

**Canadian Cochrane Network and Centre (CCNC) Capacity Building Fund
Description, Guidelines and Application**

Background

The CCNC is broadening its reach to help build capacity to do and use systematic reviews in Canada by offering assistance to Network Sites that wish to actively participate as well as to other groups within the CCNC to encourage participation in new ways. This new mechanism is the Capacity Building Fund, as outlined here.

Aim

To support meaningful activities within the Canadian Cochrane Network (Sites, Entities and Affiliates) that promote the conduct, use and promotion of Cochrane reviews to Canadians through training and knowledge translation (KT) activities that would not otherwise occur (i.e. not considered part of existing objectives of other funding received).

Who Can Apply?

In order of priority, the following groups can apply to this fund:

- Canadian Cochrane Network Sites
- Canadian Cochrane Entities
- CCNC Affiliate Organizations

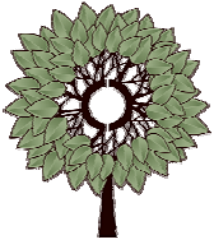
Process to Apply

Each March and September (funds permitting), groups may submit an application(s) for funding up to a total of \$3000 per group for a special project(s) or initiative(s) they would like to conduct within that fiscal year. The following projects will be considered, but ideas need not be limited to these:

- Cochrane Training Workshops (Author or Knowledge Utilisation)
- Developing Knowledge Translation tools/products (especially in partnership with a user group)
- Developing Cochrane-based promotion materials (brochures, posters, flyers, notices in journals)
- Support to attend the Canadian Cochrane Symposium (Network Site representatives, students of Affiliate organizations and consumer groups only)
- Support to attend other conferences in order to present Cochrane-topics or have a Cochrane group information booth/exhibit (if an Entity, they must show they applied for Wiley support and were refused)
- Other Cochrane Training or KT activity

The applicants must complete the attached application form for each project/initiative they wish to receive funds for and submit it, as instructed, on or before the deadline. If funds are granted to support a training workshop, we expect the applicant(s) to inform and/or work with the CCNC Education Coordinator to deliver the workshop in keeping with our training standards.





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Evaluation Criteria:

Section 1 criteria:

In order of priority, the following groups will earn:

Canadian Cochrane Network Sites Proposal; 3 points

Canadian Cochrane Entity Proposal; 2 points

CCNC Affiliate Organization Proposal; 1 point.

Section 2 criteria:

Type of activity must fit into one of the following categories:

- Cochrane-focused Training Workshops (Author or Knowledge Utilization)
- Developing Knowledge Translation tools/products (especially in partnership with a user group)
- Developing Cochrane-based promotion materials (brochures, posters, notices in journals)
- Support to attend the Canadian Cochrane Symposium (Network Site representatives, students with Affiliate organizations and consumer organizations *only*)
- Support to attend other conferences in order to present Cochrane-topics or have a Cochrane information booth/exhibit (if an Entity, they must show they applied for Wiley support and were refused)
- Other Cochrane Training or KT activity (evaluated based on innovation, potential impact, potential to adopt if successful)

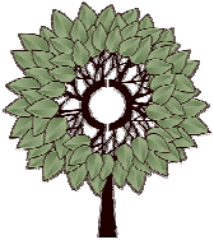
Scoring, on a scale of 1-5 points, will be based on the following:

- 1 is low, where the proposed activity has little to do with the CCNC's mandate and the fund objective.
- 5 is the best - it is a strong proposal that will contribute to CCNC objectives and build capacity in training and/or KT across Canada. The initiative is highly relevant to overall strategic objectives *and* to our key stakeholders (funders, review users); potential impact is high (e.g. number of people to be reached; potential to influence practice; building capacity to do/use reviews; potential to influence evidence-based culture).
- Subtract 1 if not specifically a Canadian event.
- Maximum possible points: 8
- Minimum points required for funding: 5, with at least a 3 rating of the proposed activity, in section 2.

Process to receive funds

The Canadian Cochrane Centre team (Executive Director, Knowledge Broker, Communications Specialist, Education Coordinator and Administrative Assistant) will review all applications, make a decision and notify applicants within one month after the application deadline. If there is a disagreement with a decision, the CCNC Director will arbitrate.





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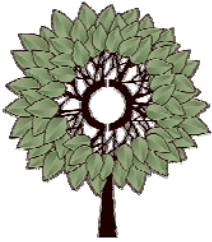
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This fund is based on a reimbursement system. The applicant must first cover the anticipated costs, and then submit receipts/invoices to the CCNC for reimbursement within 14 days of receiving and paying all invoice(s).

Successful applicants must have spent, and invoiced for, the money within the relevant fiscal year or will otherwise forfeit the reimbursement. As these funds come from a CIHR grant, use of them for these projects must also conform to the CIHR rules for use of grant funds and will not be reimbursed if they do not comply.

We invite you to take advantage of this opportunity!





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APPLICATION FOR FUNDING FROM THE CCNC CAPACITY BUILDING FUND

Deadline for submission: the last Friday of March and September

Submit to: Cochrane@uottawa.ca

Applicant Name(s):

Section 1:

Site/Entity/Organisation name:

Partnering Organisation Name (if any):

Date of Application:

Section 2:

This is a:

- Training proposal
- Knowledge translation proposal
- Conference/Symposium support proposal

If a conference, please name it and when it is:

Goal: (one or two sentences)

Objective: (250 words; max.)

Target Audience:

Anticipated Outcome: (250 words. Max.)

Budget (cannot include salaries, unless an external contractor needs to be hired e.g. graphic designer):

