

Knowledge Translation and Transfer (KTT) Plan Appraisal Tool

About

This tool is a decision aid / rubric to help reviewers appraise and assess KTT Plans in the Ontario Agri-Food Innovation Alliance's research project proposals.

Instructions

Rate the three KTT Plan components (AUDIENCE, APPROACH and TEAM) using the language ladder. Then provide an OVERALL assessment of the KTT Plan.

Keep in mind that:

- A well-formed KTT plan will be tailored to KTT audiences, have a robust KTT approach, and a project team with the capacity to implement the plan.
- The appropriateness of particular KTT audiences and activities depends on the type of research project (e.g. early-stage or discovery research, policy-focused research, applied research, etc.) and expected project outcomes.

Rating Descriptions

| KTT plan components are... | Language Ladder |
|--|-----------------|
| Fully, clearly, and comprehensively described; Excellence/innovation of approach | Outstanding |
| Fully, clearly, and comprehensively described | Very Good |
| Well described with most details; Mostly clear | Good |
| Described without elaboration; Some points unclear | Sufficient |
| Vaguely mentioned or mainly unclear | Marginal |
| Missing or not present | Unsatisfactory |
| Not applicable | N/A |

KTT Plan Appraisal Tool

| | Component Rating |
|---|------------------|
| 1. How well does the proposal consider and work with KTT AUDIENCE(S)? To what extent does the KTT plan: <ul style="list-style-type: none"> • Identify specific audiences who can benefit from or make use of the research. • Involve audiences or partners in the research or planning and execution of KTT strategies. • Explain the value to audiences: how they will benefit from the research findings and/or make use of the research. | |
| 2. How well does the proposal provide a robust KTT APPROACH? To what extent does the KTT plan: <ul style="list-style-type: none"> • Describe KTT activities that are suitable for the audience(s) (i.e., engaging early and often; strong rationale; meets audience needs and preferences). • Describe feasible KTT activities, given the research project context, network, timeline. • Describe adequate budget for KTT activities (e.g., design, print, website hosting, meeting space, technology, open access publication, etc.). | |
| 3. To what extent is the PROJECT TEAM able to implement the KTT plan? To what extent does the KTT plan: <ul style="list-style-type: none"> • Include a project team that has the necessary capacity and expertise to undertake the proposed work. • Leverage team and partner communication channels and networks (e.g., existing social media, websites, newsletters, meetings, associations, etc.). • Include ways for the team to inform each other of progress, work together effectively and provide oversight. | |
| 4. Based on the factors noted above and your judgment/expertise in the subject matter, what is your OVERALL ASSESSMENT of the KTT Plan for the project? | |
| Do you have any additional feedback on this KTT Plan (gaps and/or strengths)? | |