



Michael Smith  
**Health  
Research BC**

## **2022 Reach Program**

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### **GUIDELINES**

### **DEADLINE**

Application Deadline: May 16, 2022, 4:30 p.m. PT

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## Help with your Application

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

**Shannon Tolleson**

Research Competitions Coordinator

[reach@healthresearchbc.ca](mailto:reach@healthresearchbc.ca)

For information about the Michael Smith Health Research BC ApplyNet system or help with login information, please contact:

**Michael Smith Health Research BC Help Desk**

[helpdesk@healthresearchbc.ca](mailto:helpdesk@healthresearchbc.ca)

604.714.6609

## 1. Introduction

Michael Smith Health Research BC (Health Research BC), funded by the Province of British Columbia, is BC's health research agency. Health Research BC helps recruit, develop, and retain the talented people whose research improves the health of British Columbians, addresses health system priorities, creates jobs and adds to the knowledge economy. Learn more at [www.healthresearchbc.ca](http://www.healthresearchbc.ca).

### Delivering for BC in a changing context

As BC's health research funding agency, we are committed to helping develop, support, and retain the province's research talent base. The COVID-19 pandemic has created rapid change and uncertainty within BC's health research community.

Health Research BC continues to reach out to stakeholders in BC's health research system to better understand current needs, and we recognize the critical importance of continuing to fund knowledge translation at this time. Beginning with the 2021 Reach competition, Health Research BC implemented changes to our application and review process to account for the impact of the pandemic on research outputs and activities.

Knowledge translation (KT) plays an important role in maximizing the impact of health research, and is ultimately defined as using health research to improve health. Our work in this area encompasses both the practice and the science of knowledge translation. The practice of KT covers activities to encourage and enable evidence use in practice, policy and further research, for example synthesis, dissemination, exchange and implementation of evidence; the science is the study of those activities, including implementation science. KT is an important element of all Health Research BC funding programs. Our goal is to help BC health researchers develop the skills they need to increase the impact of their research. Health Research BC offers KT-focused funding opportunities designed to foster collaboration and support the dissemination and implementation of research evidence through the Convening & Collaborating (C<sup>2</sup>) and Reach Programs.

For additional resources on KT in health research, please visit the [Health Research BC KT page](#) or contact the Health Research BC KT team at [KT@healthresearchbc.ca](mailto:KT@healthresearchbc.ca).

## Purpose

The Reach Program is designed to bring together researchers<sup>1</sup> and research users<sup>2</sup> to support the dissemination of research outputs, within the context of an established body of knowledge, in ways that facilitate its effective uptake and potential to impact health and care.

If the KT activity you are seeking funding for focuses on the co-development of a research question or process with research users (i.e. integrated KT activities occurring earlier in the research process), you should apply to Health Research BC's [Convening & Collaborating \(C<sup>2</sup>\) Program](#).

## Objectives

The specific objectives of the Reach award are to:

- Support researcher and research user partners to co-develop events, activities, and/or tools to share research findings.
- Disseminate research evidence beyond the normal researcher peer group to reach audiences who can directly use the knowledge.
- Build capacity in KT experience and skills for research or health professional trainees.

Projects might include, but are not limited to a [social media initiative](#), an [educational symposium](#), or a [learning curriculum and tools](#).

## 2. Key Competition Dates

Action	Target Date
Competition launch	Week of April 4, 2022
Application deadline (applicant)	May 16, 2022, 4:30 p.m. PT
Application deadline (host institution)	May 24, 2022, 4:30 p.m. PT
Anticipated notice of funding decision	August 2022
Anticipated start of funding	October 1, 2022

<sup>1</sup> A researcher is an individual who is eligible to hold research operating funds at the time of the award start date.

<sup>2</sup> 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'. (Accessed February 2019)].

### 3. Award Amount, Duration

The maximum amount for each Reach award is **\$15,000**. Recognizing the challenges of planning activities concurrently with changing public health guidelines, Health Research BC has extended the award duration to **18 months** for the 2022 competition (see eligibility requirements for additional details). A complete list and description of allowable expenses can be found in **Appendix A**.

Awards will be distributed across the Reach and C<sup>2</sup> Programs proportional to the number of applications received for each program. Over the past three years (2019 – 2021), Health Research BC has awarded an average of 27 new Reach and C<sup>2</sup> awards each year, for an average success rate of 53 percent. Additional funds contributed by partners may increase the number of awards Health Research BC is able to offer in a given competition.

### 4. Eligibility Requirements

#### Team

The team may be new or pre-existing and must include the following members:

1. Researcher co-lead<sup>3</sup> who will act as the primary applicant. The researcher co-lead must be based in BC and affiliated with an [eligible BC host institution](#).
2. Research user co-lead<sup>4</sup> who will provide expertise on the needs, environment and local context of the target audience. Note: Government of British Columbia employees (individuals who are directly employed by provincial ministries) are not eligible to apply as a researcher or research user co-lead, but may be named as a team member. Employees of organizations funded directly by the BC government such as health authorities, school districts, etc. are eligible to serve as co-lead. Health Research BC employees are not eligible to apply.
3. At least one research or health professional trainee. The trainee may be an undergraduate or graduate student, post-doctoral or clinical fellow, or equivalent engaged in a formal training or education program. The trainee may be based inside or outside of BC. If the trainee is based outside of BC, they must be studying at a BC university or employed by a BC-based organization.

All other personnel named in the application are designated as team members.

Applicants can only serve as the primary applicant on one application, but can be included in up to two applications total per competition.

If appropriate, the individual in the role of research/health professional trainee may also fulfill the role of Research user co-lead.

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<sup>3</sup> See footnote 1.

<sup>4</sup> See footnote 2.

## Activities and Activity Timelines

1. Activities starting or taking place before the funding start date are not eligible for funding through this opportunity.
2. **Activities must be planned to occur within 12 months of the funding start date (October 1, 2022).** To reduce administrative burden on award recipients, should delays occur, funds may be spent up to 18 months after the start date without the need to request a no-cost extension. Recipients must request a no-cost extension if delays require funds to be spent more than 18 months after the start date.
3. Activities or events that are part of an annual series (e.g. annual conference, seminar series, etc.) may only be funded once through the Reach Program, if eligible. Any dissemination events, or activities funded by a Reach award are not eligible for additional Health Research BC support, i.e. sponsorship.

Health Research BC reserves the right to declare applications ineligible.

## Additional Contributions

Health Research BC encourages applicants, when appropriate, to engage other organizations and stakeholders to:

- Contribute to knowledge exchange and translation or play a role in the design and implementation of dissemination events, tools or activities; and/or
- Enhance the availability of funding for the co-development and implementation of the proposed knowledge dissemination event, tool or activity through additional cash or in-kind<sup>5</sup> support.

Any additional in-kind or cash support should be indicated in the budget section of the application, and appropriately captured in a signed letter of support outlining the nature and amount of the contribution.

## 5. Indigenous Health Research

Health Research BC is committed to reconciliation and to supporting health research to improve the health and wellness of First Nations, Inuit and Métis Peoples of Canada. Health Research BC is working to grow our knowledge and skills in Indigenous cultural safety through staff training, improving our policies, programs and practices, and building relationships and partnerships with Indigenous organizations, collectives and communities.

Health Research BC expects applicants to approach their research and knowledge translation activities with culturally safe practices that demonstrate humility, integrity, accountability and respect for Indigenous self-determination. Applicants must comply with the ethical and research policies outlined in

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<sup>5</sup> Cash-equivalent goods or services that represent an incremental expense the partner would not normally incur, and which would have to be purchased by award funds if not donated. This can include research and technical staff, providing direction and direct participation in the project, or the provision of access to specialized and/or proprietary equipment, tools or technology.

[Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2018). When appropriate, applicants must also describe their data management plan in accordance with the First Nations principles of OCAP®: ownership, control, access and possession.

Additional resources for researchers can be found on the [First Nations Health Authority](#) website.

## 6. Integrating Equity, Diversity and Inclusion (EDI) Considerations in Research

Health Research BC has a [strategic commitment](#) to fostering equity, diversity and inclusion (EDI) in health research. Diversity in research is important to cultivating talent and promoting inclusive excellence, which in turn drives discovery and helps build a more equitable health research system.

There is a robust body of evidence demonstrating the effects of systemic inequities on the health of people and communities. Systemic inequities disproportionately and negatively affect specific groups, including Indigenous and racialized communities, women, disabled people, and LGBTQ+ people, among others. To achieve impact, health research and knowledge translation must seek to understand, account for and remedy systemic inequities in ways grounded in the needs and priorities of affected communities.

Health Research BC expects applicants to meaningfully and appropriately account for EDI in the design of their research programs, in the analysis and interpretation of the findings, in their KT activities, and in the composition and governance of their research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc. Where guidance is needed, applicants are encouraged to consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

## 7. Partnerships

Health Research BC partners with other funders to build capacity and support research in priority areas. Partnerships increase the total number of awards funded. Partnered awards have the added benefit of offering researchers the opportunity to develop relationships with partners and their community of stakeholders. Details regarding potential partners will be available on our [website](#) and in [Health Research BC ApplyNet](#), Health Research BC's online application portal, in the coming weeks.

## 8. How to Apply

The application process for the Health Research BC Reach award is comprised of two steps:

1. Eligibility quiz for the Reach Program
2. Online application:
  - **Deadline: May 16, 2022**
  - **New for 2022 competition: As Health Research BC is now a signatory of the [Declaration on Research Assessment \(DORA\)](#), we no longer allow the use of journal-based metrics, such as Journal Impact Factor, as surrogate measures of research quality. In keeping with best practices**

for responsible research assessment<sup>6</sup>, we will no longer allow the use of article citation counts or H-index. *Please do not include Journal Impact Factors, article citation counts or H-index in your application.*

- Includes:
  - Research user co-lead form
  - Department head sign-off form
  - Team details
  - Project description
  - Workplan/timeline upload
  - Letter(s) of support<sup>7</sup> (upload, if applicable)

To complete your application, sign-in or create a [Health Research BC ApplyNet](#) account and follow the instructions in the online application form. Ensure that your application is complete and submitted by the application deadline. Incomplete or late applications cannot be considered. Additional information on how to use the [Health Research BC ApplyNet](#) online platform can be found [here](#).

**Note:** The primary applicant, i.e. the one who initiates and submits the full application, is designated as a Researcher co-lead.

## Submission Requirements

- All steps of the application must be submitted using [Health Research BC ApplyNet](#), the organization's online application submission system.
- All documents uploaded onto [Health Research BC ApplyNet](#) must be in .pdf format.
- Applicants will receive a .pdf copy of their full application via email following submission.
- It is the primary 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.

Health Research BC reserves the right to declare applications ineligible based on the established criteria.

**Applicants applying to Health Research BC for the first time must register on [Health Research BC ApplyNet](#) and create a system account email and password.**

## 9. Review Process

Reach award applications will be screened for eligibility by Health Research BC staff. Eligible applications will be reviewed and funding recommendations will be provided by an external review panel consisting of researchers and knowledge translation specialists.

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<sup>6</sup> See [Bibliometrics: The Leiden Manifesto for research metrics](#).

<sup>7</sup> A signed letter of support is required for partners secured by the applicant who provide cash or in-kind contributions in support of the collaborating and convening activities described in the application. Letters of support must include how the partner is involved in the proposed work, describe the potential benefits the partner may derive from participating in the proposed work and detail any cash or in-kind contributions.



Applications are evaluated via a process that incorporates six principles of peer review: **integrity, accountability, transparency, balance, confidentiality, and impartiality**. For more details, please see the [overview of Health Research BC's peer review process](#).

Health Research BC recognizes that each BC region brings strengths to the provincial health research system and that there is variation in the infrastructure, resources, and supports available to health researchers at different institutions. Health Research BC's commitment to rigorous peer review includes ensuring applications from across BC are reviewed fairly and equitably.

The information presented in the Evaluation Criteria and Rating Scale sections below will be used for the peer review process. All applications will be assessed against a defined set of criteria in the following categories: 1) team quality and engagement, and 2) quality of the proposed work. To be considered for funding, the application must receive a minimum score of 3.5.

## Evaluation Criteria

All applications are assessed against the criteria and weightings below. A full description of the evaluation criteria can be found on our website. It is highly recommended that applicants refer to the evaluation criteria when completing their applications.

Criterion	Weighting
Quality of proposed work	50%
Team quality and engagement	50%

## Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be funded
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Fair	3.0 – 3.4	Not fundable
Less than adequate	0 – 2.9	

## Funding Decisions

Following peer review, the highest rated applications will be identified. Applicants are notified of the outcome of the peer review process after peer review and the subsequent approval of the results. There is no appeal process.

Applicants will receive notification of the funding decisions and the reviewers' comments. A list of successful applicants is published on Health Research BC's website.

## 10. Award Start Date

Funding for Reach awards begin October 1, 2022. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package. Deferral of the award is not permitted.

## 11. Reporting Requirements

Award recipients are required to submit a final report **30 days** after the award end date. Health Research BC will provide reporting information and/or materials for these purposes. The final report may include the following:

- Details on the main activities that were supported by the award.
- Description of the involvement of trainees and research users with your team.
- Activity-specific outcomes such as a grant application or post-activity working paper, media release, workshop materials, etc.
- Description of any expected or realized benefits to the BC health system and/or the health British Columbians as a result of activities funded by the award.

A financial statement of expenditures, signed by the award co-leads and an authorized financial officer of the host institution, is required within **three months** following the award end date. Any unexpended funds must be returned to Health Research BC.

Health Research BC reserves the right to contact award recipients up to five years after the award end date to determine the outcomes and/or impacts of the Reach award.

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

**Note:** Researchers may not submit an application for any Health Research funding program until all outstanding award information (e.g. final report, financial statement, etc.) requested by Health Research BC for previous grants and awards has been received.

## Appendix A – Eligible Expenses

Applicants must provide justification for the amount of funds being requested, including a breakdown of estimated costs for eligible expenses, within the budget section of the online application. Eligible costs must be incurred within the funding period. Health Research BC will not support any expenses incurred prior to, or after completion of, the funding period. The majority of expenses must be incurred within BC.

This funding opportunity will support the following costs that are reasonably and properly incurred in the development and implementation of dissemination events, activities, and/or tools to share research findings.

### Human Resources

#### Eligible Expenses

- Honoraria for guest speakers and/or key meeting participants, up to maximum value of C\$500 per individual.
- Fees associated with individuals involved in the planning, administration or facilitation of a knowledge dissemination event, tool or activity.
- Partial or full salary support for research users' participation as a team member or key meeting participant, including buy-out/release time from work.
- Cost of caregiving services (e.g. childcare) to allow research users or key meeting participants to participate in virtual meetings.
- The Tri-Council Policy Statement 2 (TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada) recognizes the importance of respecting the cultures and traditions of Indigenous Peoples. To help enable culturally safe KT activities, eligible expenses may include (but are not limited to):
  - Costs related to Indigenous community mobilization and engagement, including culturally relevant promotional items such as, tobacco, cloth, feasting and gift giving for honoring ceremonies, and cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community participation; and
  - Contracts and/or consultant fees for knowledge translation and communication activities for Indigenous Elders, community members, and Indigenous Knowledge Holders involved in activities related to the Indigenous community.
- Research/health professional trainees and staff may be paid to complete services *directly* related to and integral to the success of the proposed activities.

#### Non-Eligible Expenses

- Partial or full salary support for researchers including buy-out/release time from work, teaching, clinical or administrative duties.

## Services and Supplies

### Eligible Expenses

- Costs for the purchase or maintenance of equipment required to bring people together for the purposes of developing and implementing dissemination events, activities, and/or tools to share research findings, (e.g. tablets, cell phones, etc.).
- Direct costs associated with bringing people together for the purposes of developing and implementing dissemination events, activities, and/or tools to share research findings, (e.g. teleconference call, internet conferencing, etc.).
- 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 proposed work.
- Hospitality costs (non-alcoholic refreshments and/or meals).

### Non-Eligible Expenses

- Costs associated with developing a new intervention or to pay the cost of interventions or their scale-up.
- Costs associated with pilot research studies or research operating funds (e.g. primary research or primary data collection including surveys).
- Other expenses already funded by another grant (Health Research BC-funded or otherwise), e.g. publication costs, open access fees, etc.
- Purchase of alcohol.

## Travel

### Eligible Expenses

- Travel and accommodation for invited guests, keynote/invited speaker(s) integral to the development and implementation of a dissemination activity, event and/or tool.
- Travel for meetings and related activities integral to the development and implementation of a dissemination activity, event and/or tool.

**Note:** Dissemination activities should be planned in accordance with public health guidelines. As public health guidelines may change over the course of the pandemic, applicants are encouraged to develop mitigation and/or contingency plans with this in mind (e.g. consider a back-up plan to host a virtual meeting if travel is not possible.).

When travelling by air, individuals must obtain the most economical airfare which, in most cases, is economy class. First or business class air travel may only be authorized in specific circumstances where warranted (such as where the in-flight travel time exceeds five hours), and if allowed by the host institution's financial policies and approved by Health Research BC and the appropriate financial officer at the host institution.

## **Non-Eligible Expenses**

- Travel for candidates under recruitment consideration, or for relocation purposes.
- Travel to attend conferences, workshops, symposia, congresses, etc. not directly related to the activity, program or meeting(s) proposed in the Reach application.
- Reimbursement for airfare purchased with personal frequent flyer points.
- Reimbursement for costs resulting from a stopover requested for reasons unrelated to the primary purpose of travel.

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

## Appendix B – Frequently Asked Questions

### What is the difference between the Health Research BC Convening & Collaborating (C<sup>2</sup>) and Reach awards?

Although the C<sup>2</sup> and Reach Programs both fund knowledge translation (KT) activities related to health research, each program supports distinct KT activities at different points in the research process.

The C<sup>2</sup> Program is designed to bring researchers and research users together to co-develop research; for the purpose of this award, this is defined as KT activities that occur earlier in or throughout the research process, i.e. integrated KT, rather than at the end of the research process.

In contrast, the Reach Program is designed to support the dissemination of research outputs within the context of an established body of knowledge; for the purpose of this award, this is defined as KT activities that occur near the end of the research process, i.e. end-of-grant KT.

Applicants should take the time to consider which funding opportunity is most relevant to their proposed activity, event or tool. It is the responsibility of the applicant to ensure the content of their C<sup>2</sup> or Reach application aligns with the objectives of that program.

### What is research evidence?

Research evidence involves the explicit documentation of methods, peer review and external scrutiny that helps provide a means to judge the trustworthiness of findings, and offers the potential to assess the validity of one claim compared to another. For example, this may include research articles, case studies, systematic reviews, meta-analysis, etc.

### What does “uptake” of research evidence mean?

Research uptake refers to the processes through which a diverse set of audiences, including policy-makers, practitioners and other researchers, use research evidence to inform practice or decision-making. Research uptake is most likely to occur when there is communication and dialogue between researchers and research users to ensure the research conducted produces evidence that is both relevant and useful to the research users.

## Team Composition and Eligibility Questions

### Who must be included on a team?

All applications must include, at a minimum:

- A researcher co-lead, who initiates and submits the application in Health Research BC ApplyNet.
- A research user co-lead, who completes a research user co-lead form in Health Research BC ApplyNet.
- A research or health professional trainee included in the project in a meaningful way.

Teams may include more members according to the needs of the KT activities.

### Who is eligible to apply as a researcher co-lead?

The researcher co-lead is the primary applicant, i.e. the one who launches and submits the application. This must be an individual that holds an appointment at an [eligible host institution](#).

For the purposes of this award, the researcher co-lead must be an independent investigator eligible to hold research operating funds at the time of the award start date, according to their host institution's guidelines.

### Who qualifies as a research user?

For the purposes of this award, a researcher user is a member of the target audience of research evidence. A research user is any individual who might use, benefit, or be impacted by the results of research, but are not necessarily involved in their production. These include, but are not limited to health professionals, patients, family members, community leaders, health charities, policy makers, decision makers, other researchers, etc.

Each team must include at least one research user designated as the research user co-lead on the application. Applicants may include additional research users as team members.

### Who qualifies as a research/health professional trainee?

For the purposes of this funding opportunity, a trainee is defined as any individual involved in formal research or clinical training that is under the supervision of an independent investigator. These typically include, but are not limited to, undergraduate and graduate students, post-doctoral fellows, and clinical fellows. At least one trainee must be included as a team member in the application. The trainee may be based inside or outside of BC. If the trainee is based outside of BC, they must be studying at a BC university or employed by a BC-based organization. Health Research BC is aware trainee appointments can differ in name and requirements depending on the institution.

### What are Health Research BC's expectations of a trainee being included in a "meaningful" way?

The co-leads should actively engage the trainee in the proposed activities in a way that builds KT capacity.

Depending on the program (C<sup>2</sup> or Reach), some examples of meaningful KT involvement for trainees may include:

- Engaging them to develop innovative means of collaborating with end-users throughout the research process, or engaging with the audience of a dissemination event.
- Mentoring them to develop the stakeholder engagement plan, or to engage and develop relationships with champions/key opinion leaders.
- Providing the opportunity to craft the message and assemble the information for an event or the final report to Health Research BC.

### Can the trainee also qualify as the research user co-lead member of the team?

Yes, if appropriate, provided the individual meets the eligibility requirements for both.

### **Can a student, trainee, or research associate apply for the award?**

Please check with your research services office. Primary applicants must be able to hold operating funds as an independent investigator.

If you are unable to apply as a primary applicant, we encourage you to approach your supervisor s(if they are eligible to apply) to co-develop an application.

### **Government of British Columbia employees (individuals who are directly employed by provincial ministries) and employees of Health Research BC are not eligible to apply as a researcher or research user co-lead. What does this mean?**

Employees of the Government of British Columbia, including those who are employed within ministries or departments, are not eligible to apply as researcher or research user co-lead, but may be named as a team member. Employees of organizations that are funded directly by the Government of British Columbia such as health authorities and school districts, are eligible to apply as a researcher or research user co-lead. Health Research BC employees are not eligible to apply. If you are unsure of your status as a BC government employee, please contact [Health Research BC Help Desk](#).

## **Application Questions**

### **Will Health Research BC tell me the score of my application?**

After peer review, Health Research BC's standard practice is to provide applicants with a quartile ranking of their application for the competition, as well as the reviewers' comments. The final score is not shared.

### **How many applications can I submit?**

Applicants who are eligible may submit one Reach and one C<sup>2</sup> application in one year, provided the proposed activities are sufficiently different.

Applicants can be included in up to two applications in total per competition (i.e. as researcher co-lead on one application and a researcher team member on another application).

### **If I received a Reach or C<sup>2</sup> award in the past, can I apply for one again for the same activity?**

Activities or events that are part of an annual series (e.g. annual conference, seminar series, etc.) may only be funded once through either program, if eligible.

### **I am applying to the Reach award to support my dissemination event. Can I also request sponsorship support from Health Research BC?**

No. Events funded by the Reach award are not eligible for Health Research BC sponsorship.

### **Where can I find information on or examples of KT?**

The [KT section](#) of Health Research BC's website can assist both researchers and research users in their exploration of KT methods, including methods of KT evaluation.



### **What is an integrated knowledge (iKT) translation plan?**

iKT refers to collaboration between research users and researchers as equal partners, the purpose of which is to generate research findings that are more relevant, and thus more likely to be useful to research users. Each stage in the research process is an opportunity for significant collaboration with research users, including the development of research questions and methodology, interpretation of findings and dissemination and potentially implementation of findings. As such, it is not a separate stand-alone plan from the research project but a series of embedded activities.

### **Is an integrated KT (iKT) plan an eligible topic for a C<sup>2</sup> or Reach award application?**

Both the C<sup>2</sup> and Reach awards can be used in the context of an iKT plan as they involve collaboration with research users. The C<sup>2</sup> award may take place at the beginning of iKT projects as researchers seek to begin engagements with research users. The Reach award may be used at the conclusion of a project as researchers work with research users to plan for and create a dissemination event, tool or activity.

### **When do the activities funded by the C<sup>2</sup> or Reach award need to occur?**

**Activities must be planned to occur within 12 months of the funding start date (October 1, 2022).** To reduce administrative burden on award recipients, should delays occur, funds may be spent up to 18 months after the start date without the need to request a no-cost extension. Recipients must request a no-cost extension if delays require funds to be spent more than 18 months after the start date.

### **Can dissemination events or activities funded by the C<sup>2</sup> and Reach award be held outside of BC?**

Outputs supported by this funding opportunity must be based within BC.

### **Can expenses for the activities take place outside of BC?**

The majority of expenses must be incurred within BC.

### **Is providing salary support/buy-out time for the researcher co-lead an eligible expense?**

No.

### **Can trainees or other research staff be hired to coordinate award-related activities?**

Research/health professional trainees and staff may be paid to complete services *directly* related to and integral to the success of the proposed activities.

## **Award Administration Questions**

### **Can I renew my award?**

No. The award is not renewable.

### **Can I defer the start date of the C<sup>2</sup> or Reach award?**

No. The award is not deferrable.

### **How much time do I have to respond to an offer of the C<sup>2</sup> or Reach award?**

Successful award recipients will have to accept or decline the offer of funding within the date stipulated on the award notification letter.

### **What documents will I need to provide before I can start my award?**

A copy of the *Award Acceptance Form* signed by you, your research user co-lead, and an authorized finance personnel from the host institution must be uploaded in .pdf format to Health Research BC ApplyNet.