

Worksheet: Grant Proposal Checklist for Knowledge Mobilization Plans

The following worksheet is authored by the University of Waterloo's Water Institute. It accompanies the following *WaterLeadership* training session:

- › Develop a knowledge mobilization plan for your grant proposals

The purpose of the worksheet is to help strengthen your research impact and communication skills by applying what you learn during the training sessions. You are encouraged to review the accompanying training materials alongside filling out this worksheet.

This worksheet focuses on helping researchers strengthen the Knowledge Mobilization (KM) sections of their grant applications. A strong KM plan can make the difference between getting funded or not. This guide provides a checklist that will help you ensure your KM plan is adequately comprehensive, strategically aligned with your research objectives, and feasible from an implementation perspective. Finally, you should demonstrate how you intend to evaluate the success of your plan.

KEY QUESTIONS TO CONSIDER BEFORE WRITING A KM PLAN FOR A GRANT PROPOSAL

In the accompanying webinar, researchers are advised to begin writing your KM plan by considering the following questions.

What

- › What knowledge are you looking to mobilize?
- › What are your intended impact goals and key messages?

Why

- › Why are you interested in mobilizing this knowledge?
- › Are you aiming to educate, inspire, motivate, engage, etc.?

Who

- › Who is involved in sharing the knowledge?
- › Who are the knowledge users and partners?

How

- › How will you collaborate with knowledge users?
- › How will knowledge be mobilized that has mutual benefit?

When

- › When will you mobilize this knowledge (timeline)?
- › Are there coinciding initiatives that might influence uptake?

Measure

- › How will you know you've achieved your goal?
- › How will you measure and evaluate success?



GRANT PROPOSAL CHECKLIST

This proposal checklist will help guide you in preparing the KM plan for your grant proposal. As you write your grant proposal, go back to this checklist from time to time to make sure you are right on track.

COMPREHENSIVENESS

Project partners and knowledge users

- Have you clearly identified your project partners (i.e., partner organizations that agree and commit to work collaboratively to achieve shared goals for mutual benefit)?
- Have you clearly identified potential knowledge users (i.e., those who will benefit from this research)? Tip: See the *WaterLeadership Identify Audience* worksheet to help you identify a specific target audience for your research outcomes.
- Have you described when and how you will engage your partners and knowledge users?
- Have you demonstrated that the research team has the necessary relationships and experience to implement the KM plan? Talk about your track record on achieving impact, ideally with the groups and issues linked to your proposal.
- Is it clear what benefits may emerge for your knowledge users and partners from the research?

Strategies

- Have you identified clear impact goals for your research? They should be as specific, measurable, achievable, realistic and time-bound (SMART) as possible. Make sure your impact goals aren't simply about communicating your research findings.
- Are knowledge mobilization activities clearly identified, and are they appropriately connected to your impact goals?
- Have you sufficiently described your knowledge mobilization activities in detail? Explain how you will complete each activity in credible detail and why this is the best way of achieving a specific impact.
- Have you outlined a process that supports integrated knowledge mobilization throughout the duration of your

research program? An Integrated KM process involves research and co-development with knowledge users throughout the entire research program, whereas an End of Grant KM process is less participatory and occurs when findings are known.

- Have you designed a strategy that enables you to get input from your knowledge users? Where possible, focus on two-way engagement with partners and knowledge users rather than one-way communication of findings, so you get feedback and can adapt your approach to be as relevant and useful as possible.

FEASIBILITY

- Have you identified KM activities that are linked to your purpose and impact goals (e.g., to build awareness, share knowledge, inform research, facilitate change in practice, behaviour, or policy; or to commercialize a new technology).
- Have you weaved your knowledge mobilization activities and impact goals into your research plan to demonstrate a strong link between the research you are doing and its impact?

EVALUATION

- Have you identified what success looks like? What will change as a result of your research?
- Have you outlined the methods and indicators that you will use to evaluate whether your impact goals were achieved?

MORE HELPFUL RESOURCES

Guidelines for Effective Knowledge Mobilization –

Social Sciences and Humanities Research Council

> SSHRC has published guidelines to help applicants and grant holders incorporate knowledge mobilization activities, including data management, into their SSHRC-funded research, to maximize the impact of social sciences and humanities research.

How to write a winning impact summary and pathway to impact – Fast Track Impact

> This guide provides more information about identifying who might benefit from your research, how they would benefit and developing research impact goals.