2023-24 Knowledge Translation Fund Application Guidelines

Purpose of the Award	The Tayfour and Emara Knowledge Translation Fund (KTF) award supports the costs of research activities that enhance the WRH researcher's research development and experience. **Research activities for the purpose of this fund are defined as:** - Registration and eligible travel fees for presenting research at a conference (for trainees), OR - Publication fees for publishing research in a peer reviewed journal (for WRH professional staff or staff).
Eligibility Criteria	At the time of the application, the applicant must be an active WRH professional staff or staff member, or a trainee actively engaged in a research project led by an active WRH professional staff or staff member at WRH. Individual applicants may only receive one award per fiscal year. A maximum of $2,000 per research project will be funded (i.e. up to a maximum of $1,000 per research activity). In the case of group presentations at a conference, all presenters will be considered as one applicant up to a maximum of $1,000. **Funding for conference presentations costs:** Applicants must have presented/had a poster at a conference. If the applicant has been awarded another funding source (i.e. SWORP, SSRT) or has access to funding from their PI's research grant (i.e. WE-SPARK grants), the applicant will not be eligible for the Tayfour and Emara KTF. Only costs associated with conference registration, poster printing, transportation and accommodation will be covered by this fund. **Funding for publication costs:** Publication must be publicly available at the time of application. If the applicant has been awarded another funding source to support the costs of publication, the applicant will not be eligible for the Tayfour and Emara KTF.
Award Periods and Application Deadlines	Awards will be distributed according to the following funding periods and deadlines: {{TABLE}} Guidelines and available funding will be reviewed and posted annually. Additional reviews may happen periodically throughout the year to ensure funding is distributed appropriately.
Award Payment Information	The Tayfour and Emara KTF awards are provided on a reimbursement basis only. No funds will be issued prior to the completion of the related research activity. The payment

Events/publications taking place between:	Application deadline:	Total available funding for award period:
March 1 – June 30	July 15	$5,000
July 1 – October 31	November 15	$5,000
November 1 – February 28/29	March 5	$5,000

	will be made by cheque (for applicants not on WRH payroll) or electronic funds transfer (for applicants on WRH payroll).

Application and Review Procedure	Applications must be submitted using the online application (after the completion of the research activity only). Applications will be assessed for completeness and eligibility of activity and expense(s) by the Office of Research.
	
	Applicants will be awarded on a first-come, first-served basis, until the funds from the award period are exhausted. If there are more applicants than available funds for the award period, funding will be prioritized for applicants who have not received the Tayfour and Emara KTF in the past and who do not have access to any additional sources of funding (i.e. grants, trainee awards etc.). Any unused funds from the award period will roll over to the next award period. Funds will not be reserved in advance for applicants with research activities in the future.
	
	Applications must include the following:
	
	- Copy of receipts (Receipts must include: Name of merchant, date of transaction, itemized details of transaction, tax for taxable items, and grand total)
	- Proof of research activity:
	    o Proof of conference presentation (i.e. conference program, email from conference admin, photograph with poster etc.)
	    o Publication citation (i.e. URL of publication)
	- Expense Breakdown Form
	
	If multiple applicants are submitting for one expense (i.e. group presentation at a conference) each individual should complete the application for their portion of expenses. Group applicants will be reimbursed to a maximum of $1,000 for the group.

Award Requirements	Applicants must provide a letter to Drs. Tayfour and Emara upon receipt of the award outlining how the award supported their research work. The Office of Research will provide a template letter to successful applicants to complete. For awards funding conference costs, a photograph of the applicant with their poster/during presentation should be included in the letter, where possible.
How to Submit Application	Applications must be submitted using the online application. Applicants may make changes to applications at any time prior to submission. Once submitted, applicants may not return to the form to make changes. Applications submitted with missing or incomplete information will not be accepted. Applicants will be notified of the information required and advised to re-submit the application. Re-submitted applications will be returned to the queue. Online application: https://redcap.link/WRH_KT_Fund
Contact	For any questions, please contact: Office of Research Phone: 519-254-5577 ext. 52300 Email: erica.figgins@wrh.on.ca