



# BC NEIHR

## Knowledge Sharing and Mobilization (KSM) Grant Overview and Instructions

**Duration and Value:** One year; \$15,000 (non-renewable)

**Objective:** The BC NEIHR provides ten (10) Knowledge Sharing and Mobilization (KSM) Grants to Indigenous (*First Nations, Métis or Inuit*) communities, collectives and organizations (ICCOs) annually to support teams who have completed ICCO-led research and wish to share the findings of their research in culturally and contextually relevant ways. These projects must be ICCO-led and focus on sharing ICCO-relevant research findings in widely accessible venues (e.g., First Nation, Métis, Inuit or urban Indigenous community spaces) and/or formats (e.g., oral presentations, stories, arts-based, etc.).

**Description:** Funds can be used to cover costs associated with the following types of activities: preparation and sharing of KSM materials, travel, venues and food as well as honoraria for Indigenous Elders, Knowledge Holders, and community members involved in the KSM activities.

Each year, recipients will be invited to a Learning and Sharing Circle (along with other funded Indigenous communities, collectives and organizations as well as Indigenous trainees), where they can present their work and speak about their participation in this funding program.

### Eligibility:

- An Indigenous community, collective or organization (ICCO) in British Columbia (must be a First Nation, Métis chartered community, or registered non-profit or collective);
- A person over the age of 19, designated by an ICCO to be the Principal Applicant.

### General Application Process:

- The Principal Applicant must complete a BC NEIHR Registration Survey, if not already a member (to become a member, visit: [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr) or email Network Coordinator: [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca))
- Applications must be submitted by an ICCO representative **as one PDF** file and emailed to [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) prior the deadline posted on the funding opportunity. See Application Checklist on the Application Form to ensure the completeness of your application.
- Applicants should preview all components of their application to ensure its completeness.
- Submission of an application serves as consent to the review process (*see description below*) and public announcement of recipients on the BC NEIHR website.
- Documents (e.g., proposal) should use either Arial, Calibri or Times New Roman 12-point font. Maximum of six lines per inch, margin of 2 cm (3/4 inch) - minimum - around the page. Please do not use condensed/narrow font sizes, type density, or line spacing.

Submit final application as one PDF file to



If you have questions and/or need help with your application, please contact us Monday to Friday, 9:00 am to 4:30 pm Pacific Time by email at [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) or by phone at 250-472-5449.

The BC NEIHR has 5 (five) **Indigenous Health Research Facilitators (IHRFs)** that are regionally based across BC. The role of the IHRF is to work directly with ICCOs to support the creation of their funding application (e.g., develop the proposal, budget, timeline, etc.) and/or assist with connecting ICCOs to other individuals/organizations (e.g., academic researchers). For the contact information of an IHRF who serves your region, please email the Network Coordinator: [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca).

Applicants should consult the BC NEIHR website and YouTube Channel: @BC NEIHR for instructional videos and other resources on how to apply for funding as well as answers to Frequently Asked Questions.

### **The Review Process**

BC NEIHR's principles of review are confidentiality, absence of conflict of interest, fairness, accountability, and transparency. Peer review refers to the process used by BC NEIHR to assess applications submitted for funding. Applications are assigned to BC NEIHR Team Members who possess the required experience and/or knowledge (individual or collective) to properly assess the quality of the applications based on the objectives of the funding opportunity and its evaluation criteria. BC NEIHR's peer review process is supported by academic reviewers, as well as non-academic reviewers, including Indigenous organizations and community-based representatives.

### **Complete the BC NEIHR KSM Grant Application Form:**

To complete the 2-page fillable PDF Application Form, please visit website [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr) to download the form or email the Network Coordinator [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca).

The form will collect information about the ICCO, Principal Applicant and team members, as well as KSM proposal information, abstract (summary) and keywords, which helps to assign applications to appropriate peer reviewers.

### **Proposal**

Include a proposal with the following information (single-spaced, maximum two pages, not including references):

- short introduction of the ICCO (this may include name and type of ICCO, membership, location, values, principles and goals);
- key team members involved in the KSM project, including roles and responsibilities (e.g., support from leadership and Elders, community members, youth, internal or external stakeholders, and external partners);

- brief overview of the previously completed ICCO-led research and its findings;
- the main objective(s) of the KSM project;
- the method(s) of sharing the research findings, such as talking circles, presentation, or arts-based product, including preparations and timeline (see description below);
- description of the audience with whom will you be sharing your findings; and
- anticipated outcome of sharing the research findings (e.g., impact on services, programs and policies) and/or how sharing the findings will advance Indigenous health and wellness.

**Budget** (*You must use the template provided*)

Funds can be used to cover costs associated with the following types of activities:

- preparation and sharing of KSM materials, travel, venues and food as well as honoraria for Indigenous Elders, Knowledge Holders, and community members involved in the KSM activities.

Eligible expenses include: KSM Assistant salary, supplies and services, meeting costs, travel and parking, gifting and honoraria. The budget must include justification for the funds being requested and the total must NOT exceed \$15,000 for a maximum duration of 12 months. Eligible costs must be incurred within the funding period. BC NEIHR will not support any expenses incurred prior to, or after, the funding period. The majority of expenses must be incurred within BC. If resources from other sources will be used for specific expenses funded by the BC NEIHR (e.g., in-kind or cash contributions), please note them.

**Timeline**

- Please provide a monthly timeline (up to 12 months) of activities. Below is an **example**:

June	July	August	September	October	November
<i>Engage community Advisory Committee in planning and managing knowledge sharing in culturally relevant ways.</i>	<i>Commission ICCO-based artist to create arts-based product.</i>	<i>Prepare the knowledge sharing materials and plan activities.</i>	<i>Secure venue to host knowledge sharing event and plan details (e.g., catering).</i>	<i>Host knowledge sharing event and share the arts-based product.</i>	<i>Develop community written report about the KSM project and arts-based product.</i>

**Accountability:**

Recipients will be asked to agree to the following accountability measures:

- use the KSM grant funds to engage in the activities described in their application;
- complete a brief survey and/or other evaluation activities about the experience, including a Use of Funds report\*;
- acknowledge the BC NEIHR support in publications or presentations related to the KSM project.

*\*For funded projects, a 10% hold back will be released upon receipt of a Use of Funds report at the end of grant period, which summarizes the processes and outcomes of the project. The BC NEIHR strongly adheres to OCAP® research principles of Indigenous Ownership, Control, Access and Possession. We will not ask you for any information or data that violates those principles. However, the Network Coordinator or Indigenous Health Research Facilitator (IHRF) will reach out to you regarding completing evaluation activities about how the BC NEIHR funding benefited your community and some general information about your project.*

**Use and disclosure of information:**

The BC NEIHR may publish the names of the ICCO, Principal Applicant and team members as well as general award information on its website.

For more information:

Contact Monday to Friday, 9:00am to 4:30pm Pacific Time

[bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) or 250-472-5449.

You may also visit the BC NEIHR website for more information and/or social media pages for frequent updates on other funding opportunities and resources.

Website: [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr)

Facebook: @BC.NEIHR

Twitter: @BCNEIHR

Instagram: @BCNEIHR

YouTube: @BC NEIHR

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