



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 type="checkbox"/>	No <input 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 type="checkbox"/>	No <input type="checkbox"/>	

Your knowledge translation plan

1. Have you completed a knowledge translation and dissemination plan which includes the following?			Notes
• Clear aims and goals for sharing the findings from your research	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Identified outcomes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• A knowledge translation framework to guide your KT activity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Identified resources and budget	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Have you identified and noted any challenges and barriers you might have in disseminating and translating your knowledge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Have you identified ways to overcome the challenges and barriers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	





Stakeholders

1. Have you identified your stakeholders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notes
2. Have you identified their roles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Have you included a plan for engaging with your stakeholders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Have you included patient and public engagement in your plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Impact

1. Have you clearly identified the type of impact you hope to achieve and for whom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notes
2. Have you outlined a strategy or plan for sharing knowledge/your findings to maximise their impact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Have you outlined how you will collect evidence of the impact of your research findings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Evaluation planning

1. Have you included a plan for evaluating your knowledge translation and dissemination activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notes
2. Does the plan set out what activity you intend to evaluate (e.g. process, outputs, outcomes)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Does the plan set out how you intend to evaluate the activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Does the plan set out how you will measure success (e.g. reach, use, actions, change resulting from your research)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	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.

