



A CELEBRATION OF SUCCESS

Evidence into Practice Awards 2022

APPLICATION 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 knowledge translation initiatives that successfully move evidence into practice at Island Health; and
- 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

Tuesday September 6, 2022	Competition announced: documents available
Tuesday October 11, 2022 by 4 pm PDT	Application Deadline
By or before Tuesday November 8, 2022	Notification of Results
Friday November 25, 2022 (12 – 1:30 pm)	Virtual Awards Ceremony and Presentation
Tuesday February 28, 2023	Award end-date – funds must be spent
Wednesday March 15, 2023	Final award report due

Eligible Applicants and Projects

- The Lead Applicant must be an Island Health employee or affiliated health professional 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 a continuous process, and applications will be accepted from completed and ongoing projects. However, ongoing projects **must** 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 or service delivery. It can be evidence that the applicants created or collected through local 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 it was initiated based on high-quality evidence.
- Projects should address Island Health goals and priorities, for example, as outlined in the [Strategic Framework](#).

Online Application Submission

- The application form must be accessed and completed online through this [link](#).
- A [PDF copy of the online form is available](#); we recommend you use this copy to complete your application in Word before filling out the online form. The PDF copy will not be accepted in place of the online application form.
- Applications must be submitted online no later than **4 pm PDT on Tuesday, October 11, 2022**.

Self-Identification Questionnaire

- Following application submission, the lead applicant will be directed to an online self-identification Equity and Diversity Questionnaire.
- The Questionnaire is modelled on CIHR's version (which they require all applicants to complete) and provides the opportunity to collect data on important equity dimensions: gender, age, Indigenous identity, visible minority identity, and disability.
- Your answers will be kept confidential and anonymous; aggregate data will be used only by research department staff to improve future competitions.
- You have the option to choose "I prefer not to answer" for each question.

Notification

- Applicants will be notified of the results no later than **November 8, 2022**.

Award-Winners

- The three successful applicants must present their projects at an awards ceremony on **Friday, November 25 (12 – 1:30 pm)**. Audience members attending the awards ceremony will vote for their favourite presentation to win a People'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:

PRIORITIES (10 points; questions 1.3 – 1.5) <ul style="list-style-type: none"> • To what extent did the project address one or more aspects of the Strategic Plan goals as well as current Island Health priorities?
EVIDENCE (20 points; questions 2.1 – 2.2) <ul style="list-style-type: none"> • To what extent did the applicant(s) find and synthesize high-quality evidence to inform their change?
ACTION AND APPROACH (30 points; questions 2.3 – 2.5) <ul style="list-style-type: none"> • How well did the applicant(s) plan for and implement the change based on evidence? • How well did the applicant(s) engage key collaborators and audiences to support and implement that change? (e.g. co-workers, decision-makers, patients as applicable) • To what extent did the applicant(s) identify and overcome any challenges or barriers to the change?
IMPACT (30 points; question 2.6) <ul style="list-style-type: none"> • To what extent did the applicant(s) show that their use of evidence resulted in improved outcomes, patient and family experience, staff experience or engagement, more effective health service delivery, and/or quality improvement?
SUSTAINABILITY (10 points; question 2.7) <ul style="list-style-type: none"> • To what extent did the applicant(s) use effective measures to evaluate that impact? To what extent have they planned and/or implemented effective strategies for sustaining positive change? Has the initiative expanded to other areas or departments?

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.



A CELEBRATION OF SUCCESS

Evidence into Practice Awards 2022

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: Isabel.moore@islandhealth.ca

CONDITIONS OF AWARD

Award-winner must:

1. Be able to attend the Virtual Presentation and Awards Ceremony on Friday, November 25, 2022 from 12:00 pm-1:30 pm, or identify a delegate to present in their stead.
2. Comply with Award requirements and eligible costs (below).
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. Be responsible and accountable for their disbursement 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.
2. Administer the funds in accordance with these Conditions and all applicable policies using the following codes:

6970008 Interdepartmental Research Award Expense

1220008 Interdepartmental Research Award Revenue

Eligible costs include (but are not limited to):

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 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, online training, handbooks, or preparing findings for publication)

Ineligible costs include:

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



A CELEBRATION OF SUCCESS

Evidence into Practice Awards 2022

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 by or before **March 15, 2023**. This final report must be submitted online; an email link to the report form will be sent to the award-winner in advance.
2. If the award is not used in accordance with these Conditions, or if the Principal Applicant's status with Island Health changes, or if there are residual unspent funds, the award or residual must be **returned** to the Research Department prior to **March 31, 2023**.