MEOPAR

APPLICATION GUIDE
Knowledge Mobilization Fund
AUGUST 2025

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A. Introduction

This guide is designed to support applicants through each step of the application process. If you have questions that are not addressed in this guide, please contact kristi.carter@meopar.ca for further assistance.

B. Knowledge Mobilization Fund Overview

MEOPAR (Marine Environmental Observation, Prediction and Response Network) is a Canadian not-for-profit organization that supports research, training, and communication related to the ocean through funding programs. MEOPAR's Knowledge Mobilization (KM) Fund supports efforts to increase the uptake of research in society through unconventional and effective communication of today's ocean science. In our information saturated world, innovative techniques are necessary to spread the word about scientific understanding and combat misinformation and disinformation that spreads so readily. Through the active promotion of new observations, scientific predictions, and communication of different ways of knowing, impacted audiences will be empowered to respond accordingly when the need arises.

Funded projects may deliver specialized websites or social media campaigns, graphic visualizations, public materials, commercialization and incubator activities, policy summaries, and other innovative approaches for sharing scientific results and improving their significance for society. Preference will be given to ideas that spark the imagination, reaching intended audiences in creative and purposeful ways, including use of the arts to raise awareness about ocean science and climate change challenges. The KM Fund is intended to support activities such as workshops, networking, and collaborative opportunities that foster community engagement and knowledge mobilization. It is not intended to fund activities that are exclusively academic in nature, such as workshops, networking, or training for researchers only. It is also not intended to fund recurring annual events that would proceed without MEOPAR's support. Visit this link for examples of MEOPAR-funded KM projects.

MEOPAR is committed to actively moving forward on the path of Truth and Reconciliation and advancing Equity, Diversity, Inclusion, and Accessibility (EDIA) initiatives in all its activities. Thus, MEOPAR requires that the KM projects it supports engage with academic audiences and beyond, including Indigenous communities, ocean-impacted communities, industry, not-for-profits, policymakers, and equity-deserving groups (e.g., members of the 2SLGBTQIA+ communities, persons with a disability, racialized individuals, and women) in the ocean sector, to foster inclusive participation and amplify diverse voices in ocean science and knowledge mobilization. Priority in awarding funding will be given to successful applications from diverse applicants and to projects that effectively demonstrate a commitment to EDIA and Truth and Reconciliation principles.

C. Alignment with MEOPAR's Science Strategy

Please consult MEOPAR's Science Strategy 2025–2030 to ensure your project aligns with MEOPAR's long-term vision and core priorities.

D. Structure of the Call

New for this call: **applicants are required to secure matching funds (cash or in-kind) from non-federal government sources that equal or exceed the amount requested from MEOPAR**. Project award values are up to $50,000. The timeline for the projects is one year (1 April 2026 to 31 March 2027); however, some projects could start as soon as February 2026). Applications are due by **5 October 2025** 11:59PM ET.

E. Funding Eligibility

The primary applicant (or Principal Investigator) must be eligible to be a grant-holder within their organization. Eligible recipients of MEOPAR funds include post-secondary institutions, not-for-profit organizations, Indigenous

organizations and governments, municipalities, research networks, public engagement networks[1], organizations and companies that deliver public engagement activities, or start-up companies (including those housed in Canadian post-secondary-linked incubators). Eligible recipients <u>do not</u> include federal departments, agencies, or Crown Corporations of the Government of Canada. To learn more about the KM Fund projects currently funded by MEOPAR, visit: Going Beyond Academia: Unlocking Ocean Research for all Canadians through the Knowledge Mobilization Fund.

F. Requirements of Funding

Each Principal Investigator (PI) receiving MEOPAR funding will enter into an agreement with MEOPAR called an Ultimate Recipient Agreement (URA) in which the PI is the Ultimate Recipient (UR). The URA identifies the funding schedule, reporting timeline, project milestones, and key performance indicators (KPIs).

Guidance Specific to KM Projects Involved in Research Activities

It is the responsibility of the PI to ensure that all necessary certifications, permits, licenses and other necessary approvals have been obtained before any research is carried out in whole or in part (e.g. research involving human subjects, or research with effects on the environment, Indigenous peoples, and animals). If an environmental or ethics assessment is required for the proposal, MEOPAR will need a copy of the appropriate institutional certification committee approval before full funding is released.

MEOPAR will ensure that any MEOPAR-funded activities that involve First Nations People follow the First Nations Principles of OCAP. These principles of ownership, control, access, and possession (OCAP) assert that First Nations People have control over data collection processes, and that they own and control how this information can be used.

Applicants are encouraged to review MEOPAR's Intellectual Property Policy as part of the application process. You can review MEOPAR's IP Policy here. As outlined in that policy, the UR must provide MEOPAR with a copy of any intellectual property policy or agreement relating to ownership of Eligible Project Intellectual Property (EPIP). Such policies and agreements must:

1. permit exploitation of EPIP within Canada (including, without limitation, for the purpose of carrying out the Eligible Project),
2. not prevent the UR from fulfilling its obligations under the URA, and
3. ensure the confidentiality of sensitive and proprietary information.

G. Voluntary Self-Identification Form (EDIA)

As part of MEOPAR's commitment to advancing EDIA, and in alignment with the Truth and Reconciliation Commission's Calls to Action, we invite all applicants to complete the voluntary self-identification form.

Why We Collect This Information

This information helps us understand who our programs are reaching and informs efforts to improve access and representation. Completion of this section is entirely voluntary, and responses will be kept confidential and reported only in aggregate. Where applicable, responses may inform the assessment of applications under EDIA and Truth and Reconciliation evaluation criteria.

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[1] Public engagement networks are entities involved in one or more of the following:

- Coordinating or supporting public-facing science or research engagement activities;
- Facilitating partnerships between researchers and community groups;
- Delivering programming that enhances public understanding or participation in science or policy.

Key Principles

- Voluntary: You may choose to answer all, some, or none of the questions.
- Confidential: Responses are confidential and will only be reported in aggregate.

What the Form Covers

The form includes questions about:
- Indigenous identity (with options aligned to the Canadian Constitution)
- If you self-identify as part of a racialized group
- Ethnic or cultural origins
- Disability status (as defined by the Accessible Canada Act)
- Gender identity
- If you self-identify as part of the 2SLGBTQIA+ community

How to Use the Form

- Begin by indicating whether you wish to complete the form or prefer not to answer.
- Proceed through each section, selecting all applicable options or providing open-ended responses where relevant.

Notes for Applicants
- The form is designed to be inclusive and respectful of diverse identities and experiences.
- You may select multiple options and/or provide your own descriptions where applicable.
- Your participation helps us build a more equitable and responsive program environment.

If you have questions or feedback about the form, please contact kristi.carter@meopar.ca.

H. Knowledge Mobilization Plan

The KM Fund supports unconventional and effective approaches to mobilizing ocean science knowledge. When completing your proposal, consider how your idea creatively engages your intended audience and goes beyond traditional dissemination methods. When identifying your target audience(s), be specific about why you selected them and how they are important to your project's goals. Identify any barriers to knowledge use and/or engagement and how you will address those barriers.

Some examples of KM activities include (but are not limited to):

- *Artistic collaborations* such as theatre, music, or multimedia installations that translate research into creative public engagement.
- *Community co-creation workshops* that bring together researchers and end users to collaboratively shape knowledge products or solutions.
- *Creative storytelling* through visual arts, comics, photography, or video to illustrate science and spark engagement.
- *Data storytelling* that combines narrative and visualization to make complex findings relatable and actionable.
- *Development of digital tools* such as apps, websites, or dashboards that enable users to explore or apply research outcomes.
- *Educational resources* such as curricula, lesson plans, or informal learning materials based on research findings.
- *Matched funding contributions* to incubators, accelerators, or innovation hubs that amplify KM impact.
- *Policy-focused outputs* such as briefs, toolkits, or decision-support materials tailored to government or community use.
- *Public-facing events* like talks, panels, or exhibitions that foster dialogue and awareness.
- *Strategic communications* including social media campaigns, blog series, or articles in public-facing outlets.

- *Support for commercialization pathways* including market validation, business planning, or patent applications.
- *Translation and localization of content* into key audience languages (e.g., Inuktitut, French) to support accessibility and co-creation.

Note: While academic workshops and training events are not eligible for direct funding, KM Funds may support complementary outputs that enhance their impact (e.g., knowledge products, community engagement, or follow-up mobilization efforts).

I. Project Activities, Deliverables and Key Performance Indicators (KPIs)

Please provide a list of your project's activities and deliverables, as well as their target completion dates.

When developing your list of project activities/deliverables and their target completion dates, you are encouraged to:

- *Be specific*: break your project into clear, trackable components (e.g., "host community workshop," "launch digital tool," "publish policy brief").
- *Include deliverables*: for each activity, identify what will be produced or achieved (e.g., a video, a report, a public event).
- *Set timelines*: provide estimated completion dates for each activity. These don't need to be exact but should reflect a schedule you can justify.
- *Think ahead to reporting*: you'll be asked to confirm whether each activity was completed and to describe the results. Consider how you'll document progress (e.g., photos, links, feedback).
- *Align with your goals*: make sure your activities support your KM project's objectives and intended audience and think about both quantitative and qualitative indicators of success (e.g., number of participants, feedback from end users, examples of knowledge use).
- *Build in time for reflection and evaluation* so you can report not just what you did, but what you learned.

KPIs will be used to track the progress and impact of your project. Your KPIs can be measurable metrics or ways to report the quality outcome and the intangible impacts of your KM project.

KPIs can be qualitative and/or quantitative and might include, for example:

- Audience responses to artistic or multimedia KM project outputs
- Examples of uptake of KM project outputs in policy briefs, community planning, curriculum development, etc.
- Feedback from end users on the relevance, clarity and/or accessibility of KM project outputs
- Number of knowledge products co-developed with community partners
- Number of media or public engagement outputs (e.g., videos, podcasts, articles)
- Number of new or strengthened partnerships
- Number of participants engaged in workshops, events, or other forms of activity
- Number of workshops, events, or other forms of activity delivered
- Participant testimonials about the value of co-creation processes or culturally safe engagement
- Percentage of participants reporting increased understanding or capacity
- Reach and engagement metrics (e.g., social media analytics, website visits)
- Stories of change – how the KM project shifted perspectives or inspired new collaborations

Note: You will be required to report on the results of your activities/deliverables and their completion dates, as well as your KPIs in your final report to MEOPAR. MEOPAR will provide reporting templates for submission through the MEOPAR online portal (downloadable versions will be available for offline work).

J. Budget

Detailed budgets, with accompanying justifications, are required. This includes a Project Budget (**Appendix B**) and a Partner Contribution Budget (**Appendix C**). Your budgets must be submitted using the provided templates.

Please name your budget files using the following format:

> Appendix B: [*PIFirstInitial*][*PILastName*]_KMF_AppB_[*YYMMDD*]

> Appendix C: [*PIFirstInitial*][*PILastName*]_KMF_AppC_[*YYMMDD*]

> Note: you will replace the square brackets and italicized text with your specific information.

> Example: If the Principal Investigator's name is Jordan Smith and Appendix B is being submitted on 5 August 2025, the file name should be:

> JSmith_KMF_AppB_250805

Appendix B Guidance

- Only include the amount of funding requested from MEOPAR, not the total funding for the project. (The total cost of the project will be reflected in the combination of Appendices B & C.)
- The greyed-out cells contain formulas that automatically calculate totals based on what you enter in other cells and cannot be edited.
- In the narrative justification section of your proposal form, include specific breakdowns and explanations for each category. For example, for 'A. Personnel Costs' be specific about the number of people to be hired, their role(s), hours, and rate of pay.
- Examples of uses for 'Other' under 'B. Direct Costs' might include, for example, costs associated with delivering engagement activities (workshops, networking events), honouraria to engage Indigenous Elders and/or Knowledge Holders, travel costs associated with engaging with equity-deserving groups in-person.
- Please note, travel and hospitality[2] costs must be accounted for separately (under B. Direct Costs).
- MEOPAR can provide support for administrative overhead ('C. Indirect Costs') at a rate appropriate for the context of the project, up to a maximum of 15%. The rate must be established considering the scale of the project (i.e., not simply using a general flat-rate percentage charge [such as 15%] that does not consider project context). Justification is required for use of this category in the form of a narrative description that explains how the funds will be used under this category, how each expense is calculated, and why it is required. If these costs are not being requested, this should also be justified and clear, so MEOPAR understands your administrative capacity. If you require administration but do not request it in your project budget, it can be considered an in-kind (partner) contribution to assist with the matched funding requirement.

Appendix C Guidance

For partner contributions, clearly identify the contributing partner, the value of the contribution, whether it is cash or in-kind, whether it is expected or secured, whether it is matched or leveraged[3], and how the contribution supports your KM project's activities. Applicants are required to secure matching contributions from non-federal sources that equal or exceed the amount requested from MEOPAR.

In addition to matched contributions, applicants may also report leveraged funds, which are existing contributions (cash or in-kind) that support the project but are not eligible to count toward the matched funding requirement. These may include donations, existing investments, or revenues from federal sources that enhance the overall scope or sustainability of the project. While leveraged funds cannot be counted toward the minimum 1:1 matched funding ratio, they are valuable indicators of broader support and alignment with your project's goals. Click here for further guidance on determining if your partner contributions are considered matched or leveraged.

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[2] See Appendix A Glossary for definitions of travel and hospitality
[3] See Appendix A Glossary for definitions of matched and leveraged funds

As previously mentioned, if your project necessitates administrative support but you are not seeking MEOPAR funding for this purpose, those expenses can be considered an in-kind (partner) contribution to fulfill the matched funding requirement.

Examples of in-kind partner contributions might include staff time from partner organizations, access to facilities, use of equipment, technical expertise or advisory support, or knowledge dissemination support (e.g., using a collaborator's mailing list, social media, or networks).

Funding Verification

You are required to provide documentation confirming or outlining the status of each of your partner contributions. This documentation can take any form appropriate to the context, such as a funding confirmation letter or email, or other relevant materials. If funding is still being secured, a brief statement outlining the expected contribution and timeline is acceptable.

Please upload your documentation in PDF (.pdf) format

K. Equity, Diversity, Inclusion, and Accessibility (EDIA) & Truth and Reconciliation Considerations

When completing your application, please provide details about how you will integrate EDIA and Truth and Reconciliation principles into your project. MEOPAR is seeking details about how diverse individuals, inclusive of Indigenous peoples and members of equity-deserving groups (e.g., members of the 2SLGBTQIA+ communities, persons with a disability, racialized individuals, and women), will be involved in your project, including leadership and decision-making, programming, communication and engagement, inclusive participation, and evaluation. A foundational understanding of EDIA approaches may be necessary in the formulation of an EDIA plan. Understanding the Truth and Reconciliation process and its calls to action can effectively demonstrate your project's dedication to these initiatives. If you need more information about EDIA, you can consult this website. Information about the Truth and Reconciliation Commission is available here.

If you have not yet developed collaborative relationships with Indigenous partners, your project can still meaningfully reflect one or more of the Truth and Reconciliation Commission's Calls to Action. Consider, for example:

- Creating space for Indigenous knowledge systems and languages in community-facing events to encourage participation and reflect diverse ways of knowing.
- Translating materials into one or more Indigenous languages to improve accessibility and engagement.
- Including visits to Indigenous communities to support longer-term, reciprocal relationship-building.
- Offering honoraria for Indigenous expertise shared during the project.
- Hiring Indigenous-owned businesses for services such as facilitation, translation, or design.
- Using Indigenous-authored resources and/or cultural safety training to guide project design and delivery.

L. Optional Supporting Materials

Multimedia Submission

You may also choose to submit a short video or audio file to complement your written responses. This is an opportunity to share your vision, community connections, or other elements of your KM project that may be more effectively conveyed through spoken or visual storytelling.

Submission guidelines:

- Maximum length: 5 minutes
- Maximum file size: 1000MB
- Accepted video formats: .avi or .mp4
- Accepted audio formats: .mp3 or .wav
- Accepted linked media: YouTube or Vimeo

This submission is entirely optional and will be considered alongside your written responses.

Letters of Support

You are welcome to include written letters of support that demonstrate your partnerships, community relationships, and/or anticipated impacts. These letters are not required but may provide additional context or endorsement. There is no limit on the number of letters of support you can include in your application. We recommend that letters of support are no more than 2 pages.

If you are unable to include letters of support, you may instead upload a statement explaining any barriers, hardships, or challenges you faced in obtaining them. To upload a statement, use the "Letters of Support | Attach a file(s)" form in the online portal.

All supporting materials are optional and will be considered alongside your written application.
Please submit letters in one of the following formats: PDF (.pdf) or Word document (.doc, .docx).
You can submit letters of support in two ways:

- Upload directly: use the "Letters of Support | Attach a file(s)" form in the online portal.
- Submit via Recommender: invite a 'Recommender' to submit a letter of support directly into the portal using the "Letters of Support | Request a recommendation(s)" form in the online portal.

M. Submission Procedure

The application deadline is **5 October 2025 at 11:59 PM ET**.

Submit your proposal in the KM Fund online portal: https://meopar.smapply.io/. Keep submission sections to the word limits indicated. Reviewers will not receive or review information after the noted limit.

A working version of the proposal is provided here to offer the option of working offline and copying/pasting completed sections into the online portal when convenient.

N. Inquiries

MEOPAR is hosting an online information session about the KM Fund on **11 September 2025 at 10am PT / 1pm ET** and prospective applicants are encouraged to attend (or watch the recording) to help with proposal development. **To register, click here**.

For questions regarding this Call for Proposals contact kristi.carter@meopar.ca.

O. Proposal Evaluation

MEOPAR will review and evaluate proposals using the following rubric:

Criteria		Outstanding	Very Strong	Strong	Moderate	Insufficient
Project Vision, Impact, and Alignment with MEOPAR's Science Strategy 25%	8.3%	Project goals are clearly articulated and directly support MEOPAR's Science Strategy.	Project goals are well-defined and complement MEOPAR's Science Strategy.	Project goals are relevant and contribute to MEOPAR's broader mission, though the connection to MEOPAR's Science Strategy could be more explicitly stated or developed.	Project goals are general and may lack detail. There is some relevance to MEOPAR's Science Strategy, but the alignment is weak or not clearly demonstrated.	Project goals are poorly defined with insufficient details. The project does not demonstrate alignment with MEOPAR's Science Strategy.
	8.3%	The project introduces highly original and creative KM approaches, including partnership development, that clearly extend reach, accessibility, and/or impact beyond conventional practices. E.g., a new co-designed platform that engages underrepresented communities in real-time decision making.	The project uses new or adapted KM methods or partnerships that are thoughtfully chosen for the project's defined audience. E.g., modifying an existing tool to better serve Indigenous Knowledge Holders in a coastal monitoring initiative.	The project includes some novel elements or partnerships that go beyond traditional academic outputs. While not groundbreaking, these methods are appropriate and likely to improve the project's effectiveness.	The project relies mostly on conventional KM approaches (e.g., reports, academic talks), with limited innovation or partnership development. Novelty is mentioned but not well-developed or clearly linked to the project's goals.	The project does not demonstrate any innovation in KM methods or partnerships. It relies solely on traditional academic dissemination with no clear strategy for broader engagement or accessibility.
	8.3%	The project presents a clear, compelling set of expected outcomes that are directly tied to the project's purpose and audience. It includes a robust, well-integrated plan for measuring both qualitative and quantitative impacts, and includes mechanisms for reflection, learning and adaptation.	The proposal outlines specific, relevant outcomes and includes a strong plan for assessing them. Both qualitative and/or quantitative methods are thoughtfully selected and appropriate for the context. There is a clear link between the outcomes, the audience, and the project's broader goals.	The project defines general outcomes and includes a basic plan for measuring success. The evaluation methods are appropriate but may lack detail or depth. The connection between outcomes and audience is present but could be more clearly articulated.	The outcomes are vague or overly broad, and the measurement plan is limited or underdeveloped. The proposal may rely on anecdotal or informal feedback without a clear strategy for evaluation.	The project does not clearly define expected outcomes or provide a plan for measuring them. There is no indication of how success will be assessed or used to inform future KM efforts.
Engagement of Target Audience 25%	12.5%	The proposal clearly identifies a specific target audience and provides a compelling (i.e., strategic and/or novel) rationale for their selection.	The target audience is clearly defined and the rationale for audience selection is strong and well-supported.	The audience is identified and generally appropriate, though the rationale could be more detailed or specific.	The audience is vaguely defined or too broad, and the justification is limited or unclear. The connection between the audience and the project's goals is weak or underdeveloped.	The proposal does not clearly identify a target audience. There is little or no justification for who the project is intended to reach or why.
	12.5%	The proposal demonstrates a deep understanding of the audience's context, needs, and preferred modes of engagement.	The proposal shows good awareness of how to reach and engage the audience effectively.	The proposal includes some consideration of audience needs or engagement strategies.	The engagement strategy is limited or generic, with minimal tailoring to the audience.	The proposal lacks a defined engagement strategy or provides only vague references to audience interaction.

Criteria		Outstanding	Very Strong	Strong	Moderate	Insufficient
Project plan, budget, timeline, and matching contributions **25%**	5.0%	The plan, budget, and timeline are clear, highly detailed, demonstrate strategic foresight, and are contextually appropriate.	The plan, budget, and timeline are well-structured and contextually appropriate.	The plan, budget, and timeline are sound but may lack some detail or clarity.	The plan, budget, and timeline are vague or incomplete.	The plan, budget, and timeline are missing or unclear.
	5.0%	Milestones are well-defined and demonstrate a deep understanding of implementation needs, with clear alignment to expected outcomes.	Milestones are clear with logical sequencing and directly linked to expected outcomes.	Milestones are present but could be more specific or better linked to outcomes.	Some milestones may be unclear or poorly aligned with expected outcomes.	There is little to no alignment with expected outcomes.
	15.0%	Strong matching contributions are evident. For every dollar MEOPAR contributes, the applicant will secure at least 1.75 dollars from non-federal sources (cash or in-kind) as well. 1.75:1, or higher.	Matching contributions are present and reasonable. For every dollar MEOPAR contributes, the applicant will secure 1.5 to 1.74 dollars from non-federal sources (cash or in-kind), as well. 1.5-1.74:1.	Matching contributions are modest or not fully explained. For every dollar MEOPAR contributes, the applicant will secure 1.25 to 1.49 dollars from non-federal sources (cash or in-kind), as well. 1.25-1.49:1.	Matching contributions are minimal or unclear. For every dollar MEOPAR contributes, the applicant will secure at least 1 to 1.24 dollars from non-federal sources cash or in-kind), as well. 1-1.24:1.	There are minimal or no matching contributions. For every dollar MEOPAR contributes, the applicant will secure less than 1 dollar from non-federal sources (cash or in-kind), as well. <1:1. If this box is triggered the application should not pass the pre-screening.
EDIA & Truth and Reconciliation Commission's (TRC) Calls to Action Considerations* **25%**	6.25%	EDIA principles are foundational and explicitly guide leadership, decision-making, communication, and engagement. These values are co-developed with equity-deserving communities and are reflected in the project's plans for implementation and evaluation.	EDIA principles are clearly articulated and integrated into project structures and processes. There is evidence of meaningful engagement with equity-deserving groups in shaping these principles.	EDIA principles are acknowledged and present in some areas of the project. There is a stated commitment to inclusion, though integration may be uneven or emerging.	EDIA is mentioned as a value, but its influence on leadership, decision-making, or engagement is limited or unclear.	There is no evidence that EDIA principles are considered or embedded in the project, or it includes only superficial references.
	6.25%	The project includes concrete, sustained actions to implement EDIA across all activities. Accountability is embedded through regular reflection, feedback mechanisms, and adaptive practices.	The project outlines clear actions to support EDIA, with mechanisms for monitoring and improvement. Accountability is addressed and partially implemented.	Some actions are taken to support EDIA, and there is a general commitment to accountability, though plans may lack depth or consistency.	Initial steps toward EDIA action are visible, but accountability mechanisms are vague or underdeveloped.	No meaningful actions or accountability measures related to EDIA are described.

Criteria		Outstanding	Very Strong	Strong	Moderate	Insufficient
	6.25%	The project demonstrates a deep, respectful understanding of the TRC's Calls to Action and cultural safety. These principles are co-developed with Indigenous partners and are foundational to the project's leadership, values, and direction.	The project clearly aligns with relevant TRC's Calls to Action and shows a strong commitment to cultural safety. Indigenous perspectives inform the project's values and approach.	The project references TRC's Calls to Action and acknowledges the importance of cultural safety. There is a stated commitment, though integration may be partial or emerging.	The project mentions reconciliation or cultural safety, but the connection to TRC's Calls to Action is vague or underdeveloped.	There is little or no evidence of understanding or integrating TRC's Calls to Action or cultural safety principles.
	6.25%	The project includes sustained, reciprocal engagement with Indigenous communities. Actions are co-developed, culturally safe, and supported by clear accountability mechanisms (e.g., shared decision-making, feedback loops, long-term relationship building).	The project demonstrates meaningful engagement with Indigenous communities, includes specific actions to ensure cultural safety during engagement and knowledge sharing activities. Accountability is addressed through planned reflection or reporting.	The project includes some engagement with Indigenous communities and outlines actions to support cultural safety. Accountability is acknowledged but may be limited in scope.	Engagement with Indigenous communities is minimal or one-directional. Actions are limited, and accountability mechanisms are unclear.	No meaningful engagement with Indigenous communities is described, and there are no actions or accountability measures in place.

We recognize that Indigenous-led projects may express EDIA and Truth and Reconciliation commitments through community-based practices, oral traditions, and relational accountability. This matrix is intended to support reflection and recognition of diverse approaches to equity and reconciliation.

Appendix A - Glossary

"**Background Intellectual Property**" means any pre-existing Intellectual Property that is developed prior to, or independent of, the project but is necessary to carry out the funded project.

"**Collaborators**" are individuals who contribute to the delivery of activities.

"**Digital Knowledge Platforms**" are internet-based services where knowledge can be disseminated among various communities. Includes, but is not limited to: social media platforms, online repositories, discussion forums.

"**Diversity**" is about representation. It brings a focus to the representation of groups that have traditionally been under-represented and have faced systemic discrimination in spheres as varied as employment, participation in clinical research, or in attracting research funding. Diversity is a dynamic concept. Some individuals may identify in ways that do not change over time. For others, the ways in which they identify may evolve over time. For example, sexual identity may change over time.

"**Early Career Researcher**" (ECR) is a researcher within five years of the date of their first independent research-related appointment. Given that career progress for an ECR is particularly vulnerable to normal life circumstances, the eligibility window may be adjusted as follows:

- eligible leaves (e.g., maternity, parental, medical, family medical, bereavement) will extend ECR status (i.e., will not be counted towards the maximum) and credited as twice the amount of time taken;
- no adjustments are provided for professional leaves (e.g., training, sabbatical, administrative).

No adjustments are provided for time spent on non-research related duties or for the pursuit of non-research related career activities.

"**End Users**" are individuals who use a particular product (including a knowledge product) or service. They can be, but are not limited to, a practitioner, policymaker, educator, decision-maker, health care administrator, community leader, or an individual in a charity, patient group, private sector organization, or media outlet.

"**Equity**" is about fairness. It is about deliberate efforts to ensure processes for allocating resources and decision-making are fair and do not discriminate on the basis of personal characteristics. Equity is a summative concept that is the outcome of deliberate efforts to create more diverse and inclusive approaches to organizational practices and to program delivery, including research. Equity results in parity of outcomes for members of under-represented groups or for those who face discrimination.

"**Equity Deserving Groups**" means racialized persons (including Black Canadians), persons living with disabilities (including invisible and episodic disabilities), Canadians who identify as 2SLGBTQI+, and First Nations, Inuit and Métis peoples as founding peoples of Canada who are under-represented in positions of economic influence and leadership.

"**Foreground Intellectual Property**" means any Intellectual Property conceived, produced, developed or reduced to practice in carrying out the project by the Recipient.

"**Governance**" is the framework of rules, roles, processes, and practices used to guide, manage, and oversee the activities and decision-making of a group, organization, or initiative.

"**Highly Qualified Personnel**" (HQP) are trainees, specialized staff, and research staff, such as undergraduate and graduate students, postdoctoral fellows, research associates, research assistants, and technicians.

"**Honorarium**" refers to monetary payments made on a one-time or non-routine basis to an individual as a "thank you" for a service for which fees are not traditionally paid (i.e., speeches, lectures, seminars, etc. by a guest lecturer/speaker). Honorariums should not be used if a service contract exists or would be more

appropriate and are not an entitlement, as there is no expectation of payment or gift in exchange for the service rendered.

"**Hospitality**" consists of the provision of meals, beverages, or refreshments in events which are necessary for the effective conduct of the KM project's activities. These costs must follow the standards set out in the [Government of Canada's Directive on Travel, Hospitality, Conference and Event Expenditures.](#)

"**Inclusion**" is about belonging. It is socially constructed. It brings into focus the climate or culture that fosters belonging in workplaces or when participating in activities or programs. Belonging cannot be mandated; it is experienced. While diversity is measured more objectively, inclusion relies on qualitative metrics.

"**Indigenous**" refers to First Nations, Inuit and Métis peoples as founding peoples of Canada.

"**Intellectual Property**" means all inventions, whether or not patented or patentable, all proprietary technical information, whether or not constituting trade secrets, and all copyrightable works, industrial designs, integrated circuit topographies, and trademarks, whether or not registered or registrable.

"**Intellectual Property Rights**" means all rights recognized by law in or to Intellectual Property, including but not limited to Intellectual Property rights protected through legislation. These shall include patents, copyrights, industrial design rights, integrated circuit topography rights, rights in trademarks and trade names, all rights in applications and registrations for any of the foregoing, and all rights in trade secrets and confidential information.

"**Knowledge Mobilization**" means the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users—both within and beyond academia—in such a way that may benefit users and create positive impacts within Canada and/or internationally.

"**Leveraged Funds**" means existing investments being leveraged to further the objectives of the project. Includes cash or in-kind from federally-funded entities (e.g., organizations primarily funded by the federal government) and from federal departments and agencies.

Examples of leveraged funds:

- *Existing NSERC, SSHRC or CIHR projects with work that are complementary to the KM project.*
- *Projects funded in collaboration with other federally funded organizations.*

"**Matched Funds**" means new, incremental contributions (of cash or in-kind) for project costs. Eligible sources include non-federal partners or revenues (including donations). Ineligible to be considered matched funds:

- Leveraged Funds (see definition)
- funding from federally-funded entities (e.g., organizations primarily funded by the federal government) and from federal departments and agencies.
- funding already used to meet a matching requirement for a federal program.

Examples of matched funds:

- *Private-sector contributions earmarked to advance specific project activities*
- *Provincial awards to support the advancement of project activities or research projects in that province*

"**Partner Funding**", depending on the nature, can be considered either:

- Leveraged Funds (see definition)
- Matched Funds (see definition)

"**Sectors**" means distinct categories or divisions within society or the economy, each characterized by its own unique set of organizations, activities, and goals (e.g. academia, private sector, NGO).

"**Seminars and workshops**" are structured educational events designed to facilitate learning and discussion on specific topics or skills.

"**Training Opportunity**" means a short-to-medium term engagement that exposes trainees to new knowledge and skills that are generally intended to create or enhance professional skills. It Includes but is not limited to, internships, placements, and time-limited positions in labs or organizations with specific training outcomes.

"**Travel**" means the movement of an authorized individual for purposes linked to operational activities, engagement with key collaborators, supporting sound governance, training, or other reasons. Costs must be aligned with the National Joint Council's Travel Directive.