**CIHR Pan-Canadian
Network for HIV and STBBI
Clinical Trials Research**

CTN+ KM Planning Tool

This tool is designed to be complementary to the CIHR requirements and expectations for knowledge mobilization (KM) planning. It will assist the CTN+ KM Hub to support your KM planning, execution, impact and evaluation. If you have already secured grant funding, you can copy and paste directly from your KM plan, but you may need to add more information to complete sections so KM Hub staff understand your study context. If items are not relevant to your project, please indicate the reason the items are not relevant. If you have questions or need assistance, you can arrange a meeting with Hub staff by contacting info@ctnplus.ca.

Background

1. Are you using this tool to create a new KM plan or to add to an existing plan? [required]

>> New KM Plan

>> Existing KM Plan

2. What are the aims and objectives of your study?

3. What is the hypothesized change called for by the evidence you are proposing to collect? You can include multiple.

4. How will the world be better off when this change is made or this problem is solved? Who will be better off? What does this say about your goal?

Background

Audiences & Partners

5. **Key Audiences**: Who has the power to make the change called for by the proposed evidence? Who has the greatest interest in change?

6. **Barriers to Change**: Why have those with the power to make the change not made it? Do they want this change? (Things to consider: underlying core beliefs/values that may be challenged; systems capacity that can be engaged or created; ways to mitigate controversy or push-back; and dominant cultures and biases or community historical experiences that influence message perception)

7. **Additional Audiences**: Who else could benefit from or use this evidence? List them.

8. **Community Groups:** Which populations (people affected by this research) or organizations will you engage with to **refine your study and goals and ensure they are meaningful**? In other words: Who are you listening to? This could include people with lived experience, service providers, or policy makers.

Audiences & Partners Continued

9. **Indigenous Community:** Are Indigenous People (First Nation, Métis, Inuit) specifically impacted by your study results, or will Indigenous identity or membership in an Indigenous community or group be used as a variable for the purposes of analysis?

   Yes

   No

10. **Community Engagement:** How will you engage with these people or groups? Will you use town hall meetings, one on one interviews, social media, storytelling, sharing circles, or arts-based methods, other? Will they be engaged at the beginning or end or throughout?

11. **Collaborators:** Which groups or organizations will you work with **as co-producers** for this project? In other words: Who are you working with? *Note: Community members should be compensated according to the* [CTN+ Community Compensation Guidelines](#).

12. **Collaborator Engagement:** How will you co-produce the research and KM outputs with your collaborators? Will they be involved in data collection, analysis, interpretation, or writing? Or will they provide other input? Be specific.

Goals & Activities

13. What are the **goals** of your knowledge mobilization plan? You can include both short-term and long-term goals. Were these developed with the partners and audiences listed above?

    Consider framing your goals by 'flipping the problem'. For example: If you are researching access to antiretrovirals in a low-income rural area then your problem might be "lack of access to ART" and your long-term goal might be "enhance access to ART" and a short-term goal might be "develop a novel implementation strategy for delivery of ART in rural areas".

14. What is the hypothesized bottom-line **actionable message** for each audience you describe above?

15. For each **audience** listed in 5 and 7, describe what you will do to share your findings and facilitate the change you are proposing. Be specific about how you will get the right information (*what is it?*) to the right people (*who are they?*) at the right time (*is there a specific window?*) in the right format (*meeting, policy brief, infographic, social media, event etc.*) from the right source (*who is it?*) to instigate change.

    It can be useful to use a **Context–Mechanism–Outcome** format to describe your activity with each audience. In this format, KM resources (*mechanism*) are introduced into a *context*, in a manner that instigates a change in reasoning (*mechanism*), altering the behaviour of an audience, which leads to an *outcome* (see Dalkin 2015).

    For example (from Munro 2025):

    - *Health policy is developed with input from key groups that align with the mandate of decision makers (context).*
    - *When researchers form an integrated KM coalition and involve key collaborators to co-produce evidence (mechanism [resource]),*
    - *decision makers will develop an increased understanding of and confidence in the evidence (mechanism [reasoning]),*
    - *supporting policy change (outcome).*

Goals & Activities

Evaluation, Impact & Budget

16. For each change you are proposing, answer the following questions:
    a. How will you know this change has occurred?
    b. How can you prove this change has occurred? (What evidence do you have or need? How will you access the data?)
    c. How will you communicate this impact? To whom?

17. What is the budget for the KT activities and evaluations that you are proposing?

18. Do you have the expertise and capacity within your team to complete the activities you propose? If not, where will you access it?

19. **Feedback**: This planning tool is designed to support CTN+ researchers to develop the strongest possible KM plan. It will be evaluated and updated through an iterative process. Your feedback is vital to make sure we effectively and efficiently support your work and its impact. Please include any comments below about how you think we can improve the tool or the KM planning support process.

Sources & Resources

Barwick M. Knowledge Translation Planning Template. *sickkids.ca*. 2008.

Briggs et al. Questing Your Way to a Knowledge Mobilization Strategy. *carleton.ca*. June 29, 2015.

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UBC Knowledge Exchange Unit. Guidelines to develop a knowledge exchange plan. *kx.ubc.ca*. August, 2022.