

Knowledge Translation Fund Application Guidelines

Purpose of the Award	The Tayfour and Emara Knowledge Translation Fund (KTF) award supports the costs of research activities that enhance the WRH researcher’s research development and experience. Research activities for the purpose of this fund are defined as: - Travel Award: Registration and eligible travel fees for presenting research at a conference (for trainees), OR - Publication Award: Publication fees for publishing research in a peer reviewed journal (for WRH professional staff or staff).														
Eligibility Criteria	To be eligible, applicants must be a WRH professional staff or staff member, with an active research project based at WRH; or a trainee who is/was actively engaged in a research project based at WRH that is led by a WRH professional staff or staff member who is the PI on the project. Eligible research projects include those that have received the necessary approvals to be conducted at WRH (i.e. both WRH REB approval and WRH Research Intake approval). Applicants may only receive one award per fiscal year. Travel Award Eligibility: Applicants are eligible to be funded for conference registration and travel fees up to a maximum of \$1,000 per application. Applicants must have already presented/had a poster at a conference at the time of application. If the applicant has been awarded another funding source (i.e. SWORP, SSRT) or has access to funding from their PI’s research grant (i.e. WE-SPARK grants), the applicant will not be eligible for the Tayfour and Emara KTF Travel Award. Only costs associated with conference registration, poster printing, transportation and accommodation will be covered by this fund. In the case of group presentations at a conference, all presenters will be considered as one applicant up to a maximum of \$1,000. Publication Award Eligibility: Each research project is eligible to be funded for one publication award, up to a maximum of \$1,000 for publication fees. Publication must be publicly available at the time of application. If the applicant has been awarded another funding source to support the costs of publication, the applicant will not be eligible for the Tayfour and Emara KTF Publication Award. For ongoing, multi-year research projects: More than one KTF application for Travel Award or Publication Award may be eligible for funding for the same project that spans multiple years only if the following conditions are met: i. A previous KTF award was not granted in the last two (2) fiscal years, and ii. The content of the subsequent conference presentation/publication present a distinct scientific advancement, evolved outcomes, or recommendations etc. than the previously-awarded submission, and iii. All other funding conditions are met.														
Award Periods and Application Deadlines	Awards will be distributed according to the following funding periods and deadlines: <table><tr><th>Events/publications taking place between:</th><th>Application deadline:</th><th>Total available funding for award period:</th></tr><tr><td>March 1 – June 30</td><td>July 27, 2026</td><td>\$5,000</td></tr><tr><td>July 1 – October 31</td><td>November 16, 2026</td><td>\$5,000</td></tr><tr><td>November 1 – February 28/29</td><td>March 5, 2026</td><td>\$5,000</td></tr></table>			Events/publications taking place between:	Application deadline:	Total available funding for award period:	March 1 – June 30	July 27, 2026	\$5,000	July 1 – October 31	November 16, 2026	\$5,000	November 1 – February 28/29	March 5, 2026	\$5,000
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	Guidelines and available funding will be reviewed and revisions posted regularly to ensure funding is distributed appropriately and equitably.
Award Payment Information	The Tayfour and Emara KTF awards are provided on a reimbursement basis only. No funds will be issued prior to the completion of the related research activity (i.e. conference presentation and/or publication). The payment will be made by cheque (for applicants not on WRH payroll) or electronic funds transfer (for applicants on WRH payroll).
Application and Review Procedure	Applications must be submitted using the online application (after the completion of the research activity only). Applications will be assessed for completeness and eligibility of research activity and expense(s) by the Office of Research. If there are more applicants than available funds for the award period, funding will be prioritized for applicants who have not received the Tayfour and Emara KTF in the past and who do not have access to any additional sources of funding (i.e. grants, trainee awards etc.). Any unused funds from the award period will roll over to the next award period. Funds will not be reserved in advance for applicants with research activities in the future. Applications must include the following: - Copy of receipts (Receipts must include: Name of merchant, date of transaction, itemized details of transaction, tax for taxable items, and grand total) - Proof of research activity: - o Proof of conference presentation (i.e. conference program, email from conference admin, photograph with poster etc.) - o Publication citation (i.e. URL of publication) - Expense Breakdown Form If multiple applicants are submitting for one expense (i.e. group presentation at a conference), each individual should complete a separate application for their portion of expenses. Group applicants will be reimbursed to a maximum of \$1,000 for the group.
Award Requirements	Applicants must provide a letter to Drs. Tayfour and Emara upon receipt of the award outlining how the award supported their research work. The Office of Research will provide a template letter to successful applicants to complete. For awards funding conference costs, a photograph of the applicant with their poster/during presentation should be included in the letter, where possible. A copy of the poster file should also be included.
How to Submit Application	Applications must be submitted using the online application. Applicants may make changes to applications at any time prior to submission. Once submitted, applicants may not return to the form to make changes. Applications submitted with missing or incomplete information will not be accepted. Applicants will be notified of the information required and advised to re-submit the application. Online application: https://redcap.link/WRH_KT_Fund
Contact	For any questions, please contact the Office of Research at: Phone: 519-254-5577 ext. 52300 Email: research.office@wrh.on.ca