SHRF Co-Applicant Handbook

Knowledge-Users in Research

Have you been invited to take part in a research team and wondering what you're signing up for?
Read on!

Overview

Saskatchewan Health Research Foundation

Saskatchewan Health Research Foundation (SHRF) supports collaborative research addressing Saskatchewan's health challenges. For research to make a difference, it is important to bring together multiple perspectives, including those outside of the traditional academic setting.

Through a competitive peer review process, SHRF and partners support direct costs for research projects taking place in Saskatchewan with measurable impact in focused areas.

About This Handbook

We hope that this handbook will be a helpful resource to support the collaboration between academic and non-academic research team members as they complete their grant application, in SHRF's online Research Management System (RMS). Most SHRF Grants use a similar application template.

The SHRF Solutions Program, in particular, requires interdisciplinary teams of researchers including knowledge-users from outside of academia to apply for funding for new and creative research approaches to solving pressing issues in health in Saskatchewan and translating promising research into real world settings and practical applications.

This handbook is intended to be used as a resource for Principal Applicants and Knowledge-Users to support their collaboration and completion of a Grant Application for the Solutions Program and others in SHRF's online Research Management System (RMS).

Principal Applicants need to also consult the SHRF Funding Guide and the relevant Application Package for requirements and policies that apply to all SHRF applications.

The Funding Guide and additional resources are available at shrf.ca/resources

Introduction to Health Research

SHRF's mandate is to fund, support and promote the impact of health research that matters to Saskatchewan. This encompasses all areas and disciplines of health research, from the biomedical sciences to the public health initiatives. Health research aims to improve disease diagnoses, develop new treatments, prevent health issues from occurring, and overall, strengthen health care systems.

Research has made many advancements, but there are many more to come. One of the biggest hurdles is the translation of research to the next stages of application and eventually everyday use. This is true for all types of health research.

Knowledge mobilization refers to all activities used to bring awareness to research activities and findings in a way that can be used in practice. This can happen before, during and after the research activities. The SHRF Solutions Program requires a knowledge-user on the team to support knowledge mobilization.

Who is a Knowledge-User?

SHRF defines knowledge-users as any individual who could receive and use new knowledge to implement improvements in health – their own health, the health of others or the health system. These individuals may represent organizations that are interested in the practical application of knowledge. A knowledge-user may be a practitioner, health system manager, policymaker, educator, decision-maker, health care administrator, community leader or an individual from a health institution, patient group, government organization, etc.

Involving individuals and groups that have an interest in the applications of research knowledge and that have personal experience with the topic of research reduces the gap between the research and practice.

The Role of Knowledge-Users in SHRF Grant Applications

Some Grant Applications, such as Innovation and Impact Grants in the Solutions Program, are required to have at least one Saskatchewan-based knowledge-user in the role of co-applicant on the grant application. Co-applicants are invited to the grant application by the Principal Applicant. The co-applicant then accepts the invitation and completes their Contribution Form, which outlines their role in the proposed research.

Additional resources for navigating the completion of the Contribution Form on the SHRF RMS are found at shrf.ca/your-research-team

The scope of roles and responsibilities vary depending on the individual and the project. It is important to communicate with the Principal Applicant about the expectations of one's involvement, and to be realistic in your contribution form. Even if you are contributing one hour a week to the project, your time and expertise are valuable and will be taken in consideration by the reviewers.

Knowledge-users can offer insight into the research methodology and design to ensure the outcomes have practical application and take real-world context into consideration. They may assist throughout the project with recruiting and advice. Or their role may be most important after the completion of grant activities, implementing recommendations that result from the research and sharing the outcomes with the wider community and other knowledge-users.

Whatever the contribution, both your completed contribution form and the research proposal developed by the team, should clearly demonstrate how this role is contributing to the proposed research.

Contribution Forms

Contribution Forms consist of four questions:

1) Choose your project role descriptor (Researcher, Knowledge User* or Person with Lived Experience) and organization affiliation.

> * Selecting Knowledge User will generate a fifth question that asks if you are using employment time to participate in the research activities. If the answer is yes, a letter of support from your employer confirming participation time should also be uploaded.

2) Enter the number of hours per week you expect to contribute to the project.

3) Provide a description of your role in the project in 100 words or less.

4) Upload a CV/resume. The template for this document is found at shrf.ca/resources.

All individuals invited to an application must complete their contribution forms before the full application deadline in order for the application to be accepted.

Other Application Roles

SHRF Grant team members can fill many roles. While overlap may occur, each individual may fulfill only one role on the application. Knowledge-Users are a type of Co-Applicant.

Co-Applicants are individuals who contribute to the intellectual or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities. They are designated as Co-Principal Applicant or Co-Applicant based on their level of leadership responsibilities and involvement.

In addition to **Co-Applicant**, there are also roles on the application for **Personnel** and **Supporters**.

Personnel are individuals tasked to carry out aspects of the research project and will be compensated from the grant funds.

Supporters are individuals and organizations who have an interest in the outcomes of the proposed research or are providing a limited and defined role in the project.

It is the Principal Applicant's responsibility to invite team members in the appropriate role (Co-Applicant, Personnel, or Supporter).

Other Co-Applicant Types

Co-Applicants can contribute to the intellectual or scientific direction of the proposed work in many ways. Their contribution is reflected by the type (or role descriptor). Co-applicants invited to the grant choose their role descriptor as part of the contribution form, so it is important to discuss with the Principal Applicant which role descriptor best fits.

In addition to **Knowledge-User** role discussed in this handbook, the other role descriptors are **Researcher** and **Person with Lived Experience**.

Researchers have formal training and hold a position which supports them to pursue research and whose expertise supports the proposed research project, and *people with lived experience* contribute to the proposed research through their personal experience with a health issue or experience as an informal caregiver.

To get started on your online profile, CV and contribution form required for the application, visit shrf.ca/your-research-team or download the SHRF RMS Manual from shrf.ca/resources

Full information on SHRF Programs and the funding that is available is found at shrf.ca/funding

Timelines for SHRF Programs can be found at shrf.ca/opportunities