

# Program Guide 2018-2019

## Knowledge Translation and Transfer (KTT) Funding Program

A program of the Ontario Agri-Food Innovation Alliance (previously OMAFRA-U of G Partnership)

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## Program Overview

### What is Knowledge Translation and Transfer (KTT)?

The Ontario Agri-Food Innovation Alliance (previously the OMAFRA-U of G Partnership) has supported knowledge translation and transfer (KTT) in agri-food and rural sectors since 2010.

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

### KTT Funding Program Objectives

The objectives of the KTT Funding Program are to:

- Explore the science of KTT to identify and evaluate best practices to enhance the positive impact of research and innovation.
- Drive knowledge into action by advancing the synthesis, exchange, application and dissemination of knowledge resulting from Alliance-funded research and other agri-food and rural research beneficial to Ontario and Ontarians.
- Evaluate and utilize KTT methods and best practices to support awareness and impact of research among users.

### Program Scope: What we Fund

All KTT projects must relate to an established OMAFRA research theme and support Ontario's agri-food and/or rural sectors.

OMAFRA research themes are as follows:

- Agri-Food and Rural Policy
- Bioeconomy – Industrial Uses
- Emergency Management
- Environmental Sustainability
- Food for Health
- Products and Value Chains
- Production Systems – Animals and Plants

Further information about OMAFRA's research themes and priorities are available in the [2018 OMAFRA Consolidated Research Priorities document](#) and on the [Alliance website](#).

KTT projects supported by the Funding Program need not address a specific research priority, but must demonstrate a high likelihood of contributing to the health, sustainability, and/or competitiveness of Ontario's agri-food sectors and/or rural communities.

## Available Funding

To meet established objectives, the KTT Funding Program invites project applications to one of two funding streams:

### 1. KTT Research Funding

**Maximum project duration:** 2 years (24 months) | **Budget Limit:** \$35,000 annually (\$70,000 total)

KTT Research Funding supports research projects that **advance the science of knowledge translation and transfer (KTT)** in agri-food and rural sectors. Research projects advance the science of KTT by identifying and evaluating methods designed to enhance and accelerate the impact of research.

Successful KTT Research projects will contribute to evidence-informed KTT practice.

### 2. KTT Mobilization Funding

**Maximum project duration:** 2 years (24 months) | **Budget Limit:** \$20,000 annually (\$40,000 total)

KTT Mobilization Funding supports outreach and/or engagement activities **that support the dissemination, uptake and/or use of existing research** to support Ontario's agri-food sector and/or rural communities.

KTT Mobilization projects may last up to 24 months with appropriate justification; however, we welcome projects between 6 and 24 months duration.

*Please note: a project may only be submitted to ONE funding stream; applicants may not seek funding from both funding streams for the same project.*

## How to Apply

The Ontario Agri-Food Innovation Alliance (previously OMAFRA-U of G Partnership) awards KTT funding via a competitive, single-stage application process. An expert panel of researchers, government analysts and industry partners reviews submitted project proposals based on project merit, quality, value for money, and contribution to Ontario's agri-food and/or rural sector.

### Online Application System

All applications and reporting for awarded projects are processed and administered using web-based Research Management System (RMS). You must [register to use the RMS](#) before you can prepare an application. Once you have submitted an LOI or other project application in RMS you do not need to register again. We recommend that you use any web browser except Internet Explorer to work in RMS. We test in Firefox and Chrome.

### Eligibility

#### Lead Applicants and Co-Applicants

University of Guelph faculty and college professors are eligible to be the Lead Applicant/Principal Investigator or Co-applicants. University of Guelph faculty includes assistant professors, associate professors and professors.

Lead Applicants and Co-Applicants may not have overdue reports for other Alliance-funded projects.

#### Adjunct Faculty

Adjunct faculty are also eligible if they meet specific criteria. For more information about Adjunct faculty eligibility, please see the [Provost's Guidelines Re: Adjunct Faculty Appointments](#) available on the [Office of the Provost Faculty and Academic Staff Relations page for the University of Guelph](#).

## Research Team Composition

The project team must possess the expertise necessary to complete stated project objective(s) efficiently and effectively. There is no limit placed on the number of team members.

Project team members may include:

- Other U of G researchers
- Researchers from any other Canadian or international university or research institution
- Representatives of industry partners and/or community partners
- Representatives of government departments, etc.

## Budget Guidelines

### Budget Limits

Proposals for projects up to 24 months (2 years) duration are eligible for funding.

Applicants to the KTT Research funding stream may request up to \$35,000 annually (\$70,000 total) for direct project operating costs.

Applicants to the KTT Mobilization funding stream may request up to \$20,000 annually (\$40,000 total) for direct project operating costs.

Project duration and budget must be commensurate with the nature of the proposed research/mobilization initiative and show high value for money requested. For all project applications, we welcome projects shorter than the maximum time allowed (24 months). In particular, KTT Mobilization projects may be anywhere from 6 – 24 months in duration.

### Eligible and Ineligible Expenses

Eligible expenses:

- Project Personnel and Operating Expenses in accordance with established U of G policies and procedures

Ineligible expenses:

- OMAFRA staff time or resources
- Indirect Costs (aka Overhead) for non-U of G collaborators
- Capital purchases exceeding \$10,000 over the life of a project (i.e., equipment/infrastructure with a useful lifespan beyond the duration of the project)

## Partner Funding

Funding partners are people or organizations that contribute financial support to the project. They can contribute either cash or in-kind support or a combination of both. OMAFRA wants to understand how their investment is used to leverage research capacity. While projects funded via the KTT Research or KTT Mobilization funding streams do not require matching funding, funding partners show industry pull/support for a project, which helps build a strong rationale for the research.

Eligible partner funding sources:

- Government funding from jurisdictions other than Ontario, including federal funding
- Other Universities/ Research Institutions
- Industry funding - Private foundations
- Individual donors

Ineligible partner cash and in-kind:

- OMAFRA time, resources, supplies, materials, etc.
- Other Ontario government sources of funding
- Other U of G resources (indirect, U of G team member's own lab, existing supplies and materials)
- Use or provision of existing supplies, materials, and equipment belonging to the PI, Co-PI, or Collaborators
- Grad student stipends awarded under the Ontario Agri-Food Innovation Alliance's HQP Scholarship Program
- U of G-OMAFRA-funded research technicians time

## In-kind Contributions

In-kind contributions are non-cash partner contributions providing a direct, tangible benefit to the project. The donated asset or contribution must be essential to a project's success and if not donated, would need to be purchased and paid for from approved project funds. In-kind contributions must be for eligible project expenses only.

Salaries of scientific, technical or support staff employed on a contract basis, or hired specifically for the purposes of this project are eligible. Salaries for people that are 'regular, base-funded' positions within the donating organization cannot be included – these individuals, if assigned to this project, should be listed on the 'Team Description'.

The source of all in-kind contributions must be well-explained and the eligibility of in-kind contributions will be reviewed and evaluated at the approval stage by a multi-stakeholder review committee.

The value of the assets or services donated must reflect fair market value for the time period it is donated.

## Indirect Costs

No additional indirect costs are required and/or eligible on a project-by-project basis on the amount requested from the Ontario-Agri-Food Innovation Alliance. However, indirect costs must be included at the applicable rate (e.g. 25% or 40%) on partner cash contributions from government and industry sponsors when those contributions leverage OMAFRA funding.

## Required and Supporting Documentation

### Required Documents

Applicants must submit the following documents as a PDF at the time of application:

- Completed OR-5 Form signed by the Researcher, Department Chair and College Dean.

### Supporting Documents

Applicants may submit the following supporting documentation in PDF form at the time of application:

- Letters of support from funders, organization, associations
- Research commitments
- Leverage funding commitments
- Award letters confirming funds to be leveraged with the project proposal
- Relevant articles demonstrating industry needs
- One page diagram which illustrates the Methods described in the project proposal

## Successful Proposals

### Reporting Requirements

For all successful projects, the Principle Investigator is required to provide the following reports over the lifecycle of the project:

1. Annual progress report: The research team will submit a progress report annually after the project start date.
2. Final report: One month after the project end date, the research team will be required to submit a final report detailing project outcomes and applications.

OMAFRA and U of G staff will review project reports. Continued funding will be contingent upon acceptable progress towards identified outcomes.

### Data Management Plans

The Ontario Agri-Food Innovation Alliance is in the process of implementing data management plans (DMPs) as a requirement across its funding programs.

A complete DMP will be required as a condition of award for all successful projects supported through the KTT Research funding stream.

A DMP is not required for projects funded through the KTT Mobilization funding stream.

For more information on data management planning, please see the [University of Guelph Library's data management planning resources](#).

## Contacts

Please direct any questions about the KTT Funding Program to:

**Primary contact:**

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**Secondary contact:**

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Please direct any questions regarding the online application system (RMS) to:

**Ontario Agri-Food Innovation Alliance Research Program Coordinators**

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