

KNOWLEDGE TRANSLATION CHALLENGE

KT Challenge Roadmap

Timeline	Action
October 16, 2023	Deadline: LOI Form
October 30, 2023	LOI review meeting, 9-10:30 am
November 6-27 th , 2023	Meeting with organization KTC Lead *Note: 30 min meeting with team members and manager
November 22, 2023	KTC Workshop #1 – Zoom (9:00 – 10:30am)
December 15, 2023	Worksheets from Workshop #1 due
January 18, 2024	KTC Workshop #2 – Zoom (9:00 – 10:30am)
February 2, 2024	Worksheets from Workshop #2 due
February 29, 2024	KTC Workshop #3 – Zoom (9:00 – 10:30am)
April 12, 2024	Full applications due by 4 pm
May 16, 2024	Review Committee Meeting, morning
May 2024	Teams informed of KTC results
June 2024	Deadline for revisions as requested by review committee
July 2024	Funding available (ethics must be approved, if required)
September 2024	Workshops take place separately at each site and include details about budgeting, ethics (ARECCI tool), admin, and project management. *Date and time TBD (PHC teams will meet with Aggie; VCH teams with Amanda/Jenny; BCC teams will meet with Andrea/Perla)
December 31, 2024	Quarterly Report #1
January 2025	6-month follow up evaluation email (with survey link)
March 31, 2025	Quarterly Report #2
June 30, 2025	Quarterly Report #3
September 30, 2025	Quarterly Report #4
December 31, 2025	Quarterly Report #5
March 31, 2026	Quarterly Report #6
June 30, 2026	Final Report