



A CELEBRATION OF SUCCESS

Evidence into Practice Awards 2020

Thank you for your interest in applying to Island Health’s annual Evidence-into-Practice Awards. Please read the information in this application package carefully.

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Full Application Deadline: 4 pm PST on Monday, October 5, 2020.

COMPETITION GUIDELINES

BACKGROUND

According to the Canadian Institutes of Health Research (CIHR):

- 1 in 3 patients do not get treatments of proven effectiveness;
- 1 in 4 patients receive care that is unnecessary or potentially harmful;
- Up to 3 in 4 of patients do not get the information they need for decision-making;
- Up to 1 in 2 of physicians do not get the evidence they need for decision-making;
- Policy-makers often do not use evidence from systematic reviews to inform policies.

Knowledge translation seeks to close this gap between evidence and practice. Knowledge translation (KT) is [defined](#) as the synthesis, dissemination, exchange, and ethically-sound application of knowledge to improve health, provide more effective health services, and strengthen the health care system.

OBJECTIVES

This competition aims:

- to celebrate and promote successful knowledge translation (“evidence into practice”) initiatives at Island Health; and
- to inspire new ones by showcasing their successes and lessons learned.

AWARDS

Number and Type of Awards

- 3 awards are available: 1 gold award of \$750; 1 silver award of \$500; and 1 bronze award of \$250.
- Funds will be disbursed into award-winners’ departmental operating accounts.

APPLICATION PROCESS

Key Dates

September 2020	Competition announced: documents available
4 pm PST October 5, 2020	Application Deadline
By or before November 6, 2020	Notification of Results
Friday, November 27, 2020 (12 – 1 pm)	Virtual Awards Ceremony and Presentation
March 1, 2021	Award end-date – funding must be spent

Eligible Applicants and Projects

- The Principal Applicant must be an Island Health employee or a physician with privileges at Island Health, although project teams may be collaborative and include members from other organizations.
- Applications are welcome from any area of health service delivery.
- Knowledge translation is an ongoing process; applications will be accepted from completed and ongoing projects. However, ongoing projects **must** be at a stage where they can demonstrate some measurable impact as a result of their initiative.
- Evidence can include data, information, results, or recommendations used to make a change in a process or practices related to care delivery. It can be evidence that the applicants created or collected through locally-led research or QI initiatives, or it can come from another source (e.g. published research or guidelines). The change can be big or small, from process improvement to implementing something brand new, as long as high-quality evidence was used to initiate it.
- Projects should address Island Health goals and priorities, for example, as outlined in the [Strategic Framework](#).

Application requirements

- Application forms must be accessed and completed online through the [Research Services Portal](#). Read How to Complete the Online Application Form (below) for step-by-step instructions.
- Applications must be submitted no later than **4 pm PST on October 5, 2020**.

Notification

- Applicants will be notified of the results no later than **November 6, 2020**.

Award-Winners

- The three successful applicants must present their projects at an awards ceremony on **November 27 (12 – 1 pm)**. Presentations will be evaluated by a panel of patient partners during the event, and the best presentation will win a Patient's Choice Award.
- Winning projects will also be shared through newsletters and on social media.

EVALUATION

Screening

- Incomplete, late, or ineligible applications will not be sent for review.

Peer Review

- Applications will be evaluated by a qualified review panel drawn from across Island Health and partner organizations.

Criteria

- Applications will be ranked on a standard **100-point scale** based on the following categories:
- 1. **EVIDENCE AND ACTION (40 points; Questions 2.0 – 2.3)**: Did the applicant(s) successfully find and synthesize quality evidence; and plan, engage and implement a change based on that evidence?
- 2. **CHALLENGES (10 points; Question 2.4)**: Did the applicants successfully identify and overcome any barriers to change, including the inertia of maintaining the status quo?
- 3. **PRIORITIES (10 points; Questions 1.4 – 1.7)**: Did the project address one or more of the goals and priorities in the Strategic Plan?
- 4. **IMPACT AND SUSTAINABILITY (40 points; Questions 1.7 and 2.5 – 2.6)**: Did the use of evidence result in improved outcomes, patient and family experience, staff experience or engagement, more effective health service delivery, and/or quality improvement? Did the applicants use effective measures to evaluate that impact? Have the applicants planned and/or implemented effective strategies for sustaining positive change?

Ranking

- The designation of gold, silver and bronze awards will be based on the numeric value of the overall rank assigned through peer-review.
- An objective tie-breaking process will be employed if applications receive identical scores.

Feedback

- Reviewer comments and evaluations will be provided anonymously to all applicants.

KNOWLEDGE TRANSLATION RESOURCES

- View a summary of [The Research Matters KT Toolkit](#)
- View a selection of [Knowledge Translation Tools, Guides and Workbooks](#)
- See The Institute for Work and Health on [Knowledge Transfer and Exchange](#), including [A systematic review of the quality and types of instruments used to assess KTE implementation and impact](#)

CONTACT

Please direct any inquiries to the Grant Facilitator:

Annie Moore
isabel.moore@viha.ca

CONDITIONS OF AWARD

Award-winner must:

1. Be able to attend the Virtual Presentation and Awards Ceremony on Friday, November 27, 2020 from 12:00 pm-1:00 pm, or identify a delegate to present in their stead.
2. Comply with Award requirements and eligible costs (below), including:
 - Preparing and delivering a 15-minute presentation (inclusive of question and answer session) at the award ceremony.
 - Organizing and/or participating in 1 or more educational activities related to the project (e.g., award ceremony, rounds, other workshops or presentations).
3. Submit all receipts related to the award to your Department for processing, indicating “Interdepartmental Research Award Expense.”
4. Contact the Research Department or your Departmental account manager for confirmation of expense eligibility PRIOR to expenditure if uncertain.

Award-winner’s Department must:

1. Administer the funds in accordance with these Conditions using the following codes:

6970008 Interdepartmental Research Award Expense

1220008 Interdepartmental Research Award Revenue

- a) As the Department administering the award funds, you will be responsible and accountable for the disbursement of the funds according to the eligible costs below and in adherence with Island Health financial policies, including, but not limited to: Reimbursement of Travel Expenses, Policy 4.4.1.
- b) **Eligible costs include** (but are not limited to):
 - i. Educational activities associated with implementing knowledge translation and/or evidence, as required to complete or sustain the winning project. Examples include:
 - Workshops, presentations, or training sessions in your department or site
 - Travel to other Island Health sites to train or present findings to colleagues, or to roll out your initiative
 - Travel and registration costs for presenting at conferences (confirmation of attendance and presentation required)

- Costs associated with producing materials to disseminate your key messages (such as hand-outs, DVDs, webpages or online training, handbooks, or preparing findings for publication)

c) **Ineligible costs include:**

- a. equipment;
- b. computer hardware;
- c. food and beverages;
- d. travel from home (travel between work sites is eligible).

Reporting and Return of Funds

1. Award-winners must complete a final grant report, including a **breakdown of expenses**, showing the use of the award in accordance with these Conditions **no later than March 15, 2021**. This final report must be submitted online through the [Research Services Portal](#) ([learn more](#)).
2. If the award is not used in accordance with the Conditions of Award, or if the Principal Applicant's status with Island Health changes, the award must be **returned** to the Research Department. Any unspent funds must be returned to the Research Department by **March 15, 2021**.

HOW TO COMPLETE THE APPLICATION FORM

Island Health uses an online management system for all grant and ethics applications. The Research Services Portal can be accessed at: <https://viha.researchservicesoffice.com/Romeo.Researcher/>

NOTE: The portal is experiencing compatibility issues with Internet Explorer. Chrome, Firefox or Edge for PC users is recommended. Mac users may also use Safari.

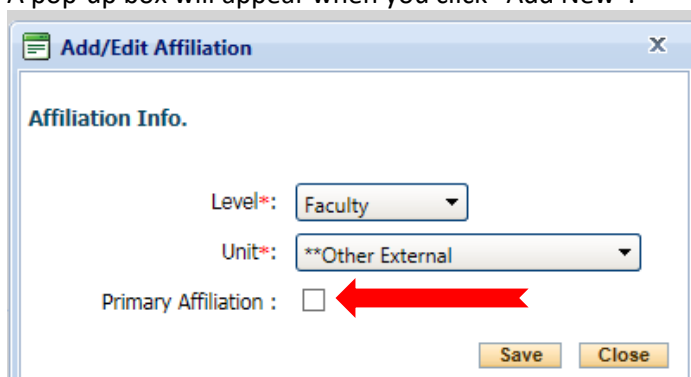
Registration and Log-In

First-time users must create an account prior to completing any applications.



Watch our how-to video on Vimeo for step-by-step instructions on how to register for an account! <https://vimeo.com/215271765>

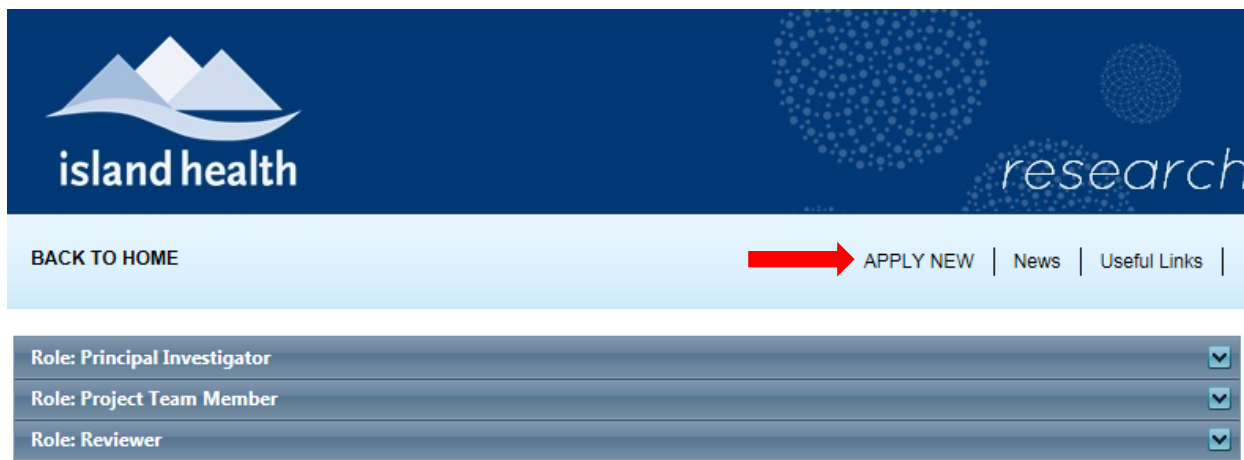
- 1) Click the Register button on the Log In screen.
- 2) Enter all required information on the next screen. Required fields are indicated by red asterisks. (*)
- 3) If you are an Island Health employee or researcher, select Island Health in the dropdown menu under **Institution**.
- 4) For the required Affiliations field:
 - a. A pop-up box will appear when you click "Add New":



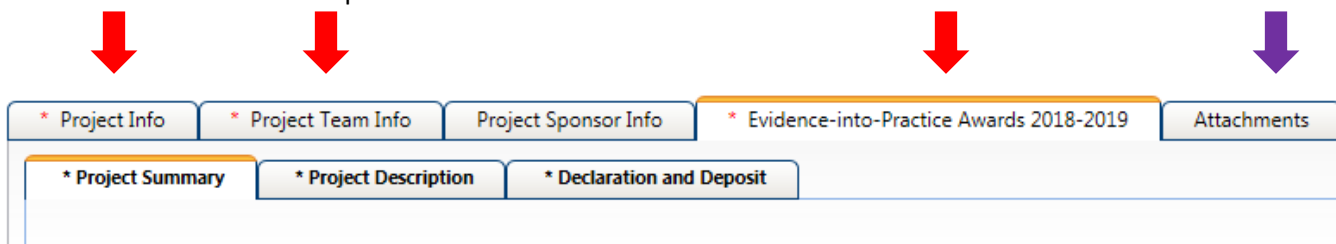
- b. Island Health employees or affiliates can find their Department or area by selecting DIVISION under Level and searching the drop-down menu under Unit. If your area is **not** listed, select Faculty under Level and then Island Health under Unit.
 - c. **Ensure that you check the box next to "Primary Affiliation" before saving and closing the pop-up window.**
- 5) Ensure all information is correct, and click Register. A confirmation and temporary password link will be sent to your email. Reset your password, and login to start working.

Accessing the Application Form

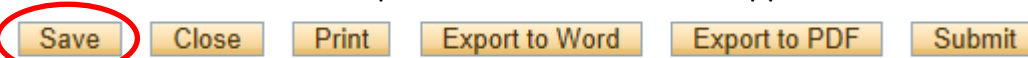
- 1) Once you have logged in to the Portal, click on APPLY NEW:



- 2) On the next screen, under the heading **(RCB Awards)**, click on Evidence-into-Practice Awards Application 2020 to access the form.
- 3) On the form, you will see 8 tabs across the top. 3 of them are marked with red asterisks: **Project Info**, **Project Team Info**, and **Evidence-into-Practice Application 2020**. (*) These 3 tabs **must** be completed prior to submitting the application. **Ignore** all the other tabs, unless you have any references to upload under the **Attachments** tab.




NOTE: The Portal **DOES NOT AUTOSAVE** WORK. You must click **SAVE** frequently as you complete the form. The button is located in the horizontal menu on the top left-hand corner of the application screen:



We **strongly recommend** that you complete the application questions in a **separate document**, and upload them to the portal when ready. We do **NOT** recommend composing as you go! Download our application worksheet to type on instead.

Completing the Application Form

4) Project Info Tab:


- Enter the title of your project.
- Indicate the Start and End Dates of your project (whether completed or ongoing).
- Enter any keywords applicable to your project.

5) Project Team Info Tab



Do not type any data in this tab. All data will be auto-filled from the existing database of registered users. The person who started the application will be identified as the Principal Investigator (PI) by default. You can clarify all team member names and roles in the Project Summary tab.

- If another team member has a profile in the Research Services Portal, you can identify them as PI by clicking the “**Change PI**” button. This will open a window titled “Investigator List.” **Search** for another team member using their first or last names. Click **Select** button to add them to the application.
- Other Project Team Info:** Select “**Add New**” to **search** the Investigator List of Portal users for other team members, including yourself if you are not the PI.
 - Select** team member profiles to add them to your application.
 - YOU MUST SELECT the most accurate ROLE** available for each team member from the dropdown menu titled “**Role in Project.**”

Prefix:	<input type="text"/>	Last Name:	<input type="text"/>
Affiliation:	<input type="text"/>		
Gender:	<input type="text" value="Unspecified"/>		
Role In Project:	<input type="text" value="Academic Supervisor"/> 		
Rank:	<input type="text" value="Academic Supervisor"/>		
Email:	<input type="text" value="cc on all correspondence"/>		
Phone1:	<input type="text" value="Co-Investigator/Sub-Investigator"/>		
	<input type="text" value="Co-PI"/>		



Only team members who have been added through the Project Team Info Tab as described above will be able to log in and view the application form. Manually typing their information into the tab will **not** give them access.



You can **save** your application at any time and return to it later. The application will be saved in a **different** menu depending on your **role**: **Principal Investigator** or **Project Team Member**. When you return to the Portal, access your saved application by clicking Applications: Drafts link under the correct menu.

BACK TO HOME



Role: Principal Investigator



Role: Project Team Member

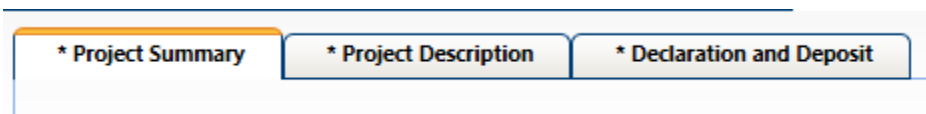


In order to **edit** or **submit** a saved application, you must select the **EDIT** button (not **VIEW**).

	File No	Project Title
	<input type="text"/>	<input type="text"/>
<div>View Edit Clone</div> <div>Delete</div>	Ref No : 1155	Notice of Intent to Apply SAMPLE

6) **Evidence-into-Practice Application 2020**: This tab contains 3 REQUIRED tabs:

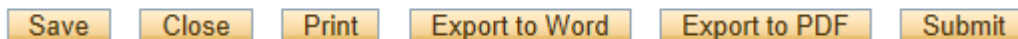
1. Project Summary
2. Project Description
3. Declaration and Deposit



7) Once you have completed the Project Summary, Expenses, and Declarations tabs, if you have cited any sources in your answers, please upload a list of References under the **Attachments** tab. There is no required citation format. Uploads should be in Word or PDF. Other attachments can be uploaded, but are not required. Reviewers are not required to read any additional attachments, and may do so at their own discretion.

Submitting your Application

- 8) To submit your application, click “Submit” in the menu of yellow buttons, located in the horizontal menu on the top left-hand corner of the application screen:



Only the Principal Investigator as listed on the application file will be able to see and click the SUBMIT button. In addition:

- **All required fields must be complete.** When all required fields have been completed, the **red asterisks** will no longer appear on the application tabs.
- **You must be in EDIT mode.** If you are in VIEW mode, you will **not** be able to see the **SUBMIT** button.

- 9) **When you click “Submit,” a window titled “Work Flow Action” will pop up.** You must enter some text in the Comments box before clicking “Submit” again; this is coded into the system and can’t be turned off. Type anything! These comments will not be considered part of your application.
- 10) Once submitted, you may view your application under Application: Under Review, but you can no longer edit it.
- 11) You will receive a confirmation email.

Best of luck in the competition!