

2026 Knowledge Mobilization Grants: Mental Health of Older Persons

Enhancing the Mental Health and Emotional Well-Being of Older Persons

Request for Applications (RFA)

About Brain Canada Foundation

Brain Canada Foundation (Brain Canada) is a national registered charity that enables and supports excellent, innovative, paradigm-changing brain research in Canada. For more than 25 years, Brain Canada has made the case for the brain as a single, complex system with commonalities across the range of neurological disorders, mental illnesses and addictions, and brain and spinal cord injuries. Looking at the brain as one system has underscored the need for increased collaboration across disciplines and institutions, and to ensure that Canada has a robust pipeline of talent to remain at the forefront in the field of brain research. Brain Canada's vision is to understand the brain, in health and illness, to improve lives, and achieve societal impact.

The Canada Brain Research Fund (CBRF) is an innovative arrangement between the Government of Canada, through Health Canada, and Brain Canada Foundation, designed to encourage Canadians to increase their support of brain research and knowledge mobilization, and maximize the impact and efficiency of those investments. The Fund supports the very best Canadian neuroscience, fostering collaborative research and accelerating the pace of discovery and knowledge mobilization, in order to improve the health and quality of life of Canadians who suffer from brain disorders.

www.braincanada.ca

About the Centre for Aging + Brain Health Innovation (CABHI)

The Centre for Aging + Brain Health Innovation (CABHI), powered by Baycrest, was established in 2015 to support researchers, clinicians, and innovators as they develop and adopt transformative innovations that improve the lives of older persons, including those impacted by dementia. CABHI is a unique collaboration of healthcare, science, industry, not-for-profit, and government partners. Through its funding programs and tailored acceleration services, including access to diverse end-user groups, CABHI advances transformative aging and brain health innovations across Canada and the world. CABHI gratefully acknowledges the support from the Innovation, Science and Economic Development Canada's Strategic Science Fund and the Ministry of Colleges, Universities, Research Excellence and Security. For more information, visit: www.cabhi.com.

Table of Contents

Introduction	3
Scope.....	3
Grant Details	4
Equity, Diversity, and Inclusion	4
Eligibility	5
Use of Funds.....	5
Criteria for Assessment.....	6
Timeline	7
How to Apply.....	7
Registration Form	7
Full Application	8
Review Process.....	11
Confidentiality and Ownership	12
Artificial Intelligence	12
Communications	12
Contact Information.....	12
Additional Rules and Obligations	12
Appendix: Eligible Expenses Guidelines	14

Introduction

The *Knowledge Mobilization Grants: Mental Health of Older Persons* program aims to accelerate the timeline between the generation of research evidence and its practical application for improving mental health for older persons. It is estimated that the time it takes for research to become embedded into clinical practice is between 14 and 17 years, resulting in delayed application or missed opportunities.

The program will help support the mobilization of research to inform the development of evidence-based tools, resources, programs, and solutions with the potential to benefit people across Canada. It is expected that these investments will result in positive societal impacts by addressing unmet needs in mental health, in any geographic region(s) within Canada.

Scope

The purpose of the **2026 Knowledge Mobilization Grants: Mental Health of Older Persons** program is to support projects that generate novel and practical applications of existing research evidence to enhance the **mental health and emotional well-being of older persons (60+)**, including those living with dementia, cognitive decline, or other neurological conditions, as well as their care partners (family caregivers and formal care providers).

For the purposes of this funding opportunity, **supporting the mental health of older persons** encompasses multiple and intersecting areas of mental health across aging, including the mental health needs of individuals experiencing changes in mood, behaviour, or psychological well-being related to dementia or other neurological conditions. Areas of focus may include, but are not limited to:

- Supporting early identification and response to mental health needs in older persons, including mood, anxiety, behavioural, or psychological changes associated with dementia, cognitive decline, or neurological disease;
- Advancing preventive, promotive, and supportive approaches that maintain or enhance mental health and quality of life in older age, including psychosocial, community-based, and care-integrated supports;
- Protecting and strengthening the mental health and well-being of care partners, including family caregivers and formal care providers supporting older persons.

Funded projects will address a critical barrier to the real-world adoption of transformative mental health innovations for older persons by catalyzing change among policymakers, practitioners such as health care providers, caregivers, and individuals who experience the downstream effects of policies and practices.

Projects must include [stakeholder](#) engagement, [evaluation](#) and [sustainability](#) planning, and must focus on **one or more** of the following:

- Development of Knowledge Mobilization (KM) [outputs](#)
- [Dissemination](#) to increase reach and use of KM outputs
- [Implementation](#) of existing research evidence

Teams are expected to engage and collaborate with stakeholders throughout their proposed KM project. This iterative approach to co-creation involving the intended users is expected to increase the

applicability, distribution, and implementation of the project output(s) and, therefore, maximize the potential to achieve positive impact(s).

It is anticipated that funding will close the gap between the generation of research evidence and its practical application for improving mental health outcomes of older persons in Canada by enabling:

- Development and/or distribution of new KM outputs that would not otherwise exist.
- Expanded distribution of existing and effective KM outputs to a greater number of individuals within a target audience, and/or new target audiences, thereby increasing reach.
- Increased knowledge and/or skills among policymakers and practitioners.
- Improved patient and/or population health, quality of life, and/or individual health behaviours due to changes in knowledge, skills, attitudes, and/or approaches of practitioners.
- Changes, even if small, in policy or practice, including improved efficiency, service availability, accessibility or quality, that could ultimately lead to better health outcomes.

Grant Details

Brain Canada, through the Canada Brain Research Fund, in partnership with the Centre for Aging + Brain Health Innovation (CABHI), have jointly allocated \$300,000 CAD to the *2026 Knowledge Mobilization Grants: Mental Health of Older Persons* funding opportunity to support up to four grants for one (1) year, non-renewable. **Project budgets must total \$100,000 CAD, with applicants required to secure 25% of the funding from eligible sponsors.**

Sponsored Opportunity

Brain Canada will contribute 25% and CABHI will contribute 50% of the total project budget, for a combined total of \$75,000 CAD. The remaining 25% (i.e., \$25,000 CAD) must be provided as a cash contribution from non-federal funding secured by the applicant; in-kind contributions are not eligible for matching under this program. Sponsors and associated funds will undergo an administrative review to ensure they meet all requirements.

Eligible sponsors include, among others, individual donors, charitable organizations, provincial government agencies and ministries, and/or industry, which do not receive more than 50% of their funding from the Government of Canada, unless they can prove that the source of their funds to be allocated to the project are not funds from the Government of Canada. Sponsors may be part of the team and can be beneficiaries of the project outputs. Please limit the number of sponsors to a maximum of two. If additional sponsors are required, please contact Brain Canada in advance.

It is strongly advised that applicants and sponsors begin discussing possible sponsorship of a project as early as possible in the application planning process.

Equity, Diversity, and Inclusion

Evidence clearly shows that increasing equity, diversity, and inclusion (EDI) in research environments enhances excellence, innovation, and creativity. Brain Canada and CABHI are committed to excellence through equity and encourage applicants of diverse backgrounds to apply to our funding opportunities, which will promote the expression of diverse perspectives, approaches, and experiences, including those of underrepresented groups.

Eligibility

- Applicants can only submit one application as Principal Applicant.
- Please note that activities may be related but cannot overlap with existing funding for proposed KM activities. It is the responsibility of the applicant to notify Brain Canada immediately should overlap arise from funding awarded during the application and review process of this funding opportunity.
- The Principal Applicant must be conducting research at, and affiliated with, an eligible Canadian academic institution for the entire duration of the grant and must be considered a full-time independent researcher at their institution. Such an individual normally holds the rank of assistant, associate, or full professor; can initiate and direct their own independent lines of research as principal investigator; has full responsibility for running their laboratories; has full control of their research or other grant funds; and is permitted to supervise trainees, if applicable, as per their institution's policy. Postdoctoral fellows, research associates, or adjunct faculty are not eligible to apply as Principal Applicant.
- Teams must include all expertise needed for successful completion of the project. This includes the experience and competencies for developing and carrying out the project's knowledge mobilization plan, designing and facilitating co-creation of the project's outputs, content expertise to ensure the accurate translation of the research evidence into the project's outputs, as well as the evaluation of impact(s). Teams are encouraged to engage trainees as part of the proposed projects, where feasible.
- Applicants must be able to initiate the project in March 2027, when funding is expected to begin, and complete all proposed activities within the grant period. A no-cost extension of **no more than six months** may be requested, subject to approval by Brain Canada and CABHI.

The following **will not** be considered for funding:

- Projects that involve the generation of new research evidence¹ (e.g., systematic reviews, projects that require research ethics approval for data collection, etc.).
- Projects that involve commercial product development and/or distribution.
- Proposals that focus primarily on an event or meeting, or series of meetings for the purpose of sharing research evidence one-way, such as in-person or virtual research meetings, symposia, conferences, poster sessions, Ted-style talks, Day on the Hill, webinars, etc.
- Proposals that include traditional academic outputs such as scientific publications and/or posters, or conference presentations.
- Proposals that aim to advance a sensitive technology research area, where the team members involved in the activities are supported by, affiliated with, or in receipt of funding or in-kind support, from a university, research institution, or laboratory connected to military, national defence, or state security entities that could pose a risk to Canada's national security, in alignment with the Government of Canada's Policy on [Sensitive Technology Research and Affiliations of Concern](#).

Use of Funds

Funds must contribute toward the direct costs of the KM project and should be directly attributable to the project or activity being performed. Funds cannot be allocated toward expenses incurred outside of Canada.

¹ Projects are distinguished as generating research evidence through their proposed use of scientific methodologies (e.g., to evaluate clinical outcomes resulting from an intervention), and/or the requirement to obtain research ethics board (REB) approval.

Eligible Costs

- Salaries for personnel and trainees, commensurate with time spent on the project;
- Supplies and materials;
- Provision of special services and user fees;
- Honoraria and travel expenses, if applicable, for stakeholder and/or team member participation in the project and proposed activities;
- Costs associated with the development (design, production, editing, translation, printing) of knowledge products that communicate the findings from research evidence into real-world settings;
- Maintenance of essential equipment and/or purchase of equipment that is currently unavailable but essential for the project.

Ineligible Costs

- Salaries and consulting fees of any investigator or researcher holding an independent academic or research appointment;
- Costs related to the development and/or distribution of commercial products, including registration of patents, trademarks, etc.;
- General office supplies;
- Indirect or overhead costs associated with the project;
- Costs related to research;
- Sabbatical, course release, or maternity/parental leave.

Further details about eligible and ineligible expenses for Brain Canada and CABHI for this program can be found in the [Appendix: Eligible Expenses Guidelines](#). Please note that these lists are not exhaustive, and Brain Canada and CABHI must be consulted on expenses that are not listed to determine the eligibility of other categories of expenditure.

Criteria for Assessment

All reviewers will use the same criteria for assessment, weighted equally, at the Full Application stage:

Relevance

- The project addresses a critical barrier to the real-world application of research evidence with the potential to change policy, practice, or individual behaviour.
- There exists an adequate foundation of research evidence to inform the proposed KM activities and outputs.
- The proposed stakeholder engagement method(s) are appropriate (e.g., data collection, analysis, engagement and co-creation) and include the necessary range of perspectives to ensure relevance and uptake of project outputs.

Feasibility

- The project can be completed within the proposed scope, timeline, and budget.
- The overall KM plan is well constructed, complete, and cohesive.
- Potential risks to the project's success have been identified and there are reasonable mitigation plans in place.
- The Principal Applicant and team members have the necessary skills and experience to carry out the proposed project.

Potential for Impact

- The proposed project is anticipated to generate positive impact(s) for the intended target audience(s), addressing the mental health and emotional well-being of older persons and/or their care partners (family caregivers and formal care providers).
- The proposed project includes meaningful and realistic quantitative and/or qualitative indicators with data sources identified, to evaluate and report on the project.
- The project design has been informed by at least some preliminary stakeholder consultation.
- The proposed project appropriately incorporates equity, diversity, and inclusion considerations, where relevant.
- Considerations are included for sustainability, including potential for longer lasting relevance and impact beyond the project timeline.

Timeline

Launch of Request for Applications	Week of July 20, 2026
Deadline for Receipt of Registration Forms	17:00 ET, September 15, 2026
Invitation to Full Application	October 1, 2026
Deadline for Receipt of Full Applications	17:00 ET, October 27, 2026
Notification of Decision	January 2027
Funding Begins	March 2027

How to Apply

Please note that applicants must submit a Registration Form to the *2026 Knowledge Mobilization Grants: Mental Health of Older Persons* funding opportunity in order to be eligible to submit a Full Application. Following an internal administrative check and relevance review, applicants deemed eligible will be invited to submit a Full Application.

Registration Forms and Full Applications must be submitted using Brain Canada's grant management system, SmartSimple (<https://braincanada.smartsimple.ca/s/Login.jsp>). Applicants who are using SmartSimple for the first time are strongly encouraged to create their accounts as soon as possible and contact Brain Canada well in advance of the Registration Form deadline should they require assistance. **It is the sole responsibility of the Principal Applicant to ensure their submission adheres to the requirements and is received by the deadlines outlined above. There will be no appeal for late submissions.** Receipt of the Registration Form and Full Application will be acknowledged.

Registration Form

Project Summary

- Title of proposed KM project
- Keywords describing the KM project (maximum 10 words)
- Anticipated sponsor(s) and their respective matching funds
- A description of the proposed KM project, including the overall goal and rationale for the project and how it meets the scope of the funding opportunity (maximum 300 words).

Letters of Support - Sponsor(s)

Applicants must provide a letter of support (maximum one page per letter) from each of their potential sponsor(s), up to a maximum of two sponsors. The letters do not have to be accompanied by a formal funding commitment at this stage but should highlight the interest of the sponsor(s) in supporting the project and their anticipated funding contribution to the project.

Optional Information

- Provide names and contact information for up to three individuals within Canada and/or internationally with KM and/or content expertise related to your project who would be qualified to evaluate the application. Individuals should not have a conflict of interest.
- Individuals to whom the application should not be sent for review.

Certification and Signature

The Principal Applicant must certify that all members of the team have agreed to their inclusion in the application and allow the Principal Applicant to represent the team throughout the application process. The Principal Applicant further certifies that neither they nor any team member is affiliated with, or receives funding or in-kind support from, any of the Named Research Organizations under the Government of Canada's [Policy on Sensitive Technology Research and Affiliations of Concern](#).

Full Application

The Full Application must be formatted using 12-point Times New Roman or 11.5-point Arial font, single-spaced, on letter-size pages with 1" minimum margins. Use of a condensed font and spacing is not permitted. Other fonts and font sizes are acceptable for text in tables, charts, figures, graphs, and legends only, as long as it is legible when the page is viewed at 100%. **Applications received in any other format, exceeding the page limits, incomplete, or late will be rejected.**

Applicant Information

Brain Canada has implemented a demographic survey, informed by the Tri-Agency Self-Identification Questionnaire, to evaluate the progress of its programs in fostering equity, diversity, and inclusion. Please note that the survey will be sent via email following the Full Application stage. The information collected will not be shared in an identifiable form with the public, external stakeholders (e.g., Health Canada, CABHI), or reviewers, and will have no impact on the evaluation of submitted grant applications. Brain Canada may share such information in a de-identified and aggregate form with the public and external stakeholders. Survey responses are completely anonymized and aggregated to ensure protection of the identity of any individual. Please see Brain Canada's [Privacy Policy](#).

Project Summary

- Title of proposed KM project
- Keywords describing the KM project (maximum 10 words)
- Sponsor(s) and their respective matching funds
- A description of the proposed KM project, including the overall goal and rationale for the project and how it meets the scope of the funding opportunity (maximum 300 words). If substantial changes are needed from the Registration Form stage, please contact Brain Canada, as projects that differ significantly from the submitted Registration Form may become ineligible.

Summary of Research Evidence (maximum 2 pages, excluding references)

A summary of the scientific evidence to be translated through the proposed project. Draw from your own research and the current body of knowledge. References are not included in the page limit and should be appended separately.

Proposal (maximum 6 pages, including figures, tables, and legends, excluding references)

Proposals should include the following components encompassing a complete KM plan. Please compose a narrative that integrates all individual components below (a through h), interrelating them where possible, to form a cohesive plan. Throughout the proposal, please identify any potential risks to the project's success and outline mitigation plans to address them. Additionally, where applicable, describe equity, diversity, and inclusion (EDI) considerations, such as i) the diversity of team members (e.g., different expertise and experiences relevant to the project), ii) the selection of target audiences and individuals to be engaged as co-creators throughout the project, and iii) inclusion of diverse perspectives (e.g., how you will facilitate effective communication and create an atmosphere of mutual respect and trust). Please include any accommodations you anticipate may be necessary, if applicable.

KM Plan Components

- a) What is the goal of the project, and how was it determined? Please describe the stakeholder priority or need, gap or rationale, or other input that helped determine this goal.
- b) Describe the intended short-, medium-, and long-term outcomes for the project.
- c) Which target audience(s) would you like to reach and engage? Please explain the rationale for targeting these audiences, based on the value the project is expected to generate for them.
- d) Describe the output(s)/product(s) to be developed. How will these directly relate to the achievement of the goal and the intended short-, medium-, and long-term outcomes?
- e) How will the target audience(s) be engaged? Describe the method for collecting, analyzing and applying the data that captures their feedback for co-creation, including the rationale. Outline the specific contributions of any collaborators (people from different disciplines, academic institutions, and/or community or industry organizations) involved.
- f) Describe the dissemination plan and the networks and strategies that will be used for distributing the project's output(s) to the intended target audience(s). How will the intended audiences be engaged to inform and design the best approach?
- g) Beyond their contributions of financial support or other resources, how will the key partner(s) contribute to the project's success? For example, how will their networks be leveraged for engaging with target audiences? For dissemination? For implementation? How will they help achieve the goal and outcomes?
- h) Describe what successful implementation of the research evidence looks like. What will user(s) do with this new knowledge? Related to sustainability, how will implementation be supported during the time frame and budget for the project, or if not within the project timeline, beyond it?

Evaluation Plan

Include a set of meaningful indicators that will be used to assess your project, with the title of the indicators, definitions, and data sources. A template will be provided at the Full Application stage. All

indicators should be thoughtfully crafted so that the data, especially data related to impacts, can be directly attributed to the funded project. Successful applicants will be expected to report on these indicators to Brain Canada and CABHI.

Timeline and Anticipated Milestones

Please indicate the key activities for the project and the projected timeline for completing them. A template will be provided at the Full Application stage.

Research to Impact Canvas

Please upload a completed Research to Impact (R2I) Canvas. A template will be provided at the Full Application stage. Applicants should consult Brain Canada's [Knowledge Mobilization Guide](#) while completing the R2I Canvas planning tool and application.

Team Member Details

For each team member involved, please provide their title, affiliation (where relevant), expertise, and a description of their role and contribution to the project. Include sufficient information to demonstrate that the team encompasses the core competencies, including those related to knowledge mobilization, required to effectively manage and contribute toward the success of the project.

Biographical sketches (maximum 5 pages; template will be provided at the Full Application stage) must be submitted for the Principal Applicant, faculty-level team members, and knowledge mobilization personnel on the team.

Budget

Please submit the following items:

- A **budget** outlining the costs for each category of expenditure for the duration of the project. A template will be provided at the Full Application stage.
- A **written budget justification**, maximum one page, for the proposed costs in each category of expenditure. Please provide sufficient information to allow reviewers to assess the appropriateness of the cost allocation.

Administrative Checklist and Letter of Commitment - Sponsor(s)

The Principal Applicant must obtain, before the Full Application deadline, an official **letter of commitment** and completed **administrative checklist** from each of their sponsors. Please limit the number of sponsors to a maximum of two. If additional sponsors are required, please contact Brain Canada in advance.

It is understood that this commitment is contingent on the application being recommended for funding, and the availability of Brain Canada and CABHI funding. If these contingencies are met, the sponsor(s) may be required to sign an agreement consistent with the terms of the letter of commitment, and Brain Canada's funding terms. **Please note that the sponsors' funding must be fully committed and any conditions attached to the funding commitment (e.g., those related to future fundraising) must be waived by the agreement stage and March 2027 start date.**

Administrative Checklist

To ensure that sponsors are made aware of important timelines and requirements related to the *2026 Knowledge Mobilization Grants: Mental Health of Older Persons* funding opportunity, Brain Canada and CABHI request that sponsors involved in each application at the Full Application stage acknowledge specific information that will help expedite the agreement signature process should the application in question be recommended for funding.

The checklist can be accessed [here](#) and will also be provided through Brain Canada's grant management system at the Full Application stage.

Letter of Commitment

Each letter of commitment (maximum one page per letter) should clearly indicate:

- Why the project is important to the sponsor, the likely uptake of the project outputs, and the overall potential impact(s) of the project.
- The specific amount of non-federal funding they have committed to the project.
- A declaration of any real or perceived conflicts of interest.

It is the responsibility of the Principal Applicant to ensure all required specifications are included in the letters from their sponsors. Any other letters of support will not be accepted.

Certification and Signatures

All signatures must be submitted along with the application by the Full Application submission deadline.

- Signature of the Principal Applicant
- Institutional Signature: Signature of the responsible official of the institution where the Principal Applicant will conduct the project.

Review Process

Registration Forms

Registration Forms submitted by the deadline will undergo an administrative check and relevance review by Brain Canada and CABHI to ensure alignment with the scope of this funding opportunity and all eligibility criteria are met. All applicants will be notified regarding the administrative check and relevance review of their application. Eligible applications will be invited to the Full Application stage; ineligible applications will be withdrawn from the competition.

Full Applications

Full Applications submitted by the deadline will be reviewed by an external Review Panel, comprised of knowledge mobilization experts and content experts, and will be assessed based on the Criteria for Assessment. Depending on the nature of the applications, additional reviewers may be included as necessary. Brain Canada and CABHI will take into account any conflicts of interest and other relevant considerations to ensure a balanced Review Panel.

Based on the reviewer scores, the Review Panel will discuss the top applications. The Panel will recommend to Brain Canada and CABHI the applications that have received a high merit score. Applicants will receive anonymized written reviewer comments. Applicants whose applications were discussed at the Review Panel meeting will additionally receive notes from the proceedings. Funding will be allocated to applications in descending order of merit, until the dedicated funds are exhausted, or all recommended

applications are funded. Brain Canada and CABHI will not entertain appeals against the assessment of the Review Panel.

Confidentiality and Ownership

Brain Canada and CABHI will keep all materials submitted for this funding opportunity confidential and only share them with reviewers, Review Panel members, and observers who have signed confidentiality and non-disclosure agreements. Grantees acknowledge that Brain Canada and CABHI will have joint access to all material submitted as part of this program, including progress and financial reports. Brain Canada and CABHI will have the right to disseminate the results of the funded projects as outlined in the reports provided to them, with the exception of any information identified by the grantee as confidential.

Brain Canada and CABHI do not claim ownership of intellectual property (IP) arising from the projects they fund and expect that any IP arising from this funding is developed and distributed according to the policies of the institutions in which the project is conducted.

Artificial Intelligence

The Principal Applicant is responsible for ensuring the information included in their application is accurate and complete and that all sources are appropriately acknowledged and referenced. Please refer to the [Guidance on the use of Artificial Intelligence in the development and review of research grant proposals](#) for more information.

Communications

Recipients of a *2026 Knowledge Mobilization Grant: Mental Health of Older Persons* must make every effort to attend events organized by Brain Canada and CABHI and present their projects, if applicable, to demonstrate the implications and importance of their work.

Contact Information

If you have any questions regarding this funding opportunity, please contact Brain Canada at programs@braincanada.ca.

Additional Rules and Obligations

Brain Canada and CABHI reserve the right to change, modify, or cancel any of the terms and conditions of this Request for Applications and program at any time, without incurring any liability. Brain Canada and CABHI reserve the right to decline any application to this program. The final determination of eligibility rests solely with Brain Canada and CABHI based on available funding.

Brain Canada and CABHI may terminate negotiations or invite an alternate applicant, following rank order, to engage in negotiations if a funding agreement is not signed in a reasonable amount of time (to be determined exclusively by Brain Canada and CABHI).

Key Definitions:

Note the following are general definitions for these terms. Eligible knowledge mobilization activities and outputs must adhere to the parameters defined in this Request for Applications.

An **output** is defined as a product created by the processes undertaken during KM activities. Examples of outputs include evidence-informed products and services, publications and resources, training, approaches and techniques.

Dissemination is the act or process of spreading knowledge products to their intended audiences.

Implementation is the process of putting to use or integrating research outputs such as findings, knowledge products, or interventions, in a specific context. There are three phases of implementation: pre-implementation, implementation, and sustainability.

Stakeholder² engagement is the intentional invitation, interaction with, and collection of meaningful data from stakeholders for co-creating the outputs from your proposed project, with emphasis on diversity of perspectives and quality of interactions, including communication and trust.

Sustainability is the extent to which evidence-based products or interventions can deliver their intended benefits over an extended period of time, after external support from the funding agency is terminated. Sustainability is also viewed as the third stage of implementation.

Evaluation is the periodic, objective assessment of a planned, ongoing, or completed project, program or policy. The main types are formative and summative. Evaluations are used to answer specific questions, often related to design, implementation, or results.

² *Interest-holders* has been suggested as an alternative term; see Akl, E.A., J. Khabsa, J. Petkovic, et al. (2024). "Interest-holders": a new term to replace "stakeholders" in the context of health research and policy. *Cochrane Evidence Synthesis and Methods*, 2:e700007. Accessible from: <https://onlinelibrary.wiley.com/doi/full/10.1002/cesm.70007>

Appendix: Eligible Expenses Guidelines

PRINCIPLES:

1. **Efficient and Ethical Use of Funds:** All funds must be utilized effectively and economically, consistent with the principles of ethical public fund administration.
2. **Direct Project Costs:** Funds are allocated exclusively towards the direct costs and objectives of the awarded project. Existing personnel and operating expenses are typically not covered unless they can be distinctly identified and directly attributed to the project.
3. **Indirect Costs and Overhead:** Indirect costs, such as facilities, basic utilities, office equipment maintenance, administrative costs, insurance, and basic communication devices (e.g., telephones, computers, fax machines), are the responsibility of the host organization. These costs are related to the general operation of the host organization and cannot be charged as direct project expenses. Flat-rate charges for administrative and corporate costs (indirect overhead) or percentage-based allocations are not eligible.
4. **Travel Expenses:** All travel must be conducted using the most practical and economical options available. If air travel is necessary, only economy-class fares are reimbursable. All travel plans must receive prior written approval from CABHI and Brain Canada, and expenses must align with the National Joint Council's [Travel Directive](#), as detailed in the project budget.
5. **Preparatory Expenses:** Costs related to site preparation, pre-development, or product readiness testing are limited to no more than 20% of the total project costs. In specific project-related circumstances, CABHI may grant exceptions to these restrictions.
6. **Final determination of expenses:** The final decision on the eligibility of expenditures lies with CABHI and Brain Canada.

ELIGIBLE EXPENSES:

Eligible expenses mean the dollar amount of the actual and verifiable expenses made by the host organization which are directly attributable to the Project and necessary for the completion of the Project, in accordance with activities under the Project Charter. Such eligible expenses are incurred and accrued by the host organization as of the start date through to and including the end date. Eligible expenses are net of applicable HST input tax credits and other rebates, credits or refunds the host organization has received, will receive, or is expected to receive. Expenses not described in the categories below require prior written approval of CABHI and Brain Canada to be considered eligible expenses.

SALARIES AND BENEFITS

Eligible Expense	Ineligible Expense
✓ Direct Compensation: Funding may cover salaries and benefits for existing staff, new hires (whether permanent or temporary), and personnel from other organizations seconded to the project. This includes individuals under employment contracts and costs associated with replacing or backfilling clinical or front-line staff at the trial site who are dedicated to the project. ✓ Direct Time on the Project: Compensation for salaries, wages, and benefits can only be claimed for the portion of time employees spend working directly on the project. Proponents are required to maintain accurate timesheets or other appropriate records documenting the direct involvement of all personnel in the project.	✗ Indirect Compensation: Salaries, benefits, and fees paid that are unrelated to the completion of the project such as extended benefits not included in employee group benefits plans by virtue of the collective agreement or the letter of employment, performance pay, bonus, severance, separation, termination payments, maternity leave (including top up – portion not covered under EI), and compensation during extended absence. ✗ Salaries & Consulting Fees: Salaries or consulting fees of any investigator or researcher holding an independent academic or research appointment. Consulting fees of any other staff members, including personnel and trainees, cannot exceed their normal salary rates. ✗ Salary Premiums: Salaries paid at consultancy rates or those exceeding fair market value within the not-for-profit sector. ✗ Proposal Development: Costs associated with the development of the funding proposals to CABHI and Brain Canada.

ADMINISTRATIVE & CORPORATE SUPPORT

Eligible Expense	Ineligible Expense
✓ Direct, Incremental Costs: Expenses that are unique and directly attributed to supporting the project, with adequate justification required. Corporate costs will be closely scrutinized by CABHI and Brain Canada and are subject to approval.	✗ Overhead: Flat-rate charges for administrative and corporate costs (indirect overhead) or percentage-based allocations are not eligible.

TRAVEL & ACCOMMODATIONS

Eligible Expense	Ineligible Expense
✓ Travel and Subsistence costs: including reasonable out-of-pocket expenses for field work and dissemination activities, are covered. Automobile travel may be reimbursed at rates established by the Canada Revenue Agency (CRA). All expenses must comply with the National Joint Council's Travel Directive. ✓ All travel must be pre-approved in writing by CABHI and Brain Canada, either through a Project Charter or a submitted Project Travel Plan.	✗ Unrelated & Personal Costs: Non-project-related meals and accommodation expenses, including alcohol and personal entertainment expenses. ✗ Airfare Reimbursements: Reimbursement for airfare purchased with personal frequent flyer points programs. ✗ Commuting Costs: Commuting costs between residence and place of employment.

OPERATING EXPENSES

Eligible Expense	Ineligible Expense
✓ Direct Materials and Supplies: Costs for materials and supplies specifically identified and used exclusively for the project, prorated for the project's duration. ✓ Professional and Technical Services: Costs for services such as consulting, technical support, translation, incremental legal and accounting provided by professionals. ✓ Participant Recruitment: Includes expenses related to the recruitment and engagement of participants. ✓ Technology Implementation Costs: Costs for hardware and software implementation, installation, and setup are covered if they are essential for the project and not typically provided by the host organization. This includes cell phones and tablets required for data collection of ensuring personnel safety. ✓ Software and IT Charges: Expenses for software licenses and monthly internet charges are eligible when these services are necessary for the project and not generally provided by the host organization.	✗ Non-Direct Costs: Expenses not directly connected to the project's specified deliverables and milestones. ✗ Personal Expenses: Costs that are personal in nature. ✗ Staff Recognition: Expenses related to awards and recognition for staff. ✗ Meals, Entertainment, and Gifts: Costs for entertainment, gifts, or alcoholic beverages, including hospitality expenses for meetings attended only by project staff. ✗ Lobbying Activities: Expenses associated with lobbying or activities related to government relations. ✗ Taxes: Any expenses related to taxes, including sales taxes, tax filings, and income taxes. ✗ Proposal Development Costs: Fees for legal, accounting, and consulting services incurred during proposal development.

Eligible Expense	Ineligible Expense
✓ Minor Equipment: Costs associated with acquiring or using minor equipment, such as computers and IT equipment, prorated for the project's duration and capped at 20% of the project's funding. ✓ Training and Development: Expenses for training and developing personnel in new techniques essential for their roles within the project. ✓ Safety-Related Expenses: Costs for safety measures during fieldwork, such as protective gear and immunizations, are eligible. ✓ Meetings, Space, and Events: Expenses related to organizing and hosting meetings and events, renting work or lab space specific to the project. Major catering costs are excluded, although reasonable catering, such as light refreshments are allowed. ✓ Knowledge Mobilization: Expenses involved in disseminating findings, including costs for conducting seminars and workshops, developing posters, updating websites, and creating other knowledge artifacts.	✗ Fines and Penalties: Any fines or penalties incurred. ✗ Utilities: Costs associated with basic utility services. ✗ Donations and Goodwill: Donations or expenses related to goodwill and other intangibles such as intellectual property, including licenses and patents. ✗ Opportunity Costs: Losses incurred from not engaging in other beneficial activities due to participation in the project. ✗ Discounts & Losses: Standard discounts, interest charges, losses on investments, bad debts, losses incurred from other projects or contracts, and related collection efforts. ✗ Capital Costs: Expenses related to tangible capital assets such as the purchase or lease or land, buildings, vehicles, and infrastructure, including asset depreciation. Single items over \$9,999 are ineligible. ✗ Unreasonable Costs: Any costs that cannot be deemed reasonable according to the nature of the project and the funding mandates of CABHI and Brain Canada.