

## Knowledge Translation Fund Application Guidelines

Purpose of the Award	<p>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. <b>Research activities for the purpose of this fund are defined as:</b></p> <ul style="list-style-type: none"><li>- <b>Registration and eligible travel fees for presenting research at a conference (for trainees), OR</b></li><li>- <b>Publication fees for publishing research in a peer reviewed journal (for WRH professional staff or staff).</b></li></ul>												
Eligibility Criteria	<p>To be eligible, applicants must be an active WRH professional staff or staff member, or a trainee who is/was actively engaged in a research project based at WRH that is led by an active WRH professional staff or staff member who is the PI on the project. Eligible research projects include those that have received the necessary approvals to be conducted at WRH (e.g. WRH REB approval) and that involve WRH patients, staff, trainees, property and/or data.</p> <p>Each research project is eligible to be funded for one travel award and one publication award, up to a maximum of \$1,000 for conference travel fees and publication fees respectively. Applicants may only receive one award per fiscal year.</p> <p><b>Funding for conference presentations costs:</b> Applicants must have already presented/had a poster at a conference at the time of application. 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. In the case of group presentations at a conference, all presenters will be considered as one applicant up to a maximum of \$1,000.</p> <p><b>Funding for publication costs:</b> 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.</p>												
Award Periods and Application Deadlines	<p>Awards will be distributed according to the following funding periods and deadlines:</p> <table><tr><th>Events/publications taking place between:</th><th>Application deadline:</th><th>Total available funding for award period:</th></tr><tr><td>March 1 – June 30</td><td>July 15</td><td>\$5,000</td></tr><tr><td>July 1 – October 31</td><td>November 15</td><td>\$5,000</td></tr><tr><td>November 1 – February 28/29</td><td>March 5</td><td>\$5,000</td></tr></table> <p>Guidelines and available funding will be reviewed and revisions posted regularly to ensure funding is distributed appropriately.</p>	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
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<b>Award Payment Information</b>	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 (i.e. conference presentation and/or publication). The payment will be made by cheque (for applicants not on WRH payroll) or electronic funds transfer (for applicants on WRH payroll).
<b>Application and Review Procedure</b>	<p>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 research activity and expense(s) by the Office of Research.</p> <p>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.</p> <p>Applications must include the following:</p> <ul style="list-style-type: none"> <li>- Copy of receipts (<b>Receipts must include:</b> Name of merchant, date of transaction, itemized details of transaction, tax for taxable items, and grand total)</li> <li>- Proof of research activity: <ul style="list-style-type: none"> <li>o Proof of conference presentation (i.e. conference program, email from conference admin, photograph with poster etc.)</li> <li>o Publication citation (i.e. URL of publication)</li> </ul> </li> <li>- <a href="#">Expense Breakdown Form</a></li> </ul> <p>If multiple applicants are submitting for one expense (i.e. group presentation at a conference), each individual should complete a separate application for their portion of expenses. Group applicants will be reimbursed to a maximum of \$1,000 for the group.</p>
<b>Award Requirements</b>	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. A copy of the poster file should also be included.
<b>How to Submit Application</b>	<p>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.</p> <p>Online application: <a href="https://redcap.link/WRH_KT_Fund">https://redcap.link/WRH_KT_Fund</a></p>
<b>Contact</b>	<p>For any questions, please contact the Office of Research at:</p> <p>Phone: 519-254-5577 ext. 52300</p> <p>Email: <a href="mailto:research.office@wrh.on.ca">research.office@wrh.on.ca</a></p>