

2019 Knowledge Translation Competition

Call for Proposals - Program Guidelines



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 and support their families/caregivers. We do this by increasing frailty recognition and assessment, increasing evidence for decision-making, advancing evidence-based changes to care, educating the next generation, and engaging with older adults and caregivers.

CFN's knowledge translation (KT) priorities are consistent with our overarching goal of improving patient-centred and health system outcomes for Canadians living with frailty. This competition is looking for KT and implementation projects that facilitate adoption, sustainability, and scalability of evidence to improve the health and functioning of older adults living with frailty and/or their family/friend caregivers. The scope of the projects may vary depending on the setting's readiness and capacity for change and/or the KT strategy.

NEW! For the 2019 KT competition, CFN has identified the following priorities:

1. **Enhancing integrated models of care to improve frailty outcomes.** This priority is intended to support KT and implementation projects focused on practice and service. This includes initiatives aimed to improve health and functioning of older adults with frailty and/or the accessibility and/or quality of care in any setting. For example, using prompts in primary care to systematically screen older adults for frailty, and provide thorough assessments with appropriate referrals for patients with frailty.
2. **Strategies for improving functional outcomes in older adults living with frailty and/or their caregivers.** This priority focuses on KT and implementation projects that provide quality care for older adults with frailty to improve their health outcomes, which may include helping them stay active, slowing the progression of frailty, and/or reducing the need for early entry to long-term care. For example, using pre-habilitation or reablement to improve physical function or quality of life for older adults with frailty.

The Knowledge Translation Competition

Objectives: The 2019 KT competition is designed to bridge the gap between evidence and practice. CFN is seeking projects that initiate or improve the implementation and/or adoption of evidence thereby, ultimately strengthening Canada's healthcare system and improving the care of Canadians living with frailty.

NEW! Eligibility: The 2019 KT competition is open to all interested investigators. Prior CFN funding is not required. For CFN Network Investigators, submitted KT proposals should not overlap the end-of-grant KT activities identified in any previously funded CFN project. The KT proposal must address one KT priority area (see above).

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 18 months in duration.

There is no maximum amount for a single KT proposal. The overall KT competition has a budget envelope of \$500,000, which may increase with external CFN corporate cash contributions. Please visit our website regularly for any updates to the overall competition budget.

In addition, a budget envelope is available through CFN's partnership with the New Brunswick Health Research Foundation (NBHRF) for those investigators who meet the eligibility criteria: 1) the PIs are from an institution in New Brunswick eligible for Tri-Council funding, and 2) all project funds are spent within New Brunswick.

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. The allocation of funds will depend on the applications received and the outcomes of the peer review process.

NEW! Intent to Apply Evaluation Criteria:

- The Intent to Apply will be adjudicated based on the following criteria:
 - Alignment with CFN KT competition priorities
 - Evidence base to support the importance of the endeavour and potential for improvement in the setting
 - Feasibility of the implementation plan design and methods
 - Involvement of appropriate stakeholders and engagement of appropriate partnerships
 - Potential reach and significance of impact of the proposal
- Top-rated projects will be invited to submit a full Application. Invitations to submit a full Application will be sent in late January 2019.

Application Evaluation Criteria:

- At a minimum, KT Proposals must satisfy the evaluation criteria described below.
- KT proposals must have a defined quality or care gap that is supported by local setting data and/or citations from the literature
- KT proposals must have a feasible and well-described rationale for implementing the intervention.
- Teams must describe the KT objectives 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).
- The KT plan must 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 describe the degree of stakeholder engagement, as well as a description of their involvement in the conceptual design of the intervention and/or its implementation. For example, proposals should delineate how collaborators/knowledge users (e.g. patients/families, decision makers, stakeholders, practitioners) are involved in the planning and/or execution of the KT plan.
- KT proposals must include Highly Qualified Personnel (HQP) trainees who will be directly and meaningfully involved in the project. HQP trainees must participate in appropriate aspects of the CFN Training Program (See <http://www.cfn-nce.ca/training/training-program-requirements-for-hqp/>).
- 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.

How to Apply

The application process requires submission of an Intent to Apply (IA). Submitted IA's will be adjudicated based on five criteria: 1) Alignment with CFN KT competition priorities, 2) Evidence base to support the importance of the endeavour and potential for improvement in the setting, 3) Feasibility of the implementation plan design and methods, 4) Involvement of appropriate stakeholders and engagement of appropriate partnerships, and 5) Potential reach and significance of impact of the proposal. CFN will only accept an IA if it has been submitted by the deadline indicated below. See steps below.

Step #1 - Intent to Apply (IA):

- **NEW!** The IA form must be completed and submitted using CFN's online platform, Forum (https://forum.tvn-nce.ca/index.php/Main_Page). To access the IA for the KT2019 competition:
 - Applicants who are CFN investigators will sign in to Forum using their current login and password.
 - Applicants without a Forum login must first complete a registration form by clicking the link on the Forum homepage (https://forum.cfn-nce.ca/index.php/Main_Page) and following the instructions on screen.
- Once logged in to Forum, applicants must click on the KT2019 Intent to Apply form.
- Information collected in the IA includes:
 - Proposed budget and timeline
 - KT project summary that describes the evidence to support the proposal, objectives, KT plan, and potential reach
 - Names and affiliations of team members and partners
 - Names of three national and three international reviewers
- 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 <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf> for project team role definitions.
- Once the IA is submitted, you will receive a CFN file number to use for future correspondence.

Step #2 - Application:

- Based on the IA adjudication, only projects with the highest scores will be invited to submit the full Application. The Project Leaders will be notified of IA review results by the end of January 2019.
- To submit a full Application, the Go to CFN's Forum website (https://forum.tvn-nce.ca/index.php/Main_Page) to complete the Application online.
- For more detailed instructions, please review the KT2019 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. Applications open – **December 10, 2018**
2. Deadline to submit Intent to Apply (IA) – **Monday, January 14, 2019 – 5 pm ET**
3. Anticipated notice of IA adjudication – **late January 2019**
4. For selected IA's, deadline to submit a full Application – **Friday, March 15, 2019 – 5 pm ET**
5. Anticipated completion of KT Competition adjudication – **late May 2019**

Applications will be adjudicated by CFN's Knowledge Translation and Research Management Committees.

6. Anticipated notice of KT Competition decision: **June 2019**. Funding installments will commence after all necessary agreements have been executed.

Contact for Further Information

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