2017 Reach Awards
GUIDELINES

DEADLINE:
May 19, 2017

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1. Preface

The Michael Smith Foundation for Health Research (MSFHR) empowers British Columbia’s (BC’s) best and brightest health researchers to pursue world-class innovation and stretch the bounds of what health research can achieve. The Foundation helps BC’s health research community discover solutions to our greatest health challenges; connect knowledge and action on provincial priorities; and engage partners to improve the research enterprise. Learn more at [www.msfhr.org](http://www.msfhr.org).

Knowledge Translation at MSFHR

Health research funders have an important role to play in promoting, advancing and advocating for knowledge translation (KT) — the broad range of activities meant to improve the use of research evidence\(^1\) in practice, policy, and further research. Funding KT is one of five functional areas identified by MSFHR through which funders can create the conditions for effective KT. The MSFHR Reach Award contributes to the advancement of KT by providing health researchers\(^2\) and research users\(^3\) the opportunity to disseminate knowledge to appropriate audiences, a key aspect of the KT process. For more information about MSFHR KT activities, please visit [www.msfhr.org/our-work/activities/knowledge-translation](http://www.msfhr.org/our-work/activities/knowledge-translation).

2. Purpose

MSFHR Reach Awards support health researchers and research users to disseminate the outputs of health research; to *reach out* to a specific audience so as to ensure effective uptake of research evidence.

The purpose of this award is to facilitate the active communication of research evidence to inform and/or improve further health research, practice and/or policy-making. It enables health researchers and research users to work collaboratively to plan and implement events, activities, or tools that can help in the transfer, exchange and/or uptake of research evidence by targeting, adapting and structuring the message to appropriate and relevant audiences.

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\(^1\) Research evidence includes findings from soundly conducted individual studies or conclusions of systematic reviews.

\(^2\) A researcher is an individual who holds, or has recently held, research operating funds as either a principal or co-investigator at the time this competition closes. The research funding must be from an organization that uses a peer-review process for making funding decisions and is accessible to all researchers in BC.

\(^3\) Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research’s ‘Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches’](http://www.cihr-irsc.gc.ca/e/45321.html) [Accessed March 2, 2017].
3. Objective

The specific objectives of the reach award are to:

- Provide support to researcher and research user partners to co-develop events, tools and/or activities that will inform and/or improve further health research, practice and/or policy-making.
- Disseminate research evidence beyond the normal peer group of the researcher co-lead.
- Facilitate the uptake of research evidence by those who can directly utilize the knowledge by adapting the messaging and mode of delivery for a specific audience and/or context.

Examples of activities that can be supported through this funding opportunity include, but are not limited to:

- Development of new educational materials and/or sessions.
- Creation of multiple media platforms and/or social marketing.
- Development and implementation of products or tools that result from health research.
- Development of media releases or outreach campaigns.
- Creation of relevant networks and/or presentations to relevant networks.
- Engagement with champions/key opinion leaders.
- Formation of communities of practice (i.e. communication of evidence to practitioners).
- Organization of patient-mediated interventions (i.e. activity/event that engages patients to improve their knowledge, health behavior, etc.).
- Organization of traditional knowledge dissemination events (e.g. scientific meetings, conferences, symposia, etc.).

Note: The award funds may not be used for pilot research studies, research operating funds (i.e. primary research or primary data collection including surveys).

4. Award Amount and Duration

Reach award amounts of up to $10,000 for a maximum duration of 12 months are available for the purposes described in Section 2 – Purpose of these guidelines. A complete list and description of allowable expenses can be found in Appendix A.

The total amount available for this funding opportunity is $150,000.
5. **Eligibility Requirements**

For an application to be eligible for review:

- A team must include the following:
  - A minimum of **one researcher** and **one research user** as the co-leads.
    
    *Note: BC government employees are not eligible to apply as a co-lead, but may be named as a team member.*
  
  - At least one BC research/health professional trainee (e.g. undergraduate, graduate, post-doctoral and/or clinical fellows) as a team member(s) included in a meaningful way to enhance their KT experience and skills.

- The co-lead (researcher) that serves as the principal applicant must be based in BC and affiliated with a BC host institution that has a signed memorandum of understanding with MSFHR to administer award funds. (For a list of current eligible institutions, see [www.msfhr.org/sites/default/files/MOU_List.pdf](http://www.msfhr.org/sites/default/files/MOU_List.pdf).)

- All award funds must be used in BC.

*Note: Co-leads are limited to two applications per competition and may hold only one reach award at a time.*

Activities or events starting or taking place before the funding start dates are **not** eligible for funding through this opportunity.

MSFHR reserves the right to declare applications ineligible.

6. **Review Process**

Reach award applications will undergo an eligibility review by MSFHR staff. Eligible applications will then undergo review by an external review panel for funding recommendations.

Applications will be evaluated via a process that incorporates the three main principles of application review:

1. **Confidentiality** – All information contained in applications, reports by reviewers, and any discussions by the review panel about applications or applicants are strictly confidential.

2. **Integrity** – MSFHR makes every effort to ensure that its decisions are fair and objective, and are seen to be so.
3. **Parity** – Refers to the willingness and ability of all review panel members to be fair and reasonable, to exercise meticulous scientific judgement and, to understand and take into account the particular context of each application.

The information presented in the **Evaluation Criteria** and **Rating Scale** sections below will be used for the review process. All applications will be assessed against a defined set of criteria in three categories: 1) quality of the proposed activity, 2) merit and relevance, and 3) feasibility. The overall score for an application will be sum of the scores for the three categories. To be **considered** for funding, the overall application score must receive a minimum score of 3.5.

### Evaluation Criteria

Applications will be assessed against the indicated criteria and weightings below:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed activity</td>
<td>40%</td>
</tr>
<tr>
<td>Merit and relevance</td>
<td>40%</td>
</tr>
<tr>
<td>Feasibility</td>
<td>20%</td>
</tr>
</tbody>
</table>

A full description of the evaluation criteria can be found on our [website](#).

### Rating Scale

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Range</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>4.5 – 4.9</td>
<td>May be funded</td>
</tr>
<tr>
<td>Excellent</td>
<td>4.0 – 4.4</td>
<td></td>
</tr>
<tr>
<td>Very good</td>
<td>3.5 – 3.9</td>
<td></td>
</tr>
<tr>
<td>Adequate</td>
<td>3.0 – 3.4</td>
<td>Not fundable</td>
</tr>
<tr>
<td>Less than adequate</td>
<td>0 – 2.9</td>
<td></td>
</tr>
</tbody>
</table>

### Funding Decision

Following application review, the highest rated applications will be identified. Applicants will be notified of the outcome of the review process upon completion of the application review. There is no appeal process.

Applicants will receive notification of the funding decision, as well as the summaries of reviewers’ comments. A list of successful applicants will be published on MSFHR’s website.
7. Reporting Requirements

A detailed final report is required 30 days after the award end date. A brief synopsis of the proceedings including how the proposed objectives as identified in the application were met will be required in the final report. MSFHR will provide a reporting template for these purposes.

The final report may include the following:

- A description of how the proposed objectives as identified in the application were met.
- A description of post-dissemination engagement plans and/or other follow-up activities to evaluate outcomes and/or intended impacts.
- Activity-specific deliverables such as an event itinerary, participant list, media release, workshop materials, etc.
- A list of stakeholders, outside of the team, who were consulted and/or involved in the funded work, if applicable.

In addition, a financial statement of expenditures, signed by the co-leads and an authorized financial officer of the host institution, is required within three months following the award end date.

Note: MSFHR-funded award recipients may not submit a new application to any MSFHR funding program until all outstanding award information (e.g. final report, financial statement, etc.) requested by MSFHR has been received.

MSFHR reserves the right to contact award recipients after the award end date to determine the short and middle-term outcomes and/or impacts of the reach award.

Additionally, to inform evaluation and continued improvement of our award programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.

8. Key Competition Dates

<table>
<thead>
<tr>
<th>Action</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition launch</td>
<td>April 3, 2017</td>
</tr>
<tr>
<td>Competition deadline</td>
<td>May 19, 2017</td>
</tr>
<tr>
<td>Anticipated notice of funding decision</td>
<td>Mid-August 2017</td>
</tr>
<tr>
<td>Anticipated start of funding</td>
<td>September 1, 2017</td>
</tr>
</tbody>
</table>
9. How to Apply

The application process for the MSFHR Reach Awards is comprised of two steps:

1. Eligibility quiz
2. Application

   • Deadline date: May 19, 2017, 4:30 p.m. Pacific Daylight Time
   • Consists of:
     ▪ Activity work plan and timeline
     ▪ Common CV – MSFHR Abbreviated Version (for researcher co-lead only)
     ▪ List of Publications, Patents & Intellectual Property Rights – last five years only (uploaded as an attachment to CCV)
     ▪ Letter of support from research user co-lead’s organization
     ▪ Letter(s) of support (if applicable, confirmation of in-kind or other resources)
     ▪ Budget template

To complete your application, follow the instructions as stated in the Application Instructions. Please note that the principal applicant, i.e. the one who submits the full application, should be the researcher co-lead.

Please ensure that applications are complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

Note: Each host institution has its own internal deadline that is earlier than that of MSFHR. Please check with your host institution for more information.

Submission Requirements

• All steps of the application must be submitted using MSFHR ApplyNet, the Foundation’s online application submission system.

• All documents uploaded onto MSFHR ApplyNet must be in .pdf format. No other formats will be accepted.

• As an applicant, you will be able to access a .pdf copy of the application to review the information you have entered.

• It is the applicant’s responsibility to review the .pdf copy of the application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.

All principal applicants and co-leads applying for the first time to MSFHR will be required to register on MSFHR ApplyNet and create a system account email and password. Additional information on MSFHR ApplyNet can be found in the MSFHR ApplyNet FAQ document.
10. Contact Information

For questions regarding the application and submission process, please contact:

**Rashmita Salvi**  
Manager, Research Competitions  
604.714.2779  
rsalvi@msfhr.org

**Zachary Tanner**  
Research Competitions Coordinator  
604.714.2777  
ztanner@msfhr.org

For more information about the ApplyNet system or help with login information, please contact:

**MSFHR Help Desk**  
604.714.6609  
helpdesk@msfhr.org
Appendix A – Eligible Expenses

Applicants must provide justification for the amount of funding being requested, including a breakdown of estimated costs for eligible expenses, within the provided budget template in MSFHR ApplyNet. Eligible costs must be incurred within the funding period. MSFHR will not support any expenses incurred prior to, or after completion of, the funding period.

This funding opportunity will support the following costs that are reasonably and properly incurred in the development and implementation of a knowledge dissemination activity, event and/or tool.

Human Resources

Eligible Expenses

- Partial or full salary support related to buy-out/release time for research users’ participation as a team member or key meeting participant
- Fees or honoraria for the preparation of background documents (e.g. environmental scan, market reports and analysis)
- Honoraria for guest speakers up to maximum value of C$500 per individual

Non-Eligible Expenses

- Stipends for students and trainees
- Partial or full salary support for researchers including buy-out/release time from work, teaching, clinical or administrative duties
- Costs relating to staff hiring or training
- Other fees and/or honoraria with the exception of those noted above

Services and Supplies

Eligible Expenses

- Costs associated with planning, publication, translation, and/or dissemination of knowledge as it relates to the context of this funding opportunity
- Meeting rooms and associated meeting costs (e.g. audio-visual equipment fees, videoconference fees, registration services, etc.)
- Office costs including supplies, communications, stationery, photocopying, software and network or internet access directly related to the dissemination activity
• Hospitality costs (non-alcoholic refreshments or meals)

Non-Eligible Expenses

• Costs for the purchase or maintenance of equipment (e.g. computers, overhead projectors, printers/faxes, etc.)
• General administrative and facility operating costs inherent in managing human resources, finances, supplies, laundry, etc. (normally funded by the host institution)
• Capital costs (including furniture and equipment)
• Renting/leasing costs for accommodation and/or furniture for support office(s)
• Costs of operating the facilities: heating, ventilation, air conditioning, water, electricity, etc.
• Liability, fire and other insurances
• Other expenses already funded by another grant (MSFHR-funded or otherwise), e.g. publication costs, open access fees, etc.

Travel

Eligible Expenses

• Travel and accommodation for keynote/invited speaker(s) integral to the dissemination activity
• Travel for collaborative trips or similar meetings integral to the dissemination activity

Non-Eligible Expenses

• Travel for candidates under recruitment consideration, or for relocation purposes
• Travel to attend conferences, workshops, symposia, congresses

All items not specified should be deemed as non-eligible expenses unless prior approval from MSFHR is received. If the applicant can demonstrate the added value and make a case for an item identified as an ineligible expense, then MSFHR will evaluate the merit of the argument. **Such a case must be made before the expense is incurred.**