CODING MANUAL: Social Science Funding Agencies' Support and Promotion of Knowledge Mobilization and Research Impact – An International Study

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ABOUT RIPPLE:

Dr. Amanda Cooper, Assistant Professor in the Faculty of Education at Queen's University, is the Principal Investigator of RIPPLE. RIPPLE (Research Informing Policy, Practice and Leadership in Education) is a program of research, training and knowledge mobilization aimed at learning more about how knowledge brokering can increase research use and its impact by leveraging multi-stakeholder collaboration. For more information visit: **WWW.RIPPLENETWORK.CA**

Purpose: The purpose of this study is to increase our understanding of the knowledge mobilization (KMb) policies and practices of social science research funding agencies in OECD and BRIC countries. This study is based on similar work conducted by Tetroe et al. (2008) on knowledge translation activities in applied health funding agencies. This coding manual defines and provides coding instructions in relation to three areas: conceptualizing KMb and research impact, requirements for researchers in relation to KMb and agency initiatives in relation to KMb.

Research Question: How are social science funding agencies *promoting* (through requirements for researchers) and *supporting* (through agency initiatives) KMb and research impact?

Phase 1 of this study uses data extraction from agency websites in order to construct comprehensive organizational profiles for social science funding agencies. These profiles will be verified with agencies and used to choose in-depth case studies of funding agencies that have the most resources and initiatives to support researchers in their efforts to increase research impact through knowledge mobilization.

Figure 1. Conceptual framework to analyze funding agencies' promotion and support of KMb.

Two data collection instruments will be used for this phase of the study: 1) Excel spreadsheet to code each of the 60 elements (summarized in At a Glance table on next page), and 2) narrative descriptions of each element collected using a common narrative template and coded using NVivo. Coding for this project uses the following codes for each element:
-   Element present on website (Code = 1)
-   Element not present on website (Code = 0)
-   Unsure about whether something 'counts' in relation to a particular element (Code = 3). Anything coders label as "3", we will discuss in detail at our team meetings

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Agency at a Glance: Please fill out summary sheet for each agency

Agency Name (Acronym) and Country (Overall rating /54)[1]

	1. Conceptualizing KMb and Research Impact (**insert percentage of 12 elements present)				
	Explicit or implicit mention of KMb in mission and mandate				
	Definitions of KMb				
	Definitions of research impact				
	Research outputs listed				
	Research outcomes described				
	Research impact indicators listed				
	Evaluation of KMb or research impact				
	Dedicated KMb Department or KMb roles				
	KMb related policies – Open Access, etc.				
	Dedicated section of website for KMb, Research Impact and/or community engagement				
	Case studies of research impact highlighted on website				
	Best practices listed for KMb and/or Research Impact				
2.	**Requirements of Researchers (**insert percentage of 18 elements present)**				
	At time of Application		**At End of Study**		**Allowable Expenses**
	Partner with stakeholders		Final report		Dissemination
	State bottom line relevance		Publish Findings		Publication
	Provide lay summary		Lay summary of results		Open access
	Define KMb audience		Report for decision-makers		Web development
	Provide a KMb plan		Report on communication activities		Translation (other languages)
	Describe Research Impact		Attend agency workshops		Workshop
3.	**Agency Initiatives (**insert percentage of 24 elements present)**				
	Targeted Funding	**Services**	**Tools & Techniques**		**Linkage**
	Network grants	Helps researchers with writing, media	Audience tailored publications		Organize multi-stakeholder events
	Fund targeted workshops	Policy, research syntheses	Audience tailored webpages		Create/ fund networks
	Produce/fund journals	Fund/organize lectures	Lay summaries on websites		Linkage and exchange
	Fund KMb centres	Funds/assists with commercialization possibilities	Use of media		Meta-linkages
	Fund conference grants		Use of social media		Consult stakeholders to set agenda
	Fund teams of investigators		Develops tools & resources		Programme for decision-makers
	Fund Chairs (KMb focus)		Use of drama		
			Multimedia to tell research		
			Impact awards		

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[1] After final analysis, table was expanded to include 60 elements. Please see conference papers and publications for full list of elements represented in findings.

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AGENCY CONTEXT *This section of the coding manual and analysis templates tries to capture an overview of each agency in relation to size, organizational structures, and targeted KMb structures. The goal here is not to identify all types of efforts, but policies and roles specific to KMb, community engagement, and research impact.*	
Item	**Definition**
Agency	Name of funding agency
Acronym	Acronym of funding agency
Website Address	Website address
Country	List Country
Date of Analysis	Record the date you visit the website to conduct this analysis
Date Website last Modified and Updated	Record last date homepage was modified (usually found bottom right corner of website homepage, if no date, record "no date found")
Facts and Figures	If the agency lists facts and figures about the size or composition of the research landscape in that country, please record information here. This might be in a facts and figures tab (like in SSHRC). Look specifically for the following items: Number of professors: Number of doctoral students: Number of masters students: Number of applications received (2014-2015): Number of experts involved in peer review: Number of grants, fellowships and/ or scholarships awarded: Total value of grant funding ($) distributed: If there are other statistics, please also include them here as well. Documents to download and save: -Annual Report (the above information will likely be found in annual reports if not described on the website itself). Naming convention: Agency_ReportDate_AnnualReport_Your initials (for example: SSHRC 2015 Annual Report AC) - Strategic Planning documents (and save as SSHRC 2015 Strategic Plan AC) PURPOSE: We are doing an international study and this will allow us to compare organizations in relation to their size, structure and scope.
Governance and Organizational Structure – with a focus on KMb specific departments and roles Found organizational chart (Code in Excel: Yes= 1, No = 0)	Provide a 1-2 sentence description of the governance and organizational structure where possible, this project is particularly interested in documenting specific KMb departments and roles. Please search the website or do a google image search to find the organizational charts for each agency, and save relevant images or screen shots in the agency summary notes files at the end of each agency profile document (not within the chart). In the chart just

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	indicate the number and type included. Please note there may be more than one image that is relevant. Please also save logic models of funding if you find them as well if they relate to research dissemination, KMb and research impact. PURPOSE: We will use these organizational charts to see a) if there are dedicated roles or departments for KMb and Research Impact and b) to choose sample for interviews for case studies in Phase 2
Dedicated KMb Roles (Code in excel: yes= 1, no = 0, unsure = 3)	Dedicated roles for KMb? You can find this out through searching the organizational chart and looking through the employee or staff directory, please copy and paste name, position and contact information of roles that you think are applicable.
Dedicated KMb/ Research Impact Department (Code in excel: yes= 1, no = 0, unsure = 3)	Dedicated department for KMb? You can find this out through searching the organizational chart or looking through the employee or staff directory, please copy and paste name, position and contact information of roles that you think are applicable.
KMb related policies (Coding: Yes=1, No=0, Unsure =3) (Coding- Total KMb policies N=**: Enter total number of policies saved from website – there is a section at the end of the spreadsheet for the total number of documents saved for each organization)	Attempt to identify and save all agency policies in relation to KMb and research impact (use a common naming convention: Agency_Policy_Initials - for example, SSHRC Open Access AC) Please look for and save the following types of policies: - Open access policies - Data archiving policies - Access to research results policies - Public communications policies - Other policies relating to accessibility of research, creating open data files for others to use, etc. Do not save policies that have to do with ethics, research on humans or appealing decisions of peer review committees. I am interested in policies relating to making data or publications freely accessible. If you are not sure that a policy is KMb related – please save file and flag it in your narrative template for discussion at team meeting. PURPOSE: There is an increased interest (and debate) about how publically funded research can and should be accessed; as a result, some jurisdictions and moving to open access policies where researchers will be required to post results and publications in open access journals and databases. Other policies are also emerging that deal with getting research to decision-makers etc. We want to save these policies so that we can conduct document analysis on them at a later date.
Open access policy (Coding: Yes=1, No=0, Unsure =3) (Coding: If yes, add year)	Open access policy and date that policy went into place. Copy and paste text of policy if not available in pdf at end of this document.
CONTEXT SUMMARY: OVERALL IMPRESSIONS *Please take a moment to write overall impressions for dedicated roles, departments, and policies for KMb and research impact. Do you think that KMb and Research Impact are clearly prioritized for this agency?*	

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Provide summary of your initial perspectives here. There is no right or wrong impression, just how you felt as you searched and looked for this information.

AGENCY CONTEXT (Extra Notes, Images, etc)
**add additional notes and materials here if needed.

CONCEPTUALIZING KMB AND RESEARCH IMPACT	
This section of the coding manual and analysis templates tries to capture an overview of how each agency conceptualizes, defines and operationalizes research mobilization and impact. It also attempts to identify which agencies have the most materials relating to KMb and Impact as this, in and of itself, shows the extent to which these issues are being prioritized.	
Item	*Definition*
Explicit or Implicit mention of KMb in mission and/or mandate (Coding: Implicit = 1, Explicit = 2, No mention = 0) See definitions for explicit, implicit and no mention below.	Copy and paste mission statement and/or mandate below using exact phrasing. Mission: Mandate: mandates are expanded versions of the mission statement and often include descriptions of the different elements and goals that the organization has in relation to its mission. Explicit mention (Code: 2) Uses term KMb or analogous term like KT, KTE, etc) Implicit mention (Code: 1) No term used, but there is something said about research moving into society or benefiting social systems. No mention (Code: 0)
Definitions of Knowledge Mobilization or related term (Code in excel: yes= 1, no = 0)	Does the agency include a definition of the term they use for knowledge mobilization? Please cut and paste definition of KMb (or similar term here). Please ensure that when term is not KMb you say what term is used. We are hoping here to create a list of the terms and definitions used by these funders. KMb definition:
Research Impact definitions (Code in excel: yes= 1, no = 0)	Does the agency include a definition of the term they use for research impact? Please cut and paste definition of research impact (or similar term here). Please ensure that when term is not research impact, you say what term is used. Research impact definition: The funder might also list types of research impacts; if they do, please list them here.
Research Outputs listed on website? (Code in excel: yes= 1, no = 0)	Agency websites often define or list research outputs, this project is interested in how funding agencies categorizes or describes these outputs. For instance SSHRC outlines: **Outputs** are the first set of short-term results most researchers typically see (e.g., number of publications, presentations, event attendees, new partners added to a team, or new stakeholders and/or research users contacted or added to networks).

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	CIHR highlights - Traditional *research outputs* span three categories: academic outputs (e.g., peer reviewed papers, book chapters); engagement of highly qualified personnel (HQP) (e.g., students, post-docs), and KT outputs (e.g., conference presentations, webinars). http://www.cihr-irsc.gc.ca/e/47332.html#a3.1 Please describe research outputs listed on website:
Research outcomes (Code in excel: yes= 1, no = 0)	**Outcomes** (also called "results") include all activities undertaken as a result of new insights. Outcomes may include: the number of people in various target audiences that use the research findings, the number of students trained, new capacities created, policies developed, business strategies formulated, etc. Outcomes may be either foreseen or unforeseen, direct or indirect, intended or unintended. **Impacts** are long-term outcomes or effects that take the form of changed thinking and behaviours. Impacts are reflected through such indicators as, e.g., global economic performance, competitiveness, public service effectiveness, new products and services, employment, policy relevance, learning skills enhancement, quality of life, community cohesion, and social inclusion. (Above definitions from SSHRC)
Research Impact Indicators (Code in excel: yes= 1, no = 0)	Research impact indicators: Some agencies might list indicators that act as a measure of research impact – if there are documents or descriptions that relate to research impact or metrics and indicators, please save descriptions, files and capture these data.
Evaluation of KMb and research impact (Code in excel: No=0, Yes = 1, Unsure = 3)	Is there any evidence to suggest that the funding agency evaluates KMb efforts or research impact of projects (this could be a report or listed in the annual reports)? "Evaluation pertains to the evaluation of an agency's specific strategies as well as its views of how well it was meeting its KT mandate" (Tetroe et al., p.134) PURPOSE: The project aims to identify documents and reports that assess KMb efforts from a systematic level on broader strategic KMb planning and objectives (An example from SSHRC is an Evaluation of SSHRC's KMb Funding Opportunities)
Dedicated section of website for KMb, Research Impact, and/or Community Engagement etc. (Code in excel: yes= 1, no = 0)	Is there a dedicated area of the website devoted to research impact, KMb, or connecting research to society? List details:
Case studies of research impact (Code in excel: yes= 1, no = 0)	Many funding agency websites feature certain projects that they think show high levels of impact. Are case studies or certain projects highlighted by the funder in some way? Please collect these data (embed text of case studies at end of narrative notes template). Storytelling is also known to be important to disseminating research with end-users in impactful ways, please describe any activities in this area that the research funder's are engaging in

Best practices for KMb and/or research impact (Code in excel: yes= 1, no = 0)	Does the funding agency list or provide a description of best practices for KMb and/or research impact? This might also come in the form of a manual or guide for researchers. Please copy best practices here and save appropriate guides and/or resources.
Other	Are there other ways this funder conceptualizes or operationalizes KMb and Research Impact? If so, please list.

SUMMARY: OVERALL IMPRESSIONS *Please take a moment to write overall impressions for how this funding agency conceptualizes and defines KMb and Research Impact. Was their priority on KMb and Impact clear? Did you have to search deeply for these concepts and definitions, or were they prominent on the website? Did they have whole sections of the website dedicated to KMb, Community Engagement and/or Research Impact?*
Provide summary of your initial perspectives here. There is no right or wrong impression, just how you felt as you searched and looked for data in relation to this section.

Conceptualizing KMb and Research Impact (Additional Notes)
**add additional notes and materials here if needed.

REQUIREMENTS FOR RESEARCHERS *This project aims to map the requirements for researchers in relation to KMb and impact – in order to see how the demands for researchers are changing globally in relation to the rise of performance-based funding systems. This section captures data in relation to three areas, requirements for researchers at the time of application, at the end of study, as well as allowable expenses in relation to KMb and research dissemination.*

REQUIREMENTS FOR RESEARCHERS- AT THE TIME OF APPLICATION
If available, find and save description of elements required for researchers.

Item	Definition
Partner with stakeholders (Code in excel: yes= 1, no = 0)	Does the funding agency have grants where partnerships are required?
State bottom line relevance (Code in excel: yes= 1, no = 0)	Are researchers required to state the bottom line relevance of their study at the time of application?
Provide a lay summary (Code in excel: yes= 1, no = 0)	Are researchers required to provide a lay summary of their study at the time of application?
Define a KMb audience (Code in excel: yes= 1, no = 0)	Are researchers required to define a KMb audience for their work at the time of application?
Provide a KMb plan (Code in excel: yes= 1, no = 0)	Are researchers required to provide a KMb plan for their research at the time of application?
Describe Research Impact (Code in excel: yes= 1, no = 0)	Are researchers required to provide descriptions of possible research impacts from their study at the time of application?
Other	Does the funding agency have other requirements for researchers at the time of application not listed above? If so, please describe here.

REQUIREMENTS FOR RESEARCHERS- AT END OF STUDY
This section tries to map what requirements there are for researchers at the end of a study.

Item	Definition

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Final Report (Code in excel: yes= 1, no = 0)	Are researchers required to produce a final report at the end of the study? And are these reports available on the funding agency website?
Publish findings (Code in excel: yes= 1, no = 0)	Are researchers required to publish findings at the end of the study?
Lay summary of results (Code in excel: yes= 1, no = 0)	Are researchers required to produce a plain language summary of their project at the end of the study?
Report for decision-makers (Code in excel: yes= 1, no = 0)	Are researchers required to produce a report for decision-makers outlining implications of their project at the end of the study?
Report on communications activities (Code in excel: yes= 1, no = 0)	Are researchers required to report on communication activities that occurred throughout their project at the end of the study?
Attend agency workshops (Code in excel: yes= 1, no = 0)	Are researchers required or do they have the opportunity to attend agency workshops at the end of their study?
Other	Does the funding agency have other requirements for researchers at the end of the study not listed above? If so, please describe here.

REQUIREMENTS FOR RESEARCHERS- ALLOWABLE EXPENSES RELATED TO KMB	
Find and save the 'allowable expenses' or 'eligible expenses' document from each funder in order to describe what elements are listed in relation to KMb	
Item	*Definition*
Dissemination (Code in excel: yes= 1, no = 0)	Are dissemination costs allowed? Are there any non-traditional elements listed in the allowable expenses? For example, Drama and arts based dissemination costs?
Publication (Code in excel: yes= 1, no = 0)	Are publication costs allowed?
Open Access (Code in excel: yes= 1, no = 0)	Are open access costs allowed?
Web Development (Code in excel: yes= 1, no = 0)	Are web development costs allowed?
Translations (other languages) (Code in excel: yes= 1, no = 0)	Are translation costs allowed?
Workshops (Code in excel: yes= 1, no = 0)	Are workshop costs allowed?
Other	Does the funding agency have other allowable expenses for researchers not listed above? If so, please describe here.

SUMMARY: OVERALL IMPRESSIONS
Please take a moment to write overall impressions for what this funding agency requires of researchers in relation to KMb and research impact? Was their priority on KMb and Impact clear? Did you have to search deeply for these concepts and definitions, or were they prominent on the website? Is there a better way to capture these data other than the categories listed here?

Requirements for researchers (Additional Notes)
**add additional notes and materials here if needed.

AGENCY INITIATIVES
This project aims to map what initiatives funding agencies have in relation to KMb and impact – in order to see how funders are providing brokering functions for research. This section

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Item	Definition

captures data in relation to four areas: targeted funding efforts, services for researchers, tools and techniques and linkage and exchange.

AGENCY INITIATIVES – TARGETED FUNDING

The targeted funding section attempts to map how funding agencies are shaping collaboration through providing funding that encourages partnership development and networks. Multi-stakeholder networks are identified in the literature as potentially powerful ways to increase research uptake and impact.

Item	Definition
Overview of all KMb and network related grants and funding mechanisms (where possible include funding break down as a proportion of total funding if this information is available from annual reports). (Code in excel: yes= 1, no = 0, unsure = 3)	Search for a figure that shows all the different kinds of funding the agency is involved in. You can also use a google image search for this element. If this summary does not exist, please note that you searched for a grants summary but you could not find one for this agency. What we are looking for here is whether or not (and how many kinds) funding grants exist that target knowledge mobilization, research dissemination and partnerships (Example shown in SSHRC exemplar). This information might be available in narrative form, if it is, please record short descriptions of grant types and descriptions. PURPOSE: This is important because it will show us which agencies are focusing most on these types of efforts and funding. Dedicated funding for KMb grants shows which countries are prioritizing these efforts most. Information about these types of grants will also inform Phase 2 case studies as we will likely have the funding agency identify some of what they think are the most interesting of these projects (or have had the most impact) and then actually try to interview the Principal Investigators from some of these projects (or survey all of them depending on the number)
Fund targeted workshops (Code in excel: yes= 1, no = 0)	Does the funding agency fund targeted workshops for KMb and research impact?
Produce/fund journals (Code in excel: yes= 1, no = 0)	Does the funding agency produce or fund scholarly or practitioner journals?
Fund KMb centres (Code in excel: yes= 1, no = 0)	Does the funding agency fund KMb research centres?
Fund conference grants (Code in excel: yes= 1, no = 0)	Does the funding agency fund conference grants?
Fund teams of investigators (Code in excel: yes= 1, no = 0)	Does the funding agency fund teams of investigators?
Fund chairs (KMb or research impact focus) (Code in excel: yes= 1, no = 0)	Does the funding agency fund research chairs or have dedicated elite positions for researchers in KMb?
Other	Does the funding agency have other examples of targeted funding not listed above that might improve KMb efforts and research impact? If so, please list details and examples including hyperlinks here
SUMMARY: OVERALL IMPRESSIONS	

Please take a moment to write overall impressions for targeted funding in relation to KMb and building linkages and partnerships across diverse stakeholders and with non-academic audiences? Does this funding agency seem to be prioritizing KMb as evidenced by their targeted funding?

Agency Initiatives: Targeted Funding (Additional Notes)
**add additional notes and materials here if needed.

AGENCY INITIATIVES – SERVICES FOR RESEARCHERS	
This section attempts to capture what services that funders offer researchers to increase the mobilization and impact of their work. This could be help with media, creating videos, providing training and webinars about mobilization or tracing impact.	
Item	*Definition*
Helps researchers with writing, communication with media, etc. (Code in excel: yes= 1, no = 0)	Assist the researchers with the writing process. Assist the researchers with dealing with media (newspapers, TV…etc).Tetroe, 2008- Page 128 When considering the public's role in the KT process, it seems intuitively obvious that the media can and do play an important role in influencing the public in matters of health and health care (see, e.g., Grilli, Ramsay, and Minozzi 1998; Petrella et al. 2005), but little is known about how to harness and control this potential KT vehicle. Please include details about funding agencies' efforts in relation to media and/or social media here.
Policy, research syntheses (Code in excel: yes= 1, no = 0)	Does the funder offer services to help researchers create policy briefs or synthesis?
Fund/organize lectures (Code in excel: yes= 1, no = 0)	Does the funder provide services to fund and/or organize lectures?
Funds/assists with commercialization possibilities (Code in excel: yes= 1, no = 0)	Does the funder assist the researcher with commercialization possibilities and tech transfer?
Other	Does the funding agency have other services not listed above that might improve KMb efforts and research impact? If so, please list details and examples including hyperlinks here
SUMMARY: OVERALL IMPRESSIONS *Please take a moment to write overall impressions to outline to what extent this research funder offers services for researchers that might assist them in KMb efforts.*	

Agency Initiatives: Services for Researchers (Additional Notes)
**add additional notes and materials here if needed.

AGENCY INITIATIVES – TOOLS & TECHNIQUES
This section attempts to capture the different tools and techniques funding agencies use to increase the mobilization and profile of research in each respective country. These efforts could include publications, ebulletins, summaries, the use of media and social media, incentives such as research spotlights or impact awards as well as resources and toolkits that researchers can use to improve their work in this area.

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Audience tailored publications (Code in excel: yes= 1, no = 0)	Are research publications available that have specific audiences (such as policymakers, practitioners etc)? This could be a specific e-bulletin for policymakers, etc.
Audience tailored webpages (Code in excel: yes= 1, no = 0)	Does the website have different areas or specificity based on stakeholder group (i.e. if I am a policymaker, is there a section for me to find research that might inform my role in decision-making?)
Lay summaries on websites (Code in excel: yes= 1, no = 0)	Are plain language summaries of research available on the website? What format? Searchable database? Are there video summaries available?
Use of media (Code in excel: yes= 1, no = 0)	What efforts are described on the website about Media efforts? (Often this will be a dedicated link for Media) Are there press releases etc. about research? Are there ways that researchers can let the funder know about their project, so that it can be disseminated to media from funder?
Use of Social Media? (Code in excel: yes= 1, no = 0)	Does the funder use social media? (Facebook or Twitter)
Does the funder use twitter? (Code in excel: yes= 1, no = 0) (Code in excel: stats on total tweets, following and followers)	Look up twitter account and record the following in the excel spreadsheet Twitter Handle: Twitter Hashtag: Tweets: Following: Followers: Purpose: These data will give us a sense of the size of the funders social media networks as well as how active they are with the use of social media.
Does the funder use Facebook? (Code in excel: yes= 1, no = 0) (Code in excel: How many likes?)	Does the funder have a Facebook account or Facebook page? If so, how many likes does their page have? This is meant to be a proxy of their network size on Facebook.
Does the funder use LinkedIn? (Code in excel: yes = 1, no = 0) (Code in excel: how many followers?)	Does the funding agency have Linked In pages or groups? Please describe.
Push mechanisms (Code in excel: yes = 2, no = 0)	Does the funding agencies use ebulletins or other publications and push mechanisms to report on their work or increase the profile of research? Please describe and include links where possible. Sometimes these publications are targeted for a particular group (like policymakers) so be sure to include that information if it is available.
Develops tools and resources for researchers (Code in excel: yes= 1, no = 0) (Code total N = ** for each agency)	Does the funding agency create tools and resources for researchers to increase their KMb efforts and research impact? In addition to seeing whether or not toolkits and supports are available for researchers, please save all the documents and toolkits that are meant to support researchers. Also describe any other capacity building efforts (are their webinars for researchers on increasing research impact? Etc).

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Use of drama (Code in excel: yes= 1, no = 0)	Are there any examples of the funding using or highlighting through a project the use of the arts, drama or non-traditional/ innovative research dissemination techniques? Please describe and save links and or pdfs of examples.
Multi-media used to tell research stories? (Code in excel: yes= 1, no = 0)	Is multimedia used to tell research stories or summaries on the funding agency website? Please provide examples including links if there are videos, webinars etc. that act as KMb products.
Research impact or KMb awards or initiatives (Code in excel: yes= 1, no = 0)	Does the funding agency have awards for research impact and/or knowledge mobilization? Please list the following: Name of award: Value: Short description: Total number of awards: Is there a twitter hashtag associated with the impact awards? If so, please list here:
Other	Are there other types of tools and techniques being used by agencies to promote the profile of research, knowledge mobilization and research impact not listed above? If so, please describe here, saving examples where appropriate.
SUMMARY: OVERALL IMPRESSIONS *Please take a moment to write overall impressions for the tool and techniques used by this funding agency to increase the profile of research.*	

Agency Initiatives: Tool and Techniques (Additional Notes)
**add additional notes and materials here if needed.

AGENCY INITIATIVES – LINKAGE & EXCHANGE	
Agency initiatives covers strategies like creating special calls for proposals in the science of KT, funding large teams, and holding workshops with researchers and policymakers. (Tetroe, 2008, p. 134)	
Organize Multi-stakeholder events (Code in excel: yes= 1, no = 0)	Does the funding agency have workshops or other events that attempt to increase interaction among researchers or between researchers and non-academic audiences? Please describe examples and include links here.
Create/ fund networks (Code in excel: yes= 1, no = 0)	An earlier section in this section asked you to map the targeted funding in relation to KMb – so if targeted funding exists for networks, please code here. Briefly describe the types of linkage or network programs being funded by this funding agency.
Linkage and exchange (Code in excel: yes= 1, no = 0)	Does this funding agency have initiatives to promote linkage and exchange between researchers and communities? If yes, please describe.
Meta-linkages (Code in excel: yes= 1, no = 0)	Meta-linkages are attempts to create umbrellas of projects or to link a number of projects in a particular area (ie. Around mental health).

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Consult stakeholders to set agenda (Code in excel: yes= 1, no = 0)	Is there any evidence that the funding agency includes stakeholder consultations to set priority research areas for study? If yes, please describe (or copy and paste) evidence here.
Programme for decision-makers (Code in excel: yes= 1, no = 0)	Is there any mention on the website of a program or linkage and exchange mechanism specifically for decision-makers? If so, please describe and include examples here.
Other	Are there other types of initiatives being used by agencies to promote the profile of research, knowledge mobilization and research impact not listed above? If so, please describe here, saving examples where appropriate.
SUMMARY: OVERALL IMPRESSIONS *Please take a moment to write overall impressions of this funding agencies linkage efforts.*	

Agency Initiatives: Linkage & Exchange (Additional Notes)
**add additional notes and materials here if needed.

FINAL CONSIDERATIONS
We need to keep track of how many (and what kind) of documents are saved for each funding agency. Steps once you have completed this agency profile include: 1) Fill out front sheet, including totals and percentages for each category   2) Record the total number of documents that you have saved for each agency   3) Disaggregate numbers for documents saved in relation to the areas below

Item	Definition
Total number of documents per agency	Record total number of documents saved for this agency
Total number of organizational documents	Organizational documents include annual reports, and strategic plans, documents relating to funding agency governance
Total number of policies relating to KMb – ie. Data archiving, open access	These might not be physical documents, but please ensure you have tallied the number of policies that you have cut and pasted information from for each agency.
Total number of resources for researchers	Record the total number of toolkits, guides and resources for researchers in relation to KMb and research impact