Impact Strategy Assessment Checklist for Grant Applications[1]

York University, Knowledge Mobilization Unit and
Kids Brain Health Network
January 31, 2018

This checklist helps you assess the completeness of your Knowledge Mobilization (KMb) or Knowledge Translation (KT) Strategy (collectively referred to as Impact Strategy) for research projects and grant applications. It can be used by individual researchers, project teams, and/or impact practitioners. For 5 of the sections the checklist includes 3-7 individual checkpoints adapted from the NABI checklist, while one question allows for an open-text answer about the goal(s) of your impact strategy. Although most research grant applications ask for a separate impact section, an ideal impact strategy should be integrated into the research strategy, not written as a separate entity. The impact strategy should include dissemination strategies but also include stakeholder engagement and co-production methods.

This tool has been reviewed and revised according to input by impact practitioners at York University and the KT Core of Kids Brain Health Network. The draft checklist was reviewed by impact practitioners from the Research Impact Canada network and comments taken into account when revising to this final version. This checklist can illuminate components of a complete impact strategy by identifying gaps in impact planning. It can be used prospectively along with an impact planning tool[2] to inform the creation of a more complete grant submission and/or to continually evaluate a project's progression from research to impact as it evolves. This checklist can also be used retrospectively to assess impact strategies at the time of writing the grant application and for informing the design and development of impact strategies for future projects.

For more information on impact planning in grant applications please see:

Phipps, D.J., Jensen, K.E., Johnny, M., Poetz, A. (2017) Supporting knowledge mobilization and research impact strategies in grant applications. *Journal of Research Administration*. 47(2):49-67 https://srainternational.org/publications/journal/volume-xlvii-number-2/supporting-knowledge-mobilization-and-research-impact

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[1] Adapted from Broader Impacts checklist from National Alliance for Broader Impacts
[2] Examples of planning tools include the KT Planning Template by Melanie Barwick (http://melaniebarwick.com/training.php) and the Centre of Excellence for Child and Youth Mental Health (http://www.kmbtoolkit.ca/).

Knowledge Mobilization/Impact Strategy Assessment

1. **Overall: In your impact strategy are:**
   ❏ Activities are clearly described and support an identified impact framework[3] (i.e. logic model) that connects the steps from research to impact?
   ❏ Audiences/End Users clearly described?
   ❏ Project partners, roles and a plan for communication between research and partners clearly described?
   ❏ Timeframe and milestones clearly identified?
   ❏ Anticipated benefits to the audience(s) or society clearly described?
   ❏ Indicators and data sources to evaluate the impact of knowledge mobilization plan clearly described?
   ❏ Budget and other resources sufficient for this strategy?

2. **Goal(s) of your impact strategy.**
   o Describe what you are hoping to accomplish / what change you are hoping to see because of your impact strategy.

3. **Rationale for the activities in the impact strategy**
   ❏ The steps (research->dissemination->uptake->implementation->impact) in a pathway from research to impact are identified with reference to an impact framework[3]
   ❏ Activities respond to a demonstrated economic, social, health, environmental and/or cultural need.
   ❏ Evidence of need as provided by engaging withy end users and end beneficiaries.
   ❏ Activities leverage the identified resources and strength of partners.
   ❏ Clear explanation of how dissemination and engagement activities are targeted to the identified audience(s) is provided
   ❏ Activities are creative and original.
   ❏ The proposed impact strategy is grounded in relevant literature.
   ❏ Strategies to engage with end users throughout the project and solicit their feedback/involvement are clearly described.

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[3] For example: Phipps, D.J., Cummings, J. Pepler, D., Craig, W. and Cardinal, S. (2016) The *Co-Produced Pathway to Impact* describes Knowledge Mobilization Processes. *J. Community Engagement and Scholarship*, 9(1): 31-40. http://bit.ly/2ip5Hr6

4. **The impact strategy is realistic and measurable**
   - ❏ Short term outcomes are SMART- Specific, Measurable, Achievable, Relevant and Time-bound
   - ❏ Anticipated long term impacts are clearly identified
   - ❏ The evaluator or evaluation expertise who will conduct the evaluation is identified and the evaluation method is clearly defined.
   - ❏ Evaluator has demonstrated expertise in this or similar knowledge mobilization/impact strategies
   - ❏ Measurable indicators for success and unintended consequences during (formative) and at the end (summative) of the project are identified.
   - ❏ Data sources are confirmed and accessible when you need the data for evaluation.

5. **The PI and project team are qualified to do the proposed impact strategy.**
   - ❏ The team members' (including partners') credentials and competencies are clearly described, gaps addressed.
   - ❏ The PI, team and partner(s) have appropriate experience to undertake this impact strategy.
   - ❏ Supports for knowledge mobilization and impact are clearly described to fill any gaps in experience[4].
   - ❏ Impact strategy provides experience of relevant prior success, including a history of existing partnership if relevant.
   - ❏ Trainees/HQP are included (if necessary)

6. **The budget is sufficient.**
   - ❏ There is a clear and realistic budget for the impact, stakeholder engagement and evaluation activities.
   - ❏ The budget justification provides reviewers with the information necessary to assess budget and strategy. (activities are mapped onto budget line items)
   - ❏ Internal resources and infrastructure provided by the applicant's institution and/or partners are clearly described.
   - ❏ Partner support and in-kind contributions of time, resources or expertise are clearly described in letters of support and proposal.

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[4] For example include supports from York's Knowledge Mobilization Unit (http://innovationyork.ca/knowledge-mobilization/), Kids Brain Health Network KT Core (http://neurodevnet.ca/kt) and Research Impact Canada (www.researchimpact.ca)