**INSTRUCTIONS FOR KNOWLEDGE TRANSFER PAPERS**

Knowledge Transfer (KT) Papers are intended for dissemination to Canadian sport sector stakeholders, including coaches, officials, volunteers, athletes, parents, sport administrators and organizations, and government departments at the municipal, provincial/territorial, and federal levels. It may be transferred to a digital format (for example, a [SIRC blog](https://sirc.ca/articles/leveraging-sport-events-for-sport-development/)) for dissemination. Please tailor your paper to the stakeholder(s) that will most benefit from the findings and implications of your research. Likewise, use language that is accessible to a diverse, non-academic audience (i.e., plain language). Check out this [plain language writing toolkit](https://drive.google.com/file/d/1d-NSSG-kd-vysFBB5vJUmCreAILGGrbX/view) for tips and strategies to get started.

Use the instructions below to guide what you include in each section of your KT paper. **The total word count for the KT paper should not exceed 1000 words (excluding template text).** Please use the template on the next page to format your KT paper. You will be prompted to submit your KT paper when you fill out your annual progress report and select the “completed” option for your project status. The online form used for the annual progress report will include a “file upload” option for your KT paper when your project is completed.

**Introduction and Context (~150 words)**

Briefly introduce the topic and objectives of your research. Explain why this research is significant for Canadian sport sector stakeholders (such as coaches, officials, volunteers, athletes, parents, sport administrators and organizations, municipal/provincial/territorial/federal government departments). Consider the following questions: What gaps does your research fill? What new insights does it offer? Why should stakeholders care about?

**Methods (~100 words)**

Briefly describe your research methods in 2-3 sentences. Please include the names of any partners who collaborated on this research, as well as a brief description of your participants (Who were they? How many?) and how you collected and analyzed your data. Do your best to use plain language and avoid ontological and epistemological discussion.

**Key Findings and Implications (~500 words)**

Provide a summary of key findings from your research in plain language. Be as direct as possible. For each result or finding, discuss practical implications for your target audience (i.e., Canadian sport stakeholders). This may include implications for programming, policy, or practice. Feel free to use subheadings or a numbered or bulleted list to present key findings and relevant implications.

**Strengths and Limitations (~100 words)**

Please highlight any strengths or limitations that may impact the findings of your research and their implications for Canadian sport stakeholders.

**Conclusions and Next Steps (~150 words)**

State the conclusions of your research. Outline unanswered and new questions raised by research as well as possible related issues (social, cultural, political, and economic) that may surface.

**PLEASE REMOVE THIS INSTRUCTIONS PAGE BEFORE SUBMITTING YOUR KT PAPER**

**PROJECT TITLE**

Type of award or grant and year awarded (e.g., Doctoral Award Supplement, Postdoctoral Fellowship Supplement, Insight Grant)

**Name, Affiliation of grant PI or award holder (e.g., Jane Doe, ABC University)**

Name, Affiliation of co-author #1

Name, Affiliation of co-author #2 (continue until all co-authors are listed)

**Introduction and Context**

*Insert text here.*

**Methods**

*Insert text here.*

**Key Findings and Implications**

*Insert text here.*

**Strengths and Limitations**

*Insert text here.*

**Conclusions and Next Steps**

*Insert text here.*

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