# CRWDP Special Seed Grant Request for Proposals 2018:

# Development of Evidence-Based Tools

## Stage 1: LETTER OF INTENT

## Application Instructions

**Would you like to take your research a step further and translate your findings into a tool, guide or other practical information product that can help make a difference in Canadian work disability policy and in the lives of people with disabilities? We are looking for project teams with research results that lend themselves to the development of a practical application that will benefit Centre for Research on Work Disability Policy (CRWDP) stakeholders.**

**The objective of the call is to develop and produce evidence-informed tools, guides or other practical applications based on CRWDP research studies that are completed or in progress. These tools, guides, etc., will become CRWDP products and be made available on the CRWDP website.**

A maximum of $10,000 is available to successful applicants of this special seed grant. Ideally, the tool, guide or application will be fully developed with the funding available. However, it could be that the tool developed is a smaller-scale version that, with further funding, could be rolled out on a larger scale to wider audiences. For example, you may want to develop a tool targeted to a specific region or specific stakeholder sector. You might then pilot this tool with this region or sector and, if the pilot is successful, seek funding to bring it to a wider audience.

We understand that the development of knowledge transfer products such as tools and guides is new for many researchers. Therefore, this request for proposals is taking a two-step process, with an opportunity for consultation support during the initial letter-of-intent stage (and, potentially, in later stages as well). If you have questions about whether your research lends itself to the development of a practical information product, the types of products that would best suit your findings and/or the product-development process, please read the attached appendix. If you still have questions, please contact the Special Seed Grant Committee to set up a consultation conference call: info@crwdp.ca

## Proposal submission process

A seed grant project team must include at least one CRWDP community partner and one CRWDP academic researcher. Either can be the project lead, and the research team will nominate the principal investigator. The project team must also include at least one student, with salary allocated to a student research associate.

To submit a letter of intent (LOI), please fill out the attached form, also available online: <https://crwdp.ca/en/seed-grant>

The LOI application form asks for the following:

* Explanation of the relationship of the proposed tool or guide to CRWDP research
* Description of the need for a tool to bring research findings to stakeholders
* Identification of stakeholder groups that may find the tool useful
* Preliminary description of the tool concept
* Preliminary budget that indicates the feasibility of developing, producing and disseminating the tool in its proposed format through this funding opportunity

Funds are awarded for a maximum period of one year for a maximum amount of $10,000.

LOIs will be reviewed and evaluated by the Special Seed Grant Committee, which will then recommend those that should proceed to the full-application process. The committee may contact the research team during the LOI evaluation stage to clear up any questions members may have. The aim of the committee at this point is to assess at a high level the strength of the proposal based on the following:

* Do the research findings lend themselves to a tool?
* Is the proposed tool, guide or other practical information product a good fit with the research findings in terms of effectively bringing findings to action?
* Will the proposed tool or guide likely address a need in the stakeholder community?
* How likely is it that the proposed tool can be developed, produced and disseminated within the proposed budget estimate?

All those who submit an LOI will be notified if they are being invited to submit a full application.

## How to apply

LOIs must be submitted by e-mail to: info@crwdp.ca

The deadline for LOIs is **5:00p.m. EDT** on **Monday, April 23, 2018.**

All those who submit an LOI will be notified if they have been invited to submit a full application by Monday, May 7. Full applications will be due on Monday, June 4, and successful applicants will be notified by Monday, June 18, 2018.

The tools produced through this funding initiative will be made available on the CRWDP website.

The current Special Seed Grant Committee is composed of Emile Tompa, Co-Director, CRWDP; Cindy Moser, Communications Manager, IWH; Sara Macdonald, Knowledge Exchange Associate, IWH; Kathy Padkapayeva, CRWDP National Office Oversight. Other CRWDP members will be joining the committee to help provide consultation and guidance to project teams, as well as to assess LOIs and final applications. For more information, contact: info@crwdp.ca

Version: March 20, 2018

## Appendix: Considerations for development of evidence-based tools or guides

Opportunities for tool, guide or other application development exist when research studies give rise to clear and validated findings that point to a practice, approach or policy that should be encouraged, discouraged or amended, or to a gap in knowledge or services that should be filled—in all cases with the aim of improving outcomes for people with disabilities.

**Steps involved in the development of an evidence-based tool or guide include the following:**

* Determine the main message(s) of the evidence.
* Identify the target audience(s) to receive the message(s); i.e. those who will be able to benefit from incorporating the message(s) into their practices and/or decision-making to improve outcomes for people with disabilities. These target audiences will most likely be among CRWDP’s key stakeholders, which include people with disabilities, employers, labour representatives, disability support and advocacy organizations, and government bodies. These target audiences may be local (in a city, municipality or region), provincial or national.
* Identify the goals of bringing the message(s) to the target audience(s); e.g. change in awareness/knowledge/attitudes; change in, or validation of, policies and/or practices, etc.
* Determine what type of product (e.g. how-to-guide, interactive app, online e-learning program, train-the-trainer program, policy briefing, informational toolkit, survey-based tool, etc.) will best bring about this change among the intended audience.
* Develop the content (knowledge).
* Produce the tool (technical).
* Test the tool and amend as necessary.
* Disseminate the tool.
* Evaluate the impact of the tool.
* Ensure the sustainability of the tool by keeping it current (to the degree possible).

**Examples of tools that could conceivably be developed through this funding opportunity (these examples are not necessarily based on CRWDP evidence):**

* An interactive, online tool or app that allows people with disabilities to navigate the programs and/or services available in their geographic region. A tool like this could be used by injured workers and people with disabilities, as well as by case managers and disability support and advocacy organizations. It may also identify gaps in services and inform provincial/municipal policy decision-making.
* A policy brief, highlighting the findings and recommendations of a research project on managing work disability (or another relevant topic), to a non-specialized audience. This short document would be geared towards a specific audience, and address a need in closing a knowledge gap, identified by these stakeholders.
* A how-to guide on choosing information and communication technologies to support persons with disabilities at the workplace, including information on current technologies and the organizations/suppliers who can provide consultation and support with choosing relevant technologies. A tool like this could be used by supervisors and case managers to support workplace accommodations, as well as by the person needing accommodation.
* A short video representing a clear evidence-based message about the benefits of hiring persons with disabilities, geared towards employers.