**INSTRUCTIONS FOR KNOWLEDGE TRANSFER PAPERS**

Knowledge Transfer (KT) Papers are a key part of the knowledge mobilization process. These short, accessible summaries help ensure your research has real impact by sharing practical insights with Canadian sport stakeholders—including coaches, officials, athletes, parents, volunteers, administrators, sport organizations, and government partners across all levels.

KT papers may be adapted into public-facing content (such as a [SIRC blog](https://sirc.ca/articles/leveraging-sport-events-for-sport-development/) or [infographic](https://sirc.ca/wp-content/uploads/2025/03/Dean-2023.pdf)), so we encourage you to write in a clear, engaging, and non-academic tone. Think of this as a way to tell the story of your research—what you explored, what you learned, and how it can support better programs, policies, and experiences across the sport sector.

Use the section guidance below to shape your paper. Aim for a **maximum of 1000 words** (excluding the template text). A downloadable KT paper template is available to support formatting. You will be prompted to submit your completed KT paper through the online annual progress report form when your project status is marked “completed.”

We encourage you to tailor your KT paper to the audiences who will benefit most from your findings. For plain language writing tips, 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.

**About the Research: Introduction and Context (~150 words)**

Provide a brief introduction to the topic and the purpose of your research. Why does this issue

matter to Canadian sport? Who is affected, and what problem, opportunity, or question did the research aim to address? Describe how this project adds new insight or practical guidance for sport stakeholders such as coaches, officials, athletes, parents, volunteers, sport administrators, and government decision-makers. Highlight why your findings are relevant and worth paying attention to.

**Research Approach: Methods (~100 words)**

Briefly describe how the research was carried out. What methods were used to collect data or generate insights? Who participated in the project (e.g., number and type of participants), and were there any partners involved? Focus on the basics—what was done, who was involved, and how the information was gathered—using plain, accessible language.

**Key Findings and Why they Matter: Implications (~500 words)**

Summarize the most important findings from your research. Use clear, concise language to explain what was discovered and why it matters for people working in or supporting sport in Canada. Where possible, group your findings by theme and use subheadings, bullet points, or short paragraphs for clarity. For each key insight, explain how it could be applied in practice, programming, policy, or decision-making. Focus on helping readers understand how the findings can support real-world improvements.

**Considerations for Practice: Strengths and Limitations (~100 words)**

Identify any strengths or unique aspects of the research design that increase confidence in the findings. Also share any limitations—such as sample size, scope, or context—that readers should keep in mind when applying the insights. The goal is to give stakeholders a balanced understanding of how the research can be used.

**Looking Ahead: Conclusions and Next Steps (~150 words)**

Wrap up the KT paper by briefly summarizing the overall takeaways. What’s the most important message for stakeholders? What changes could this research help inspire? Identify any new questions that emerged, future directions for research or collaboration, or wider issues (social, cultural, economic, political) that could shape next steps or continued exploration.

**TL;DR Summary (110-120 words)**

“TL;DR” stands for Too Long; Didn’t Read. It’s a short, clear summary of your research designed to quickly explain what your project is about, what you found, and why it matters. Please write a short script that summarizes your research in plain language. Imagine you're speaking directly to a sport leader, coach, or community organizer—what do they need to know about your work, and why it matters? This script may be recorded for use in podcasts or social media by SIRC.

**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)

**About the Research (Introduction and Context)**

*Briefly introduce your project. What challenge or opportunity in sport were you trying to address? Why is this topic important for Canadian sport or physical activity? Insert text here.*

**Research Approach (Methods)**

*Explain your approach. Who did you work with (e.g., participants, partners)? What methods did you use to gather insights? Insert text here.*

**Key Findings and Why They Matter (Implications)**

*Summarize your key findings in clear, simple language. Focus on what sport organizations, practitioners, or policymakers can take away from your research. Insert text here.*

**Considerations for Practice (Strengths and Limitations)**

*What worked well in your research, and what should others keep in mind if they want to apply your findings? Were there any limitations or challenges? Insert text here.*

**Looking Ahead (Conclusions and Next Steps)**

*What’s next for this research? Are there opportunities to share it more widely or apply it in sport settings? What questions still need to be explored? Insert text here.*

**TL;DR Summary**

*Please write a short script (110–120 words) summarizing the project. Focus on the core purpose, key findings, and why the research matters to the Canadian sport community. This script may be recorded for use in podcasts or social media by SIRC (please use this* [*link*](https://sirc.ca/articles/the-psychology-of-recovery-among-endurance-athletes/) *to see an example KT paper blog with TL;DR summary).*