://www.mcgill.ca/hbhl/hbhl-knowledge-mobilization-application) submission The KM application form is uploaded on-line as PDF. |

**1. Overview:** The Healthy Brains for Healthy Lives (HBHL) initiative is a high profile, high priority multidisciplinary and cross-sectoral initiative located at McGill University made possible with support from the Canada First Research Excellence Fund ([CFREF](http://www.cfref-apogee.gc.ca/home-accueil-eng.aspx)). The [HBHL Strategic Research Plan](https://www.mcgill.ca/hbhl/files/hbhl/hbhl_strategic_research_plan.pdf) outlines the vision, deliverables, and overall goals of the initiative, and the research priorities of its four research themes. HBHL’s Knowledge Mobilisation Program will support projects that facilitate and accelerate the integration of neuroscience advancements into policies or public awareness activities aligned with HBHL’s vision to reduce the human and socio-economic burden of psychiatric and neurological illnesses, and improve the mental health, quality of life, and productivity of Canadians and people around the world.

**2. Project Eligibility:** The project must:

* Lead to the development of policy, public awareness, or public outreach in clinical and other settings aligned with HBHL's goals and research priorities;
* Advance HBHL deliverables, in particular the *Canadian Framework for Brain Health*, which aims to develop and disseminate best practices for brain health that will impact clinical care, community practice, and policy development, in collaboration with university, government, industry and community partners;
* Advance the development, translation, mobilization and/or policy use of HBHL-funded and related research to improve the lives of Canadians and accelerate Canadian innovation, productivity and economic competitiveness;
* Promulgate Open Science and data sharing principles;
* Promote clinical, health services, and policy translation of HBHL knowledge to address health needs of global communities.

**3. Applicant Eligibility**

* **Applicant:** The applicant must be a McGill faculty member who is eligible to hold Tri-Agency research funding.
* **Co-applicants:** Teams involving co-applicants from McGill University or our CFREF partner institutions (Western University, Université de Montréal or University of British Columbia) are encouraged. All co-applicants must be eligible to hold Tri-Agency research funding.
* **Collaborators or other partners:** We also encourage participation from collaborators from non-partner institutions, industrial partners, or foundations. Such partners can provide letters of support to describe their participation in the project. However, CFREF funds may NOT be transferred to non-partner institutions, industrial partners, or foundations. Anyone who is included in the budget for salary compensation cannot at the same time be a collaborator (i.e. students, postdocs, research associates).

**4. Budget**

* CFREF funds may be awarded only to applicants from McGill University. Funds may be transferred to co-applicants from eligible partner institutions (Western, UdeM, UBC).
* Eligible expenses include direct costs, such as salary and benefits for research personnel, supplies, travel, small equipment, workshops, computers, and services. All expenses must adhere to guidelines in the [CFREF Administration Guide](http://www.cfref-apogee.gc.ca/program-programme/admin_guide-guide_administration-eng.aspx).

**5. Evaluation Criteria**

* **Contribution to HBHL deliverables (20%):** Does the project make major advances pertaining to [HBHL deliverables](https://www.mcgill.ca/hbhl/files/hbhl/hbhl_strategic_research_plan.pdf), in particular the *Canadian Framework for Brain Health?* Is the project closely aligned with the research priorities of one or more of the [HBHL research themes](https://mcgill.ca/hbhl/research/research-themes)?
* **Proposed activities (50%):** Is the rationale for the proposed activities well elaborated? Are the objectives of the proposed activities clear and attainable? Do the proposed activities advance the development, translation, mobilization and/or policy use of HBHL-funded and related research to improve the lives of Canadians and accelerate Canadian innovation, productivity and economic competitiveness? Will the project lead to the development of policy or public awareness aligned with HBHL's goals and research priorities? Does the project promulgate Open Science and data sharing principles? Is there a clear and feasible implementation plan (e.g. activities, timeliness, and milestones)? Are the anticipated benefits well elaborated? Who will benefit from the proposed activities? Is the need for HBHL funding well explained?
* **Leadership and/or team (20%):** Is the leadership qualified to manage and deliver the proposed objectives? Is there a commitment to tracking milestones and deliverables linked with the project and providing all relevant information back to HBHL administration for reporting purposes? Are appropriate partnerships set up that define partner roles and cash or in-kind contributions?
* **Proposed expenses (10%):** Do the expenditures appear reasonable and appropriate for the proposed activities? Do all the expenses adhere to guidelines in the [CFREF Administration Guide](http://www.cfref-apogee.gc.ca/program-programme/admin_guide-guide_administration-eng.aspx)?

**6. Post-award**

* All applicants will be notified by email of the results of their application.
* Successful applicants will be sent a Notice of Award. It is the Applicant’s responsibility to complete the Acceptance of Award form and other required documents including the McGill’s Office of Sponsored Research (OSR) checklist by the deadline.

**Knowledge Mobilisation Program**

**Application Form**

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| **IDENTIFICATION OF APPLICANT** (must be McGill University faculty) | |
| **NAME:** | **McGILL DEPARTMENT:** |
| **TEL.**: | **EMAIL**: |

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| **IDENTIFICATION OF CO-APPLICANT(S)** (McGill faculty or faculty from CFREF partner institutions - Western University, Université de Montreal, or University of British Columbia) | | |
| **NAME** | **AFFILIATION** | **EMAIL** |
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| **IDENTIFICATION OF COLLABORATOR(S)** (McGill or non-McGill faculty, industrial partners, foundations, etc.) | | |
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| **TITLE OF THE PROJECT** |
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| **HBHL RESEARCH THEME** (Choose the one that fits closest to the project): |
| Neuroinformatics and Computational Modelling  Mechanistic Models of Neurodegenerative Diseases  Applied Cognitive Neuroscience of Brain Plasticity  Population Neuroscience and Brain Health |

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| **TOTAL FUNDING REQUESTED FROM HBHL: $** |

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| **APPLICANT’S DECLARATION** |
| On behalf of myself and any co-applicants, I declare that the information provided in this application is true and accurate, and will abide by the conditions described in this application package, and the rules of ethics for all research involving humans or experimental animals.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| **DOCUMENTS TO SUBMIT**  The applicant must submit the following documents, as a single PDF formatted file, in the order listed. Please ensure that the total size of the PDF file does not surpass 10 Mbytes. Label the PDF file with the Applicant's name (e.g. Smith, John.pdf) |
| **1**  **APPLICATION FORM:** The application form duly completed and signed.  **2**  **PROJECT:** Describe the proposed activities for which funding is requested. Address each of the evaluation criteria mentioned in the general conditions. Use a **maximum of 5 pages** (21.5 cm x 28 cm, excluding bibliography, tables and figures – these can be appended to this section using an extra maximum 5 pages). Use Times New Roman 12-point font, single-spaced, with margins 2.5 cm. Number the pages and indicate the applicant’s name at the top right corner of each page.  **3** **BUDGET:** Complete the Budget table (download Excel template [here](https://www.mcgill.ca/hbhl/files/hbhl/hbhl_knowledge_mobilization_budget_template.xlsx)). Provide details of the anticipated expenses, and how they were calculated. Justify why these expenses are necessary to the project. Mention any relevant quotes from suppliers for materials or services >$10,000. Specify any co-funding contributions from collaborators, industrial partners or foundations.  **4**  **BIOSKETCH OF APPLICANT AND CO-APPLICANT(S):** For each applicant or co-applicant, provide a 2-page biosketch (download template [here](https://www.mcgill.ca/hbhl/files/hbhl/biosketch_template.docx)) that contains the following sections: Name/affiliation; Education/training; Employment/affiliations; Research funding (past 4 years); Most significant contributions (up to five). Use Times New Roman 12-point font, single-spaced, with margins 2.5 cm.  **5**  **LETTERS OF SUPPORT:** Provide any letters of support from collaborators or other partners. The letters should be on official letterhead and outline the contributions (materials, expertise, co-funding, etc.) to the project, and whether such contributions are in cash or in-kind. Quotes for materials or services from suppliers can also be included here. |