Knowledge Exchange Checklist
Doing More With What You Know

Starting Points

- ☐ Place research into the context of existing knowledge.
- ☐ Determine if systematic reviews have been performed.
- ☐ Identify stakeholders and include them in all steps from the beginning.
- ☐ Create a support system that makes it easy to give and receive feedback.
- ☐ Identify all potential uses for results of research.
- ☐ Allow time and space for stakeholders to get to know one another.

Audiences

- ☐ Identify the characteristics of the audiences.
- ☐ Identify the formats that will work best for each group: written communication, face-to-face meetings, open discussion, writing responses to questions.
- ☐ Consider the best timing for delivering a message or report.
- ☐ Consider who is best to deliver a message to a group.
- ☐ Develop a multi-pronged communication plan to reach various stakeholder audiences.

Communication

- ☐ Identify how ongoing communication will be supported.
- ☐ Identify how formal and informal communication steps will be managed.
- ☐ Identify who will translate content into the needed formats and languages.
- ☐ Confirm that resources allocated to communication are sufficient and appropriate.
- ☐ Identify dedicated knowledge brokers who can help bridge gaps in audiences and identify opportunities.

Dissemination

- ☐ Develop tools for dissemination: workshops, conferences, online forums, web pages, paper reports, brochures, classroom lectures, news briefings.
- ☐ Identify how the effectiveness of messages will be measured. What are the desired outcomes?
- ☐ Identify opportunities and priorities for knowledge use: policies, programs, perspectives, procedures, processes, products, professional practice, people skills, and others.

Use and Feedback

- ☐ Determine how ongoing implementation and use of research findings will be supported.
- ☐ Identify people and resources to support ongoing steps.
- ☐ Identify how feedback from use will reach other interested parties.