

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



Thank you for your interest in participating in the RIC KMB Exchange Program. Please complete the application form below to share your interest and proposed contribution. Your responses will help us learn more about you and the potential fit for the Exchange Program.

Once completed, please submit the form to **Krista Jensen**, Sr. Knowledge Mobilization Specialist (York University), at kejensen@yorku.ca. For any questions, please contact Krista.

1. Application Date:

2. Applicant Information and Project Team

Applicants must be professional staff members at RIC member organizations in good standing. A minimum of two (2) applicants from at least two (2) different RIC member organizations is required. Faculty members, postdoctoral fellows, contractors, and students are not eligible applicants.

Applicant Details:

	Applicant 1	Applicant 2
Name:		
Position:		
RIC Member Institution:		
Email:		

If there are any additional project participants, list them here:

Name	Position	Institution	Email

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



3. Project Information

Project Title:

Provide a brief description of the proposed activity (maximum 300 words).

Proposed timeline and activity date(s):

3a. Alignment with RIC Strategic Priorities

Explain how the project contributes to one or more of the following priorities:

- ☐ Building the capacity of network members
- ☐ Building the knowledge mobilization profession
- ☐ Building and maintaining strategic partnerships

Brief explanation:

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



3b. Collaboration and Network Engagement

Describe how the activity will bring together two or more RIC member institutions and how participants will learn from one another.

3c. Professional Development and Capacity Building

Describe:

- The skills, knowledge, or competencies participants will develop.
- How the activity will strengthen KMB practice within participating institutions.
- Any mentorship, leadership development, or capacity-building components.

3d. Outputs and Outcomes

Expected Outputs

What tangible products or deliverables will result from this activity? (Check all that apply)

- | | |
|--|---|
| ☐ Workshop or gathering | ☐ Program or product development |
| ☐ Presentation | ☐ Evaluation/report |
| ☐ Publication | ☐ Mentorship activity |
| ☐ Resource/toolkit | ☐ Other: |

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



3e. Expected Outcomes

Describe the anticipated benefits and impacts for participants, institutions, and/or the RIC network.

4. Budget

The maximum award amount is \$2,400. While not required, applicants are encouraged to explore other funding to offset costs that exceed the maximum award value. The categories included here are meant as guidance and examples, please customize as needed. Funds from other sources should be included in this budget.

Expense Category	Description	Amount Requested from RIC (\$)	Other Funding Source (\$)	Total Cost (\$)
Travel				0.00
Accommodation				0.00
Meals/Hospitality				0.00
Speaker/ Facilitator Fees				0.00
Publication/Open Access Fees				0.00
Translation/ Bilingualism				0.00
Registration Fees				0.00
Materials/ Supplies				0.00
Other				0.00
TOTAL		\$ 0.00	\$ 0.00	\$ 0.00

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



4a. Budget Justification

Provide a brief explanation of the requested expenses and why they are necessary to complete the proposed activity.

5. Knowledge Sharing Plan & Reporting Requirements

Award recipients are required to share learnings with the RIC network.

Proposed knowledge-sharing activity:

☐ Dr. RIC presentation

☐ Other (subject to PD Committee approval)

☐ RIC blog post

Description:

6. Applicant Declaration

We confirm that:

☐ All applicants are professional staff members of RIC member organizations in good standing.

☐ The proposed activity meets the eligibility requirements outlined in the RIC KMB Exchange Program Guidelines.

☐ We understand that reimbursement is contingent upon submission of receipts and required documentation.

RIC KMB EXCHANGE PROGRAM APPLICATION FORM



The KMB Exchange Program falls under the jurisdiction of the RIC Professional Development (PD) Committee. The PD committee is chaired by [Michael Johnny](#) (York University) and [Alyse Pearce](#) (Athabasca University).