RESEARCH FUNDING GUIDELINES

Purpose of the Special Olympics Canada (SOC) Funding Project

The Special Olympics Canada research program supports studies that align with the organization's Strategic Plan, which includes athlete development, performance, health, coaching, and inclusion. While the following research topics are highlighted for this funding cycle, they are not intended to limit the scope of research. We welcome and encourage proposals on any topic related to Special Olympics, as all relevant research areas will be considered:

- Diversity, equity, and accessibility in underserved communities
- Exploring athlete leadership and employment opportunities
- Embedding Safe Sport in the culture of athletes and volunteers
- Examining the social impact of the Special Olympics National Games on athletes, coaches, and communities

Note: Special Olympics Canada is keen to reduce the burden on our athletes as subjects of research. As such during the review process the burden on the Special Olympics community will be considered within and across project deliverables and process. Special Olympics Canada will support a range of projects/activities that use different methodological approaches that do not involve interview and surveys (for example, observational research, document analysis, systemic and scoping reviews, secondary analysis of pre-existing data and using publicly available administrative data). In addition, Special Olympics Canada is committed to ensuring that all research conducted through funding opportunities is made available to the Special Olympics community and the sport sector more broadly. As such, Special Olympics encourages all projects to focus on knowledge mobilization. If researchers wish to develop a knowledge mobilization product, we require applicants to budget for both English and French versions. **Appendix A** provides researchers with a Knowledge Mobilization Planner if they wish to follow.

Eligibility
Applications are accepted from investigators who have a demonstrated record of research and are affiliated with an institution that offers support for researchers.

Maximum Award
Applicants may request up to $25,000.00.

Application Timeline

Deadline for project submission	February 27th, 2026
Announcement of results	March 13th, 2026

Where to Submit Your Grant Application
E-mail: vformusa@specialolympics.ca

Criteria for the Award
Applications are judged according to the following criteria. The applicant must address these explicitly in the proposal.

Quality and merit of proposal
- Demonstrates the project is Special Olympics oriented research.
- The applicant's competence in the formulation and justification of the research and the corresponding work-plan.
- A systematic, logical narrative that demonstrates the researcher's familiarity with the field of study.
- Essential aspects of the proposal include: an outline of the theoretical framework, the methodology to be used, data collection, the mode of analysis to be employed, a work-plan/timeline, budget and proposed communication of the results.
- Identify a knowledge mobilization plan emphasizing the relevance of the research to SOC key contributors and community members.
- Description of the project plan will be in clear, lay terms that are free from technical jargon.

Restrictions
SOC funds will generally not be approved for the following:
- Administrative staff salaries, office overhead and other recurring operating costs (office rent, office supplies and equipment, computer equipment purchase/repair).
- Construction of permanent structures and/or capital investments.
- Membership dues.

General Conditions
- Research grant funds can be used only for the project and purposes described in the application, subject to any special conditions given in the Notice of Award or the SOC Research Committee's correspondence.
- Researchers must observe all policies and procedures relevant to the institution that hosts the research project including, but not limited to, Intellectual Property, Integrity in Scholarly Activity, Employment of Family/Relatives, Ethics for Human Study, Animal Care, Biosafety etc.
- Evidence must be provided that the project will receive or is in the review process for ethics approval at the host institution.
- Results of the research shall be communicated in an appropriate form (for example, conference presentations, publications or other media). SOC must be acknowledged on all documents, material and statements emanating from funded research.
- Awards may be terminated with or without notice if general conditions are not observed.
- Preference will be given to students or research being conducted at Canadian Universities or work sites.
- SOC reserves the right to circulate and make public the final report, summary documents, and any related knowledge mobilization products (e.g., policy briefs, presentations, or educational materials) to key contributors and the broader community.

Matching Funds
Any funds that are available to match those awarded by SOC should be listed including the amount and the source of the funds.

Reporting Requirements for successful applicants
Two final reports are due at the conclusion of the project:
1) An academic summary
2) A Plain Language Summary
   - The specific requirements for these reports will be provided by SOC approaching the one-year mark of the project or upon request by the

researchers.

- Provide Special Olympics Canada with a Sport Information Resource Centre (SIRC) <u>Knowledge Nugget</u> upon completion of the project. *Guidance and "how to" will be provided to successful applicants.
- Key results and findings from completed research projects will be shared with Special Olympics Canada in at least one of the following ways: infographic, blog, or a research presentation at a Special Olympics Canada approved event. *More information around the different outputs will be provided to successful applicants. Please note that outputs sharing un-published research will be embargoed until the research has been published.

Payment Timelines
- Special Olympics Canada will release 75% of the available funds upon announcement of successful recipients and the remaining 25% upon completion of the project.

Application Overview

Title: Provide a short, descriptive title of the research

Investigators: Name of principal and co-investigator and institutional affiliations
Announcement of previous application and/or funding from SOC

Signatures: A signing authority of the host institution (Chair, Dean, Director or CEO) is required as indication of the support of the host institution. A signature from the Director/CEO of the relevant SO Chapter (if applicable) is required as indication of the support of the local organization of Special Olympics.

Keywords: List up to 10 key words that describe the proposed research.

Project summary: In 250 words or less describe your proposed research in summary form. Describe the significance of the study to the development of Special Olympics Canada athletes and/or coaches.

Mission: How is the proposed research in line with the mission of Special Olympics Canada?

Project detailed description: In 5 pages or less, using a font size no smaller than 12 on 8 1/2 x 11 paper with a one-inch margin, provide a detailed description of the project.
- Rationale
- Objectives
- Method
- Theoretical Framework
- Analysis
- Communication of results
- Role/Involvement of Special Olympics Canada
Attachments (not included in the 5-page project description)
- Work-plan/Timeline
- Budget
- Budget Justification
- Consent forms
- Questionnaire (where applicable)
- Personal information: CV of applicant(s)
Note: The proposal and CVs must be merged into a single file.

Impact: How will the proposed research benefit SO athletes in the short term following the project delivery? What is the potential benefit in the long term?

Knowledge Mobilization Plan: In 1 page or less, provide an outline of your proposed knowledge mobilization plan. Describe your target audience(s) and the ways in which the results will be communicated with them (for example, through presentations and publications). See **Appendix A** for the Special Olympics Canada Knowledge Mobilization Planner for more information.

Submission: Please submit electronic copy of completed application to Victoria Formusa (SOC Health Manager), vformusa@specialolympics.ca

SPECIAL OLYMPICS CANADA RESEARCH GRANT
FUNDING APPLICATION FORM

Project Title	
Project Location	
Principal Investigator	
Affiliation	
Address	
Phone Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	
Co-Investigators	
Address	
Phone Number	
Fax Number	
Email Address	
Previous Applications:	
Have any investigators listed above received research funding from Special Olympics in the past?	
If yes please identify year and project title	

Please attach;
- List of 10 key words that describe the proposed research
- Project Summary (250 words)
- How research is in line with the mission of Special Olympics Canada
- Project Description and Implementation (1-5 pages, as outlined in Guidelines)
- Proposed Impact
- Knowledge Mobilization Plan (1 page maximum)
- Research Team's CV's

Note: All of the documents listed above must be combined into a single electronic file when subamitting.

Item	Unit Cost	Number of Units	Total Cost
Total Personnel Cost			
Student Salaries & Benefits - undergraduate			
Student Salaries & Benefits - graduate			
Non-Student Salaries & Benefits			
Travel			
Canada Travel			
Professional/Technical Services			
Disposable Equipment			
Computer Software			
Other Supplies/Materials			
Other Expenses			
Total Proposed Expenditures			

REVENUE/MATCHING FUNDS (IF ANY)

Participant	Revenue Type	Committed Amount

Number of Total pages:

	Signatures
Principal Investigator	
Name	
Co-Investigator	
Name(s)	
Signing authority for home institution	
Name	
Position	

**Appendix A: Special Olympics Canada Knowledge Mobilization Planner
Knowledge Mobilization Plan and Outputs**

Special Olympics Canada is committed to ensuring that all research conducted through its funding opportunities is made available to the Special Olympics community and the sport sector more broadly. As such, Special Olympics Canada encourages all researchers funded by its initiatives to engage in knowledge mobilization (KMb) activities.

These guidelines were developed to help Special Olympics Canada research funding applicants develop KMb plans. Additionally, it includes key information about KMb outputs for successful applicants.

What is Knowledge Mobilization?

Knowledge Mobilization (KMb) is defined by the Social Sciences and Humanities Research Council (SSHRC) as being "an umbrella term encompassing a wide range of activities relating to the production and use of research results, including knowledge synthesis, dissemination, transfer, exchange, and co-creation or co-production by researchers and knowledge users."[1] More simply, KMb is focused on ensuring that research findings are shared in meaningful ways with people who can use them to inform their everyday lives. At Special Olympics Canada, our KMb efforts are focused on ensuring that the latest research reaches our community so that we can continue to improve and expand the quality, opportunity and accessibility of sport for individuals with intellectual disabilities.

Knowledge Mobilization Plans

KMb plans are an important part of Special Olympics funding applications. The KMb plan is used to help demonstrate the potential impact and reach of a research project. A KMb plan should include information regarding the key knowledge users for a project and the plan for communicating results to knowledge users.

- o **Knowledge users** are the individuals or groups who can use the research findings generated through a project. When selecting knowledge users, you should consider who needs to know about the research findings and who is being included in the research. In many Special Olympics Canada-funded projects, key knowledge users include researchers, athletes, and coaches.
- o **Communication of results** is important to ensure key knowledge users can access your research findings. Your KMb plan should outline the ways in which you will disseminate (or share) your research with knowledge users beyond the academic community. When deciding on your dissemination strategies, you should consider how and when your knowledge users want to learn about your results. We encourage you to highlight how your selected dissemination strategy may help increase the impact of your research. Some common dissemination strategies include conference presentations, academic publications, webinars, blogs or presentations to sport organizations. We encourage you to think about what dissemination strategies are most appropriate for your different knowledge users – remember different

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[1] SSHRC (2023). Guidelines for effective knowledge mobilization. Retrieved from: https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx#a1

knowledge users will have different dissemination preferences. If possible, we also encourage you to be specific (for example, identifying what conference you hope to present at or where you want to publish your blog).

When assessing KMb plans, Special Olympics Canada will consider the feasibility of the KMb plan. Demonstrating your research team's expertise and experience with KMb and highlighting existing collaborations or partnerships with organizations that can help the research team to reach the target audience(s) can help demonstrate the feasibility of your KMb plan. Any budget required for the KMb plan should be included in the budget portion of the application, and ensure that any written created materials or KMb products are available in both English and French **(please include the cost for translation in your budget).**

Below are some questions to help guide the development of your KMb plan.

1. What knowledge do you want to mobilize? Why?
2. Who is (are) your target knowledge user(s)?
3. What are the key messages that you plan to share? Are these messages important and relevant for your target knowledge user(s)?
4. Do you have any partners? What role will they play in the KMb process?
5. Do you plan to engage your target knowledge users in the KMb process? If so, how will you engage them?
6. What is your budget for KMb activities?
7. What is your timeline for KMb activities?
8. In what ways might you package and disseminate your knowledge?
9. How will you measure the success of your KMb efforts?

Knowledge Mobilization Outputs

At the end of the project (or funding cycle), all successful applicants will be required to provide Special Olympics Canada with:

1. A plain language project summary report (template provided by SOC), summarizing the key findings/messages of the project in accessible-plain language.

2. One SIRC Knowledge Nugget. Instructions and a 'how to' guide will be provided to all successful applicants.
3. At least one shareable dissemination piece from the Special Olympics Canada outputs list (blog, infographic or recorded presentation at a Special Olympics Canada-approved event). Please note that for these outputs, the researcher will be responsible for all content or text, while Special Olympics will support with design, translation, uploading and distribution.

Additionally, successful applicants are required to submit an academic end of grant report (criteria provided by SOC). This report includes a section dedicated to reporting the outputs and impact of their KMb efforts. Accordingly, Special Olympics Canada encourages all successful applicants to keep track of KMb outputs (for example, # presentations delivered) and metrics (for example, # of presentation attendees) so that these can be included in the end of grant report.