|  |  |
| --- | --- |
| **2017 Knowledge Translation Competition**  **Call for Proposals - Program Guidelines** | CFN Logo |

**About CFN – Knowledge Translation Priorities**

The Canadian Frailty Network (CFN) is a network funded by the Government of Canada’s Networks of Centres of Excellence Program to improve care for Canadians living with frailty by increasing frailty recognition and assessment, by increasing evidence for decision making and by advocating for change in the health and social care systems to ensure that the needs of this vulnerable population are met.

CFN’s knowledge translation (KT) priorities for reaching our overarching goal of improving patient-centred and health system outcomes for Canadians living with frailty include:

1. Increasing the recognition of frailty as a distinct state and as a marker of vulnerability in seniors in clinical practice and among the public.

2. Establishing the identification and assessment of frailty as an accepted, healthcare practice in Canada.

3. Establishing frailty assessment in all settings of care to guide the institution of appropriate and coordinated care plans for Canadians living with frailty.

4. Increased availability of high-quality research evidence or knowledge synthesis products to support decision making for the care of Canadians living with frailty.

5. Disseminating and implementing evidence-based practices, tools and guidelines to improve care for the Canadians living with frailty and hence contribute to Canada’s economic and social well-being.

6. Catalyzing the engagement of older Canadians living with frailty and their families and caregivers in informing research, policy and health and social care delivery.

7. Catalyzing health system redevelopment and changes in health policy to sustain care innovation for the care of Canadians living with frailty.

**The Knowledge Translation Competition**

**Objectives:** This KT competition is designed to advance previously CFN funded research evidence into practice thereby, ultimately strengthening Canada's healthcare system and improving the care of Canadians living with frailty.

**Eligibility:** This KT competition is only open to CFN Network Investigators seeking to build upon previously funded CFN research. Submitted KT proposals must expand upon end of grant KT activities previously identified in the CFN funded research project and should not overlap the end of grant KT activities identified in the previously funded CFN project.

**Funding Details:** Applicants can request funding for implementation projects that support partnerships and collaborations, which align with CFN’s KT priorities. CFN will fund projects with multidisciplinary, multi-institutional teams for up to two (2) years in duration.

There is no maximum amount for a single KT proposal. The overall KT competition has a maximum CFN cash budget of $400,000, which may increase with external CFN corporate cash contributions. Please visit our website regularly for any updates to the overall competition budget.

At a minimum, eligible proposals must satisfy the evaluation criteria described below. Because of the limited overall budget amount and the expected high interest in this competition, the budget justification within submitted proposals will be a major evaluation criterion. Increasing budgetary requests will be expected to produce a proportionately greater impact and will undergo commensurate scrutiny as to their ability to achieve these impacts. Lastly, proposals that secure cash and/or in kind matching contributions beyond that stipulated below will be at an advantage.

**Overall Evaluation Criteria (Also see Application Form and Instructions):**

* KT proposals must build upon a prior CFN grant with in-progress or demonstrated completion of previously identified end-of-grant KT activities. KT proposals are expected to build off of these completed end-of-grant KT activities.
* Teams must describe the KT strategy based on a KT framework identified in the April 2012 Knowledge Translation Framework for Ageing and Health from the World Health Organization (<http://www.who.int/ageing/publications/knowledge_translation.pdf>).
* KT proposals must have a well described KT plan and list key milestones, deliverables and measurable outcomes within the funding period.
* Project team members will be judged for their level of experience and expertise to carry out the KT plan.
* KT proposals must include partners who have committed cash or eligible in-kind contributions on a 1:1 basis to that of CFN funding. To be clear, as an example, if you request $100,000 from CFN you will need to secure an additional minimum $100,000 in partner contributions.
* KT proposals must demonstrate that collaborators/knowledge users (e.g. patients/families, decision makers, stakeholders, practitioners) are involved in the study in a meaningful manner. For clarity, meaningfully involved participation of knowledge users includes being involved in the planning and execution of the KT plan.
* KT proposals must include Highly Qualified Personnel (HQP) trainees who will be directly involved in a meaningful way in the study. HQP trainees must participate in appropriate aspects of the CFN Training Program (See <http://www.cfn-nce.ca/training/training-program-requirements-for-hqp/>).

**How to Apply**

The application process requires submission of an Intent to Apply (IA) prior to submitting a complete Application. CFN will only accept an Application if an IA has been submitted by the deadline indicated below. See steps below.

**Step #1 - Intent to Apply (IA):**

* Go to Funding Opportunities page at <http://www.cfn-nce.ca/research-evidence/2017-knowledge-translation-grants-for-cfn-funded-research/> to download IA template.
* Completed IA must be submitted via email to [apply@CFN-nce.ca](mailto:apply@CFN-nce.ca).
* Information collected in the IA includes a summary of the KT plan (highlighting objectives, milestones, deliverables), team members and partners.
* The IA is for administrative purposes only and will not be adjudicated.
* Project team member lists must include all confirmed and anticipated Principal Investigators (PI) and Co-Investigators (Co-I). No additional PIs or Co-Is can be added after the IA has been submitted. The Project Leader (PL; i.e. primary lead PI) is responsible for managing a team of investigators to create, prepare and submit a KT Proposal. See <http://www.cfn-nce.ca/media/66477/cfn-project-team-roles-2016-07-07.pdf> for project team role definitions.
* After registering your IA, you will receive a CFN file number that you will use to submit your completed Application electronically by the deadline.

**Step #2 - Application:** Only Project Leaders that have previously submitted an IA are eligible to submit an Application. Go to CFN’s Forum website (<https://forum.tvn-nce.ca/index.php/Main_Page>) to complete the Application online (Also review the Application instructions).

A complete Application is comprised of:

1. Project Team Information
2. Application Form
3. Partner Letters of Support
4. Detailed Budget and Budget Justification
5. Principal Investigators’ CVs
6. CVs of other team members
7. Required signatures

**Important Dates**

Please read Program Guidelines and the Application Instructions carefully before completing and submitting your Application.

1. Deadline to submit Intent to Apply (IA) – **Monday July 24, 2017 – 5 pm ET.**
2. Deadline to submit a complete Application – **Tuesday September 5, 2017 – 5 pm ET**.
3. Adjudication of Applications is estimated be completed **mid-October 2017.**

Applications will be adjudicated by CFN’s Knowledge Translation Committee and Research Management Committee.

1. Successful Applicants will be notified in **late 2017**. Funding installments will commence after all necessary agreements have been executed.

**Contact for Further Information**

Perry Kim, PhD

Phone: (613) 549-6666, ext. 6208

Email: [research@CFN-nce.ca](mailto:research@tvn-nce.ca)

|  |  |
| --- | --- |
| **CFN_English_colour** |  |

™ Trademark of Technology Evaluation in the Elderly Network (Canadian Frailty Network or CFN, formerly known as TVN). © Canadian Frailty Network, 2013-20. Released 2017 06. CFN is supported by the Government of Canada through the Networks of Centres of Excellence (NCE) program.