



OFFICE *of* RESEARCH

AGRI-FOOD PARTNERSHIP

Ontario Agri-Food Innovation Alliance

*Knowledge Translation and Transfer (KTT) Program Guide –
Initiatives Stream*

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ONTARIO AGRIFOOD INNOVATION ALLIANCE KTT FUNDING PROGRAM OVERVIEW

The priority-driven Ontario Agri-Food Innovation Alliance Knowledge Translation and Transfer (KTT) Funding Program is designed to enhance the impact of research. We do this by providing funding for three distinct kinds of KTT projects:

1. KTT Research (KTT-R) Funding supports research projects that **advance the science of knowledge translation and transfer (KTT)** in agri-food and rural sectors. KTT-R projects must contribute to scholarly literature by developing or assessing KTT activities and/or approaches that support future evidence-informed KTT practice. Research projects advance the science of KTT by identifying and evaluating methods designed to enhance and accelerate the impact of research.
2. KTT Mobilization (KTT-M) Funding supports activities that disseminate research findings or engage audiences in research. These activities are designed to **drive the transformation of research knowledge into use, including synthesis, exchange, engagement, dissemination, dialogue, collaboration and brokering between researchers and research users**. KTT-M funding may also be used to support projects that are targeted towards capacity building or enhancing partnerships/networks for supporting effective KTT in Ontario's agri-food sector and/or rural communities.
3. KTT Initiatives (KTT-I) funding is a smaller funding stream that provides up to \$5,000 for a product or strategy that translates and transfers research that benefits Ontario's agri-food sector or rural communities, including pre-research engagement and partnership activities. Applications for KTT-I are accepted on an on-going basis.

A project may only be submitted to ONE funding stream; applicants may not seek funding from multiple funding streams for the same project.

For more information on each funding stream, please review the stream specific program guide which can be found on the Alliance website (Uoguelph.ca/alliance). This program guide will provide information for the KTT Initiatives Funding Stream ONLY.

Timeline: Open Call

The KTT Initiatives funding stream accepts proposals on a rolling basis throughout the fiscal year while funds are available. Please ensure that you have selected the appropriate call and fiscal year timeframe associated with the year in which your research project will be starting.

Contact Information

Alliance staff can assist you with inquiries related to your KTT Initiatives application.

- Alliance KTT Staff: kttadmin@uoguelph.ca
- If you experience technical difficulties or need support with the RMS application template, please contact our Research Program Coordinators at rescooord@uoguelph.ca.

WHAT IS KNOWLEDGE TRANSLATION AND TRANSFER (KTT)?

The Ontario Agri-Food Innovation Alliance has supported knowledge translation and transfer (KTT) in agri-food and rural sectors since 2010 with the goal of enhancing the impact of publicly funded research.

The Alliance defines KTT as the transformation of knowledge into use through synthesis, exchange, engagement, dissemination, dialogue, collaboration and brokering among researchers and research users. KTT refers to the many activities and strategies aimed at building awareness of research findings into active use or enhancing research impact through collaboration and engagement. The goal of KTT work is to create a two-way connection between researchers and research users to increase and enable co-production, dissemination, uptake and application of research.

KTT INITIATIVES STREAM OVERVIEW

KTT Initiatives

The KTT Initiatives funding stream provides one-time financial support of up to \$5,000 for a product, service or strategy that translates and transfers research that benefits Ontario's agri-food sector or rural communities to knowledge users. This includes pre-research engagement and partnership activities, focusing on activities that foster collaboration and engagement, especially with equity-deserving groups.

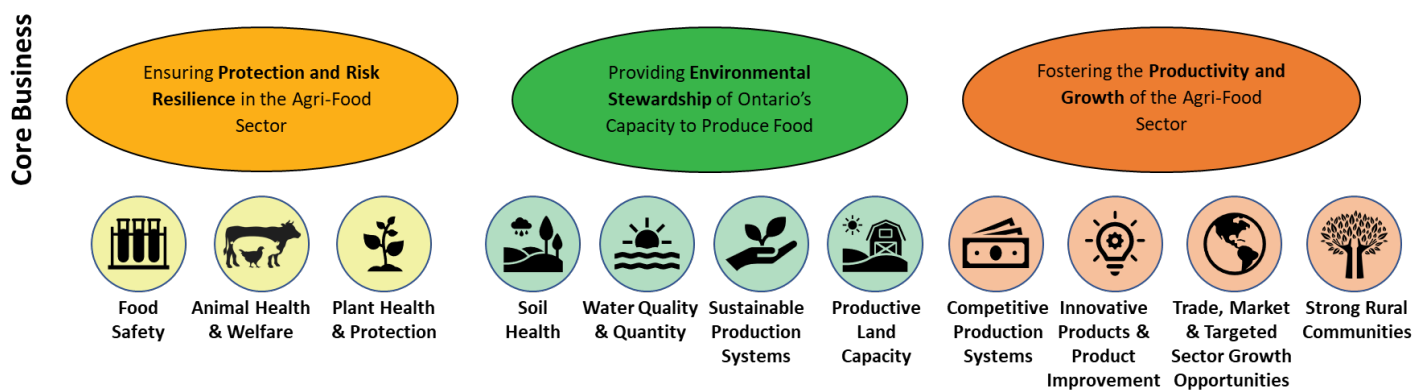
Proposed initiatives must be completed within a year of the start date. This funding stream aims to be agile and responsive to the KTT needs of University of Guelph (U of G) agri-food and rural researchers.

Research Priorities

Each year OMAFRA undertakes a research priority setting process. Research priorities for the Alliance Research Program are aligned within the Ministry's core businesses and objectives: Protection and Risk Resilience, Environmental Stewardship, and Productivity and Growth as illustrated in the following image. All KTT projects must relate to an established OMAFRA research priority and support Ontario's agri-food and/or rural sectors.

KTT projects must relate to an OMAFRA research priority but do not need to address a specific research question.

OMAFRA Research Priorities by Core Business



KTT projects supported by the Funding Program **DO NOT** need to address a specific research question but must relate to one of the eleven identified priorities and must demonstrate a high likelihood of contributing to the health, sustainability, and/or competitiveness of Ontario's agri-food sectors and/or rural communities.

Further information about OMAFRA's research priorities are available in the [OMAFRA Research Priorities document](#) and on the [Alliance website](#).

Available Funding

Project specifications:

- **Maximum project duration:** up to 12 months (one year)
- **Budget Limit:** \$5000

Proposal Review Process

The review process for proposals begins as soon as they are submitted, and best efforts are in place to ensure reviews occur in a timely fashion (generally 2-4 weeks). The application process consists of a single stage call. Proposals should always be submitted prior to any work occurring, as work performed prior to an award agreement may not be covered under the KTT Initiatives funding stream. Applications are reviewed by KTT program area staff.

Indigenization, Equity, Diversity, and Inclusion

The Ontario Agri-Food Innovation Alliance is committed to fostering an inclusive culture within its programs, so all can feel respected, valued, and able to contribute in a meaningful way to support Ontario's agri-food sector and rural communities. All applicants to Alliance funding programs are encouraged to review the [EDI Resource Document for Researchers](#) developed by the U of G Office of Research Services.

A general question about EDI is included in the proposal. While this question is not part of the proposal evaluation, applicants are encouraged to consider involving Indigenous and other underrepresented communities as participants and/or audience members in their KTT projects to support project outcomes.

Accessibility for Ontarians with Disabilities Act (AODA) Compliance

All products developed for public use must comply with the AODA. The Digital Accessibility Resource Centre provides training, tools and support for the creation of accessible digital content including PDFs, presentation slides, and web content. The U of G Web Accessibility page includes guides and resources with more information to support individuals in creating accessible content and websites.

HOW TO APPLY

Online Application System – Research Management System (RMS)


All Alliance programming is administered in the RMS. Log in to the RMS through the [OMAFRA RMS Log In webpage](#). Please contact rescoord@uoguelph.ca if you experience any difficulties logging in.

To open an application, select the 'Alliance KTT Initiatives Grant' under 'Invited Calls' and click on 'Determine Eligibility'. **It is important that your project begins in the fiscal year identified in the call.** If the RMS does not contain a call applicable to the fiscal year you are looking to start a project in, please contact rescoord@uoguelph.ca. Confirm your eligibility to apply for funding to access an application.

For the best experience we suggest using the latest version of Chrome, Firefox or Safari. Internet Explorer is not supported by the RMS platform provider.

Support for Applicants

The following supports are available to assist researchers in the application process:

- This program guide;
- Instructions and tool tips (denoted by the small white question mark ) in the RMS application template;
- If you experience technical difficulties or need support with the RMS application template please contact our Research Program Coordinators at rescoord@uoguelph.ca.

FULL PROPOSAL APPLICATION

Full Proposal Template

The KTT Initiatives application consists of several sections that are accessed via tabs across the top of the on-line application in the RMS. All fields within each tab must be completed. Application instructions are provided in the RMS, but some additional guidance is provided below.

A validation process will take place upon submission to ensure all mandatory fields are complete and the budget balances.

Lead Applicants and Co-Applicants

The **Lead Applicant** is the primary award holder and is accountable for project management and compliance with any reporting requirements, including management of project funding and financial reporting.

A **Co-Applicant** (optional) is a researcher that plays an important and ongoing role in the development and implementation of the project. Co-Applicants are identified and invited from the Invitations tab in RMS. There can only be one Co-Applicant. Co-Applicants have the same editing capabilities on applications and reports as the Lead Applicant.

Current University of Guelph faculty members (UGFA Unit 1 or 2) are eligible to be the Lead Applicant and/or a Co-Applicant on any Ontario Agri-Food Innovation Alliance Research Program project. Retired faculty members holding Professor Emeritus status are eligible to be the Lead Applicant or a Co-Applicant, as long as they are eligible to hold research funding at the University of Guelph. Adjunct faculty members may also apply as a Lead Applicant or Co-Applicant if all of the following conditions are met:

- They are eligible to hold research funding at the University of Guelph.
- They are not employed by or have a financial interest in any of the collaborating organizations or co-funders; and
- Their adjunct position permits them to engage in research-related activities that are not under the direction of another individual.

Non-faculty team members are not eligible to be either a Lead or Co-Applicant.

Prior to a new proposal being awarded in the KTT-I program, the Lead Applicant and Co-Applicant (if applicable) must be in 'good standing' for all existing Alliance projects – including up-to-date reporting, Data Management Plan submissions, current with recovery of all outstanding Research Centre fees, and other financial obligations.

Research Team and Invitation Process

Team members and Highly Qualified Personnel are identified in their respective tables in the Team tab in the RMS. The **research team member invitation process** is described in the application template and in the tip sheets (accessible under the 'Help' icon on the RMS home page). Co-Applicants, Delegates (described below), and all Collaborators should confirm their participation in the project and be registered in the RMS by the Full Proposal submission date. Confirmed Collaborators will have read-only access to the proposal (except the budget); Co-Applicants and Delegates (both optional) will have the ability to edit the proposal. Collaborative and multi-disciplinary projects are encouraged.

A **Delegate** (optional – limit of one) is an individual whose only role is to assist the Lead Applicant in the creation and editing of the proposal and progress reports (for awarded projects). A Delegate must be from U of G. A Delegate, while not formally a team member, is identified and invited from the team member tab in the RMS. Delegates that play an active role in the project must **also** be identified and invited as a Collaborator or identified in the HQP table in the RMS (this is important for performance indicator reporting for Alliance programs).

Students and Post-Docs should not be included as members of the Team. Please see the Highly Qualified Personnel section below.

The **FTE** (full-time equivalent) you report in the team member table should reflect the total average annual time that each individual will contribute to the project. An FTE is 1.0 is a full-time commitment to the project (e.g., 35 hours per week) and an FTE of 0.1 is equivalent to 3.5 hours per week (for a 35-hour week). Documenting FTE contributions are important to support Alliance Programs performance indicator reporting.

Highly Qualified Personnel (HQP)

The training and development of Highly Qualified Personnel is an important objective of the Alliance and is an Agreement performance indicator. Effort should be made wherever possible to engage HQP in Alliance-funded projects.

HQP are students (typically either undergraduate, graduate, or diploma) or post-doctoral fellows receiving training through the proposed research, regardless of funding source. These HQP are captured separately from team members in the RMS. Please provide details on **all** HQP that will be involved in the project, regardless of their stipend funding source. Highly Qualified Personnel do not need to be invited. Proposals can move forward without specific persons identified as HQP if the positions are not yet filled. If specific people are not identified, use “TBD” as a placeholder for the first and last name within the HQP table and complete all other fields except for e-mail address. An individual record is needed for each individual student/Post-Doc to be hired. Similar to the Team Member table, identify the HQP Funding Source as either ‘This project (in whole or in part)’, ‘HQP Scholarship Program’, or ‘Other funding source’.

Ensure that all personnel that will be supported through the project, either through program or partner funds, are reflected in the Team Member and HQP Tables and are clearly identified in the budget.

Supporting Documentation

There is no supporting documentation that is mandatory for this program except for confirmation of partner funding, if applicable. A letter or other documentation confirming the nature and value of cash and in-kind support should be appended to the 'Other Supporting Documentation' field.

Additional information included in the supporting documentation fields will not be assessed as part of your proposal.

THE RMS BUDGET AND LEVERAGE GUIDELINES

Budget Limits

Projects can be up to 12 months (one year) with a maximum request of \$5000.

Eligible and Ineligible Expenses

KTT Initiatives funding may be used for KTT related costs such as supplies and materials, contract services, computing costs, organization of workshops, communications materials, graduate student stipends, publication costs, etc. The funding may also be used for pre-research engagement and partnership activities, focusing on activities that foster collaboration and engagement, especially with equity-deserving groups.

Funds cannot be used to support conference travel, the cost of alcoholic beverages during events, salary of the Lead Applicant or Co-Applicant, OMAFRA staff time or resources and salaries of permanent staff whose compensation is not specifically dependent on on-going research project funding.

Please contact kttadmin@uoguelph.ca with any questions regarding eligibility of budget items.

Building a Project Budget

An Excel version of the budget template is available on the [KTT program webpage, KTT: Getting Science Off The Shelf](#) as an OPTIONAL tool to draft and plan your budget. This is for planning purposes only. **DO NOT** upload this Excel budget to your application. You are required to complete and submit the budget outline provided in the application in the RMS.

1. **Amount Requested from the Program** – identify the funding requested from the Alliance KTT-I funding stream for this proposal with a maximum request of \$5000.
2. **Other Sources of Project Funding** – Partner funds are not anticipated for KTT-I projects. If there are partner funds, additional tables will open in the budget section to complete.
3. **Expenditures of Project Funds** - There are three tables to be completed in the Budget tab (will appear in a pop-up window):
 - Request from Program;
 - Cash from Partners (appears if you have indicated there are other sources of funding for the project); and
 - In-kind Support from Partners (appears if you have indicated there are other sources of funding for the project).

Use of program and partner funds should be allocated across budget categories and fiscal years. Each row in the budget corresponds to a U of G fiscal year (May 1 – April 30) that the project will take place. E.g., A 1-year project beginning October 1st would require 2 budget periods (fiscal years) – the first and last periods covering 6 months only.

Use of projects funds must be fully explained in the budget justification text boxes provided. Your justifications are necessary for reviewers to determine whether your expenses are eligible, commensurate with the nature of your proposed initiative, and are valued appropriately.

Access by the Ministry to Records, Data and Third-Party Agreements

Please be aware that OMAFRA may require access to records, data, or agreements that the University has entered into with third parties which relate to your project. If you have any concerns about sharing data, records or the third-party information related to this project, please contact a Research Program Coordinator by e-mail at rescoord@uoguelph.ca.

APPLICATION CHECKLIST AND POST AWARD PROCESSES

Full Proposal Checklist

- Read the current OMAFRA Research Priorities document.
- Develop project concept.
- Assemble project team. Team members must be confirmed through an invitation process. HQP are identified in a separate table.
- Connect with Alliance Knowledge Mobilization staff (kttadmin@uoguelph.ca) for support in preparing a strong proposal.
- Develop the proposal by completing all tabs in the RMS. Ensure the proposal is complete, well-written and clearly demonstrates how it addresses an OMAFRA research priority.
- Append all required documents and other supporting documentation as described above.
- You can access a **PDF version of your proposal** any time using the 'View Application' button within the project record. Note, if your proposal is under review, the project record is not editable, but the View Application button is present on the dashboard under the Current Applications>Under Review table.
- Submit your Full Proposal in the RMS.

Full Proposal Decision Notification and Award Phase

- Researchers will be notified of the outcome of the review and approval process via the RMS.

- Conditionally approved applications must address any conditions in the offer described in the notification email through the RMS.
- Award Agreements are issued for projects once the response to conditions of funding have been addressed and approved by program staff. Execution of Award Agreements will occur by an online 'DocuSign' process. The Lead Applicant and the Department Chair will receive notification via email that there is an Agreement to sign.

Post Award-Reporting

Project leads are required to complete a final report at the conclusion of the project and submit final mobilization products for public access. U of G is currently working to make these products publicly available via the Atrium, the University of Guelph's digital data repository.

In the final report, project leads will be asked to report on project results, KTT activities, and project impact. Project leads will also be asked to provide key summary and plain language statements.

To submit your final mobilization products, submit as an upload to the "KTT activities" table in the "KTT, Data Management, HQP & Collaboration" tab in the Final Report.

Final reports are due 60 days following the conclusion of the project. Reports are reviewed and approved on completeness and merit by Alliance staff. Some of the summary fields will be published publicly.

Alliance program staff should be notified of any issues affecting project progress as soon as they are identified. Project extensions should be requested at least three months prior to the project end date.

Non-Compliance with the Terms of the Award Agreement

If there is a failure to comply with the terms of the Award Agreement, including reporting requirements, or if there are substantial unresolved issues related to project progress, the Alliance has the right to withhold funds and/or the right to terminate the project.

ACKNOWLEDGING ALLIANCE RESEARCH FUNDING

Recipients of funding must acknowledge Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) support in all public communications products, including news releases, web copy, magazine stories, public-facing reports, interviews, journal articles, conference posters and oral presentations. Visit the Alliance website for more details on [acknowledging OMAFRA Funding](#).