

Knowledge Translation, Dissemination, and Impact Planning Checklist

This checklist is to help researchers ensure they have included all the important factors in their knowledge translation, dissemination, and impact plans.

| | | | | | |
|---|-----|---|----|---|-------|
| 1. Have you included a plan for disseminating and translating your research into your study protocol or proposal? | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | Notes |
| 2. If 'No' have you considered your plan for disseminating and translating your research whilst you are carrying out your research? | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |

Your knowledge translation plan

| | | | | | |
|--|-----|---|-------|---|--|
| 1. Have you completed a knowledge translation and dissemination plan which includes the following? | | | Notes | | |
| <ul style="list-style-type: none"> • Clear aims and goals for sharing the findings from your research | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |
| <ul style="list-style-type: none"> • Identified outcomes | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |
| <ul style="list-style-type: none"> • A knowledge translation framework to guide your KT activity | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |
| <ul style="list-style-type: none"> • Identified resources and budget | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |
| 2. Have you identified and noted any challenges and barriers you might have in disseminating and translating your knowledge? | Yes | <input style="width: 30px; height: 20px;" type="checkbox"/> | No | <input style="width: 30px; height: 20px;" type="checkbox"/> | |

3. Have you identified ways to overcome the challenges and barriers?

Yes

No

Stakeholders

1. Have you identified your stakeholders?

Yes

No

Notes

2. Have you identified their roles?

Yes

No

3. Have you included a plan for engaging with your stakeholders?

Yes

No

4. Have you included patient and public engagement in your plan?

Yes

No

Impact

1. Have you clearly identified the type of impact you hope to achieve and for whom?

Yes

No

Notes

2. Have you outlined a strategy or plan for sharing knowledge/your findings to maximise their impact?

Yes

No

3. Have you outlined how you will collect evidence of the impact of your research findings?

Yes

No

Evaluation planning

1. Have you included a plan for evaluating your knowledge translation and dissemination activity?

Yes

No

Notes

2. Does the plan set out what activity you intend to evaluate (e.g. process, outputs, outcomes)?

Yes

No

3. Does the plan set out how you intend to evaluate the activity?

Yes

No

4. Does the plan set out how you will measure success (e.g. reach, use, actions, change resulting from your research)? Yes No Notes

If you are unsure about any of your responses, we recommend the use of the HSE guides to knowledge translation, dissemination, and impact to support you in the planning process.

