

Knowledge Translation (KT) Planning Checklist

This checklist was adapted from the Hospital for Sick Children Knowledge Translation (KT) Planning Template. It is important that people know about the research you are doing and its impact. This tool can assist you and your team to create a KT plan that best suits your health research project. And remember, WE-SPARK is here to help!

WHAT *to say*

- What is the main overarching message?
- What key points do you anticipate sharing?

WHO *to target*

- Researchers
- Healthcare professionals
- Students
- General public
- Media
- Patients/consumers
- Decision makers
- Policy makers/government
- Private sector/industry
- Research funders
- Donors
- Other:

WHEN *to share*

Integrated throughout life of project

- From idea formulation straight through project end
- After idea formulation & straight through project end

End of Project

- At point of dissemination & project end
- Beyond the project end

HOW *to share*

- Educational materials (e.g., guide, toolkit, fact sheets, infographics, etc.)
- Publications, review articles, position papers
- Presentations (e.g., conferences, workshops, seminars, grand rounds)
- Training, professional development
- Media/social media
- Patent
- Commercialization
- Institution specific means
- Other: