

Community Engagement and Knowledge Mobilization Fund GUIDELINES

DEADLINE: October 15, 2024

Overview

Partnering with people with lived experience in community engagement and knowledge sharing activities are essential to enhance the quality and impact of patient-oriented research. The [Community Engagement and Knowledge Mobilization for Health and Aging Fund](#) provides funding and support for activities that may not be included in more traditional research funding structures and application calls. These activities are crucial to facilitate working in partnership with people with relevant lived experience and others who are committed to improving health care systems and practice, including:

- **Engagement and relationship building:** Community events and initiatives that connect researchers with partners and advisors to identify research priorities and questions.
- **Knowledge sharing and integration:** Support for activities that are planned and co-created with partners to disseminate research findings to the public, health care providers, and policymakers, for example, through events, presentations, reports, videos, and more.

Purpose

- Provide support (funding & structure) for McMaster faculty and trainees, engaged in aging-focused health research, to conduct community engagement and knowledge mobilization activities in partnership with people with lived experiences relevant to a project's focus.
- Promote the utilization of knowledge generated through research to improve health care practices and systems.
- Provide a platform for facilitating partnerships and knowledge mobilization (e.g., engaging partners in the grant development process; co-developing a toolkit with practical strategies for engaging communities in research).

Eligibility

All applicants **must contact the Collaborative prior to completing an application** to discuss the funding opportunity, process, and confirm eligibility. If you have any questions about this fund or technical issues using this form, please email the Collaborative: collabor@mcmaster.ca.

Applicants must be:

- A **McMaster faculty member** or **trainee** engaged or planning to engage in patient-oriented research with a focus on health and aging. Visit the [Ontario SPOR SUPPORT Unit website](#) for more information about patient-oriented research in Ontario.

- A current [member](#) (or willing to become a member) of the McMaster Collaborative for Health and Aging. As a member of the Collaborative, recipients are expected to actively participate in Collaborative activities and trainee events.
- McMaster **trainees must be supported by a supervisor** who is already a member of the Collaborative (or willing to become a member).

The proposed activities must:

- Involve relevant partners (e.g., health care providers, people with lived experience, older adult community members) in the planning and co-creation of the project.
- Aim to build trust and relationships, and/or exchange knowledge related to aging or health care for older adults.

Please note that no previous experience in patient-oriented research is necessary. The Collaborative can and will provide:

- Guidance in determining if this funding opportunity is the right fit.
- Support in formulating your engagement plan.
- Training and mentorship in patient-oriented, aging-focused health research.

Funding

This funding opportunity is intended to support activities that might not be included in more traditional research funding structures. This opportunity is meant to complement, not replace, sources of funding already available through grants or internal/external University/Faculty/Department sources.

Fund value: up to a maximum of \$3,000, as well as guidance from Collaborative researchers, staff and older adult and caregiver partners.

Fund duration: activities supported through these funds must be initiated within six months upon notification of being a successful applicant and completed within 12 months (up to a maximum of 18 months) following initial funding notification. Extensions may be considered on an individual basis and upon written request.

Examples of eligible expenses include, but are not limited to:

- Honourariums and transportation reimbursement for older adult and caregiver partners/advisors
- Community events (e.g., food, materials, rentals)
- Partnership building activities
- Development of community reports or other community-desired research outputs (e.g., infographics, videos)
- Collaborating on academic writing projects (e.g., guidance documents, research briefs, articles)

- Support to ensure the inclusive engagement of individuals who may require accommodation re: accessibility needs (e.g., invitation and support for partner to bring a trusted other/support person)

Ineligible expenses include, but are not limited to:

- Honourariums for fellow trainees, colleagues and/or research participants, however, **honorariums for research partners and advisors are eligible expenses**
- Trainee-only meeting expenses
- Salary expenses
- Data collection
- Transcription fees
- Primary research software

If your proposed activities support research that is already being undertaken with SPOR funding, but may require supplemental funds to ensure meaningful partner engagement in this project, please contact the Collaborative before applying. This includes work supported by [SPOR networks](#), [OSSU research centres](#) and [initiatives](#).

How to Apply

- Review the eligibility checklist to verify if you meet the requirements to apply.
- Email collabor@mcmaster.ca to schedule a time prior to completing your application to discuss the funding opportunity, process, and confirm eligibility (this may be initiated at any time of the year).
- Complete the funding application form that includes:
 - Applicant information
 - Eligibility checklist
 - Project information and activities plan
 - Budget and timeline
 - CV/resume
 - Consent and acknowledgement form
 - Supervisor Acknowledgement Form (for trainees only)

Please submit your completed application by email to collabor@mcmaster.ca with the subject headline "CEKM Fund Last Name" and follow the required steps below:

- Review the [guidelines](#) and eligibility checklist (found in the [application form](#)) to verify if you meet the requirements to apply.
- Email collabor@mcmaster.ca to schedule a meeting prior to completing your application to discuss the funding opportunity, process, and confirm eligibility (this may be initiated at any time of the year).

Deadline

Completed application packages must be submitted by **October 15, 2024**. Please note that late or incomplete applications cannot be considered.

Adjudication

Applications will be reviewed by a selection committee that consists of researchers, trainees and older adult members of the McMaster Collaborative for Health and Aging. The committee will review and rank the applications, including supporting documentation, and recommend recipients to the McMaster Collaborative for Health and Aging leadership for final approval.

Preference will be given to applications where the proposed activities may not be feasible without this support and/or may be deemed ineligible by traditional research funding opportunities.

Notification

Successful applicants will be notified of decisions via email within six to eight weeks of the deadline.

Reporting Guidelines and Conditions of Funding

Successful applicants will be required to:

- Present the project proposal to the Collaborative's older adult and caregiver partners for feedback (and follow up with revisions made based on the discussion).
- Submit a short report to the Collaborative (via a form provided by the Collaborative) every six months until completion. This information may be used for reporting purposes and or to share highlights via the Collaborative website, newsletter and/or seminar series.
- Acknowledge the Collaborative in any reporting and presentations resulting from this fund.

Contact Information

Please email collabor@mcmaster.ca

Helpful Links and Resources

- [Peer Reviewer Resource: Broadening your assessment of research contributions and impacts](#), CIHR (Canadian Institutes of Health Research)
- [SPOR \(Strategy for Patient-Oriented Research\) Patient Engagement Framework](#), CIHR (Canadian Institutes of Health Research)
- [Partnering principles and strategies: A guidance document for researchers, older adults, and caregivers](#), McMaster Collaborative for Health and Aging
- [Fairness is Excellence: The Ontario SPOR SUPPORT Unit's Equity Framework](#)
- [Ethical Considerations for Partnering in Patient-Oriented Research guide](#), Alberta SPOR SUPPORT Unit

- [Methods for Supporting Diverse Patient Engagement in a Diverse World](#), BC SUPPORT Unit Tapestry Project
- [Considerations when paying patient partners in research](#), CIHR
- [Preparing for Patient-Oriented Research Meetings with Older Adults and Caregivers Trainee Workbook](#), McMaster Collaborative for Health and Aging

Additional resources regarding compensation can be found on the Collaborative's [external resources page](#).