RESEARCH IMPACT CANADA | RÉSEAU IMPACT RECHERCHE CANADA

NEW MEMBER APPLICATION PACKAGE



Last Updated: November 2026

TABLE OF CONTENTS

BACKGROUND 3

ABOUT RESEARCH IMPACT CANADA 4

MEMBERSHIP BENEFITS 6

MEMBERSHIP TYPES & FEES 7

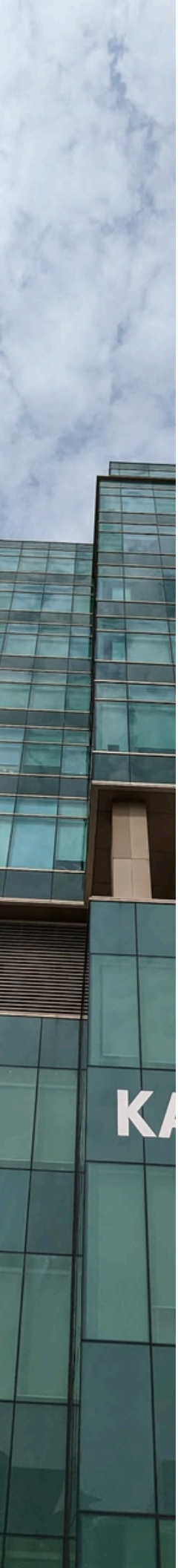
MEMBERSHIP COMMITMENTS 10

APPLICATION FOR MEMBERSHIP 11

FREE-FORM QUESTIONS 13

APPENDIX A: RIC MEMBER ENGAGEMENT COMMITTEE TERMS OF REFERENCE 14

APPENDIX B: KEY CONCEPTS AND DEFINITIONS 16



Inclusive innovation needs knowledge mobilization to maximize the impacts of research

BACKGROUND

Knowledge mobilization is a suite of services that connects academic research and researchers with people and organizations seeking to develop sustainable solutions to social, environmental, economic, and cultural challenges. It has the potential to inform decisions about public policy, professional practice, and social services. Knowledge mobilization services also support research and knowledge-based collaborations in social sciences, humanities, health, and natural sciences.

Federal funding agencies are increasingly asking researchers to articulate plans for knowledge mobilization. For example, most Social Sciences and Humanities Research Council of Canada (SSHRC) Grants require both a knowledge mobilization plan and a statement outlining the anticipated impact of the proposed research. The Canadian Institutes of Health Research (CIHR) requires a knowledge translation plan in each grant application. The Natural Sciences and Engineering Research Council of Canada (NSERC) is asking for input into their knowledge mobilization plan with the 2021 consultation paper, **Enhancing research access and impact in society**.

On an institutional level, knowledge mobilization support plays a critical role as a link between what governments and funders want and what researchers and their partners can deliver. Read the report Research Impact Canada prepared for SSHRC, **Active engagement of Canadian research institutions will foster the future of knowledge mobilization and research impact**.

ABOUT RESEARCH IMPACT CANADA

Research Impact Canada (RIC) is committed to helping universities and other organizations across Canada maximize the impact of research for communities. From sharing best practices and co-developing resources to delivering training in knowledge mobilization skills, we are an open and collaborative network of 40+ institutions (and growing!) across Canada.

RIC's focus is bilingual, national in scope, and geared towards academic and non-academic stakeholders from the public, private and non-profit sectors. We work with all parties – researchers, research administrative staff, academics, students, faculty, public sector leaders, projects dedicated to skills development – across a variety of organizations, without limitations or restrictions.

We help build institutional and organizational capacity through:

- **Facilitating active dialogue and sharing of learnings with frequent engagement in a national community of practice.** Members have opportunities to contribute unique content (e.g., institutional strategy, rural and remote community engagement, certification programs, local community partnerships) to fellow RIC members
- **Developing and sharing tools and resources** in creating impactful research and meaningful engagement
- **Delivering training in key knowledge mobilization areas** such as: impact planning, compelling communications, data visualization, effective stakeholder engagement, impact evaluation, and more.
- **Bringing together stakeholders across Canada** who work in knowledge mobilization, research, impact planning, evaluation, and more.

VISION: A **globally leading network** that enables **researchers** and their **partners** to demonstrate **contribution** to and **impact** of mobilizing **knowledge** and **research** excellence.

ABOUT RESEARCH IMPACT CANADA

After three years of partnership building and consultations, RIC was founded in 2006 by York University and the University of Victoria. Since then, we have been successful in sharing learnings and best practices across institutions, disciplines, and work functions.

Leveraging a pan-Canadian bilingual network, RIC has grown to 40+ universities and organizations across Canada, including a strong regional presence in seven provinces and affiliate members from the United Kingdom (UK).

Recognizing that knowledge mobilization is not unique to universities, in 2021, RIC began piloting membership to non-academic organizations with a research and knowledge mobilization mandate.

Check out RIC's Annual Reports!

Learn about the current RIC members on our website!

MEMBERSHIP BENEFITS

Membership in RIC helps your institution become successful in the emerging field of knowledge mobilization and creates opportunities for collaboration and leadership.

Organizational Member Benefits

- **Visibility among leaders**, serving as a national advocacy voice for knowledge mobilization practice
- **Participation in our inclusive community of practice** that includes 37+ institutions, including universities, polytechnics, research hospitals, and funders
- **Access to knowledge mobilization centres of expertise** for regional, provincial, and national collaboration
- **Cooperative knowledge sharing** of best practices, tools, and resources
- **Opportunity** for Canadian graduate students to apply **for the RIC scholarship programs**
- **Involvement in national initiatives** that raise the profile of knowledge mobilization
- **Enhanced ability to maximize research impact** at your organization with your local communities
- **Access to our flagship knowledge mobilization training course**, MobilizeU, for staff, students, faculty, or community members at your institution

Individual Member Benefits

- **Access to tools** for public engagement, grant applications, research partnerships, and more
- **Participating in collaborative research opportunities** from national organizations
- **Connections with research impact practitioners** in your field or work function to support your work
- **Invitations to member-only events**, training, webinars, and programs
- **Invitation** to RIC's Annual General Meeting
- **Enhanced ability to serve the knowledge mobilization needs** of faculty members and students

MEMBERSHIP TYPES & FEES

All members will have full access to RIC tools, training, and resources. In addition, members are invited to participate in internal knowledge exchange events and professional development initiatives. Members are also invited to attend Research Impact Canada's Annual Meeting.

Academic Institution Members

Who you are: An academic institution (e.g. university) based in Canada that has established an institutional commitment to research impact and related activities.

Pre-requisite: Established investment in one or more full-time equivalent (FTE) staff (can be shared across multiple roles) who can oversee the development of impact services.

Fee: $6,000 CAD per year. This fee is based per institution and allows for an unlimited number of staff from this institution to participate in RIC activities.

Each academic institution member has:

- One voting seat on the Member Engagement Committee (see Appendix A)
- Full access to RIC tools, training, and resources
- Invitation to attend the RIC annual meeting
- An expectation to commit an equal amount of internal support to their KMb capacity

International Affiliate Members

RIC recognizes the value of being connected to and learning from international knowledge mobilization practices. We established the membership category of International Affiliate Members in 2016.

Who you are: An academic (e.g. university) institution based outside of Canada that has established an institutional commitment to research impact and related activities.

Pre-requisite: Established investment in one or more full-time equivalent (FTE) staff (can be shared across multiple roles) who can oversee the development of impact services.

Fee: $3,000 CAD per year. This fee is based per institution and allows for an unlimited number of staff from this institution to participate in RIC activities.

MEMBERSHIP TYPES & FEES

Each international affiliate member has:

- Access to meeting minutes and can attend teleconferences as observers, but no voting seat on the Member Engagement Committee (see Appendix A)
- Full access to RIC tools, training, and resources
- Invitation to attend the RIC annual meeting
- An expectation to commit an equal amount of internal support to their KMb capacity

Non-University Affiliate Members

RIC recognizes that academic institutions are not the only type of organizations with a research or knowledge mobilization mandate.

In 2021, RIC welcomed the first non-university organization that offers services and activities promoting, supporting, and advancing knowledge mobilization, research impact and related activities.

Who you are: A non-university institution (e.g. college, hospital, funder, non-profit, etc.) based in Canada that has established an institutional commitment to research impact and related activities.

Pre-requisite: Established investment in one or more full-time equivalent (FTE) staff (can be shared across multiple roles) who can oversee the development of impact services.

Fee: $3,000 CAD per year. This fee is based per organization and allows for an unlimited number of staff from this organization to participate in RIC activities.

Each non-university organization member has:

- Access to meeting minutes and can attend teleconferences as observers, but no voting seat on the Member Engagement Committee (see Appendix A)
- Full access to RIC tools, training, and resources
- Invitation to attend RIC annual meeting
- An expectation to commit an equal amount of internal support to their KMb capacity

MEMBERSHIP TYPES & FEES

Consortium Membership

If a consortium of institutions (academic, international, and non-university) wishes to join on behalf of their consortium members, the consortium membership fee will be the sum of the annual membership fee in Canadian dollars per year plus 25% of that fee for every consortium member. The resulting cost will be cheaper per member per year.

For example, a consortium of three academic members would pay $6,000 + (3*$1,500) = $10,500 CAD per year for the consortium. This means that each of the three consortium members will only pay $3,500.00 CAD per year compared to $6,000 CAD per member per year.

Depending on their institution type (academic, international, and non-university), each consortium member has the same benefits as those institutions listed in the previous sections.

Overview of the RIC Membership Types and Fees

Type	Annual Fee	Voting Power
Academic institution	$6,000	One voting seat
International affiliate	$3,000	No voting seat
Non-university affiliate	$3,000	No voting seat
Consortium	$$\frac{\text{Annual fee + (\# of consortium members x 25\% of annual fee)}}{\text{\# of members in consortium}}$$	Depends on the institution type

MEMBERSHIP COMMITMENTS

In addition to developing and delivering local knowledge mobilization services responding to local opportunities and constraints, members will:

1. **Identify two people at the institution** who are responsible or related to knowledge mobilization, impact planning, community partnerships, or stakeholder engagement roles as main points of RIC contact. In addition, please identify an executive academic authority (VP Research or equivalent) for oversight and approval of institutional commitments for knowledge mobilization.

2. **Identify individuals interested in contributing to RIC Committees** (Francophone & Bilingualism, Professional Development, Evaluation, Mobilize U, EDI Thinking Group).

3. **Seek to attend the RIC annual meeting** - at least one or two main RIC contacts participate; others are also welcome to attend.

4. **Commit to mobilizing information, practices, and tools on their own campus**. Membership alone will not benefit your institution. Since only a few individuals will actively contribute to RIC operations, it is those few individuals who will have responsibility to bring the Network to campus and maximize the benefits of membership for faculty, students, staff and non-academic partners.

5. **Participate in and support joint presentations and share relevant knowledge mobilization information** (e.g. events, resources, etc.) **as appropriate** with the RIC Network. (RIC staff can help disseminate.)

6. **Dedicate $6,000 annually (or $3,000 for international and non-university affiliate members) to RIC operations as the membership fee** to the lead RIC university (currently York University) under the inter-institutional agreement, also known as RIC's membership fee.

7. **Sign the inter-institutional network agreement.** This is a contract between all institutions that they agree to being part of the RIC Network and are willing and able to support the above commitments.

8. **Each full member is strongly encouraged to make an additional $6,000 per year (separate from the membership fee) available for their own internal uses** that might include, but is not limited to, professional development, travel to events/activities (e.g. RIC annual meeting and events), and internal knowledge mobilization activities. **Affiliate members are similarly encouraged to make an additional $3,000 (separate from the membership fee) available for their internal supports.**

APPLICATION FOR MEMBERSHIP

First, before completing the application, please set up a meeting with David Phipps (Assistant Vice-President, Research Strategy and Impact, York University and RIC Network Director, dphipps@yorku.ca) to see if there is a mutual fit in applying to the network.

Application Package

Complete applications consist of three parts:

- **Section A**: Free-form answers to the 9 questions (page 13)
- **Section B**: Letter of commitment from Executive Academic Authority (details below)
- **Section C**: Letters of support from collaborating organizations

Please complete sections A, B and C and submit them to David Phipps, Network Director, Research Impact Canada: dphipps@yorku.ca.

Application Details

- **(A) Free Form Questions** (see page 13): Please provide the following information (no page limits, no formatting requirements).

- **(B) Letter of Commitment**: A letter of commitment from a university official who is able to confirm the expected financial contribution. The letter should elaborate on the ways in which the university official supports participation in RIC, including financial contribution.

- **(C) Letters of Support**: Provide three letters of support from partner organizations with whom your institution has collaborated on knowledge mobilization and related activities. The letters of support should substantiate your existing knowledge mobilization capacity and related experience, and describe the benefits and outcomes experienced or anticipated by the partner organization.

APPLICATION FOR MEMBERSHIP

Application Deadline and Review Process

Applications are only accepted once per calendar year. As such, applications can be submitted at any time during the year but early December is the final deadline. Once the application period is closed, the review process begins in the next calendar year.

Applications will be reviewed by the RIC Member Engagement and RIC Implementation Committees in the new year and recommendations will be made to the Executive Leads of the RIC member institutions who will make the final decision.

Please note that we may prioritize accepting members to further diversify our membership (e.g. across language, geography, demographic, size and type of institution).

For more information, contact David Phipps, Network Director, Research Impact Canada, at dphipps@yorku.ca.

December

1

- New RIC member applications are due by December
  - Application form with the nine questions answered
  - Letter of commitment
  - Three supporting letters from partners

January - March

2

- Round 1: Member Engagement Committee reviews. If successful, move to round two
- Round 2: Implementation Committee reviews and gives final approval
- Round 3: Executive Leads to make final decision

March - May

3

- RIC agreements are sent out to new member institutions to sign

May - June

4

- RIC agreements should be signed and returned
- Invoicing process begins

July

5

- Invoices are sent out for the RIC fiscal year starting on July 1st

FREE-FORM QUESTIONS

1. Name of institution.

2. Name of main contact person for this application (for any questions about the application, and for notification of the membership decision).

3. The main contact person's email address and telephone number.

4. Why do you want to participate in the initiative, what are your goals in participating, and what are the institutional outcomes you expect from your participation?

5. Please provide the name and contact information for the following RIC representatives at your institution:

6. In addition to the individuals identified in Question 5, please identify any other institutional unit, research group, program, etc. (e.g., Research Unit, SSHRC Partnership Grant, learning service, intern program), that engage in knowledge mobilization and related initiatives (see Appendix B).

7. How does your university provide services and activities that promote, support, and advance any of the concepts/initiatives identified in Appendix B? Please identify if these services and activities are underway (and if so, for how long) or planned (and if so, the time frame for launch of planned activities and services). Please also provide web links to online resources if available. What tools, practices, programs or examples do you have to contribute to RIC?

8. Please recommend training needs you anticipate would build your capacity for institutional knowledge mobilization.

9. What questions, comments, concerns or suggestions do you have on RIC?

Appendix A

MEMBER ENGAGEMENT COMMITTEE TERMS OF REFERENCE

Name of Committee

Member Engagement Committee (hereinafter referred to as the "Committee")

Membership

- Membership will be comprised of RIC Members.
- There will be a Chair who will be the Network Director for the RIC Lead Institution.
- Sitting members will bring skills, experience, and interests relevant to the Committee.
- The Committee may also use other community leaders, stakeholders, and decision-makers who, while not sitting members of the Committee, provide counsel and guidance to the Committee's activities.

Goals

The Committee will be responsible for the following:

- Implement and update as required the RIC Strategic Plan
- Implement and update as required the RIC Operational Plan to fulfil the vision, mission and goals of RIC as articulated in the RIC Strategic Plan
- Oversee budget development, review and report on expenditures; Allocate the budget to Committees/Working Groups upon request, which will include a budget justification
- Oversee operations of all RIC Committees and Working Groups
- Conduct Network assessment of Lead Institution and assessment of expressions of interest for new Lead Institution
- Support organization of RIC annual meeting
- Report semi-annually to the RIC Executive Lead Steering Committee making recommendations for modifications of planning documents as required.

Appendix A

MEMBER ENGAGEMENT COMMITTEE TERMS OF REFERENCE

Governance

- Within the Committee, decision-making will be informal and made by consensus. When required, key decisions will be made by majority viewpoint (50% + 1).
- Action minutes will be kept for all Committee meetings and retained for purposes of documenting key decisions, clarification, or assigning tasks.
- Meetings shall be convened regularly but no less than quarterly. Meetings will be held via teleconference or video conference.
- Participation in meetings/teleconferences may be delegated.

Resources & Budget

The Committee, through its Chair, will submit an annual budget no later than 90 days before the start of each fiscal year.

Committee Deliverables

- Revise Operational Plan
- Develop and implement plan for spending budget on Committee priorities
- Review and revise as needed call for new members
- Initiate review of RIC Lead Institution

Appendix B

KEY CONCEPTS AND DEFINITIONS

"**Knowledge Mobilization**" means brokering relationships between researchers and non-academic research partners so that research and evidence can inform decisions and understanding about public policy, professional practice, and other applications. Knowledge mobilization services include methods of knowledge transfer, knowledge translation and exchange, and extend them to include the co-production of knowledge. Knowledge mobilization turns research into action.

"**Social Innovation**" is an umbrella term that encompasses social enterprise (for profit companies with a social mission) and social finance (impact investing, mission related investing). Social Innovation is the creation or application of research and knowledge to develop sustainable solutions to social, environmental, and cultural challenges. Social innovation results in more efficient and effective human services, more responsive public policies, and greater cultural understanding. Knowledge mobilization (the process) may contribute to social innovations (the outcome).

"**Community engagement**" refers to collaboration between institutions of higher education and their larger communities (local, regional, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity" (Carnegie Foundation), and includes many possible avenues for that exchange including KMb.

"**Community-engaged scholarship**" (CES) involves the researcher in a mutually beneficial partnership with the community and results in scholarship deriving from teaching, discovery, integration, application or engagement (Campus Community Partnerships for Health).

"**Community Based Research**" (CBR) is where the research questions are driven by community partners and engage academic and community researchers as equal participants in all stages of the research process. CBR is a co-production methodology. CBR leaders in Canada include the Office of Community Based Research (University of Victoria) and Institute for Community Engaged Scholarship (University of Guelph) both of whom are RIC partner universities.