

Tools for Knowledge Mobilization

Creating Research Summaries



Overview

This Kmb Tool Kit describes the process undertaken to develop clear language research summaries.

Using a common template, research summaries were developed by the Kmb Unit at York University to capture the results and impacts of research. These summaries communicate the key messages of research findings in a simple and effective format. Summaries were written by York students and staff trained in clear language writing and design principles, and were approved by the researchers. Approved summaries were then posted onto www.researchimpact.ca into a searchable database.

Objectives

Current research summaries that are prepared by researchers are not useful or relevant to non-academic decision makers. Adopting a standard format that summarizes key outcomes and recommendations, while providing greater access to these summaries, has been demonstrated to more effectively capture and communicate the outcomes of research for non-academic audiences, connect decision makers to academic researchers and ultimately help academic research to inform decision-making.

Key Items Required

✓	Design/Planning	✓	Templates/Guidelines	✓	Technical Considerations
	Advisors/Governance	✓	Collaborators/Partners	✓	Training
✓	Budget		Outreach/Communications	✓	Media
	Location(s)		Speakers/Invitees	✓	Launch/Release
	Catering		Follow-up	✓	Evaluation

Work Plan Framework

Developing a work plan will help ensure success in research summary development. Check the items you feel are necessary to be included in your work plan.

Sample Work Plan

Research Summary Work Plan

ID	Done	Task Name	Start	Finish	Responsible	Notes
1	✓	Develop job description for student			Team	
2		Develop an evaluation framework			Team	Survey monkey, focus groups
3		Develop communications for researchers			Team	
4		Identify potential research			Team	
5		Develop summary template			Team	
6		Send initial communication to faculty			Team	
7		Interview students			Team	
8		Hire students			Manager	
9		Regularly scheduled team meetings			Manager	Update on development, where are we stuck?
10		Train Students			Team	
11		Compile the research collected			Students	
12		Develop first draft of research summary			Students	
13		Send draft to researcher for feedback/approval			Students	
14		Student makes any revisions as needed			Students	
15		Researcher signs off			Researcher	
16		Final edit			Students	
17		Finalize summary in template			Students	
18		Launch summary			Students	
19		Promote summaries			Team	
20		Administer evaluation			Team	
21		Continuous improvement			Team	

Milestones

Summarizing milestones for activities/planning helps provide a benchmark on the overall progress of research summary development. Link the milestones to the work plan but maintain a separate milestone sheet that will help provide an overview of key developments in the project.

Research Summary Milestones										
ID	Task Name	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
1	Develop job description for student	■								
2	Develop an evaluation framework		■							
3	Develop communications for researchers			■						
4	Identify potential research			■						
5	Develop summary template			■						
6	Send initial communication to faculty			■						
7	Interview students				■					
8	Hire students				■					
9	Regularly scheduled team meetings					■	■	■	■	■
10	Train Students					■	■	■	■	■
11	Compile the research collected					■	■	■	■	■
12	Develop first draft of research summary					■	■	■	■	■
13	Send draft to researcher for feedback/approval					■	■	■	■	■
14	Student makes any revisions as needed					■	■	■	■	■
15	Researcher signs off								■	■
16	Final edit								■	■
17	Finalize summary in template								■	■
18	Launch summary									■
19	Promote summaries									■
20	Administer evaluation									■
21	Continuous improvement									■

Legend

■ One-time only tasks

■ On-going activities