

Knowledge Transfer Template for Primary Care Research

<i>Stage of Research</i>	<i>Knowledge Transfer Steps</i>	
1. Reflect on research issues	Identify potential knowledge transfer targets (KTT)	
2. Formulate question to be researched	Determine level of partnership with KTT and if inclusion in advisory group is desired by both producers and consumers	
3. Assemble the research team	Assign knowledge transfer responsibility, but keep all members informed	
4. Identify funding sources	KTT may be helpful in identifying potential funders/partners	
5. Design research study	Involve KTT but maintain scientific objectivity; design knowledge transfer protocol	
6. Submit grant proposal to funders	Include fully developed knowledge transfer protocol	
7. Secure funding	Inform KTT, and advise if changes to the research question/plan are necessary based on funding	
8. Conduct the study	Determine frequency and level of contact with KTT, remembering that KTT may contribute new perspectives	
9. Determine initial results	Present to colleagues for internal review and design plain language formats for KTT	
10. Finalize results	Plan media interviews and presentation challenges for KTT	
11. Communicate findings	Full communication with KTT using one page plain language format and collecting feedback	
12. Present to appropriate audiences	Include KTT audiences, and report to KTT	
13. Publish in appropriate venues	Consider venues to reach KTT	
14. Evaluate the knowledge transfer process	Survey KTT and provide feedback	
15. Next steps	Include KTT in discussion	