SHARING RESEARCH RESULTS TO FIELD STAKEHOLDERS

Methodological guide
for developing implementation
support tools

FIRAH
Fondation Internationale de la Recherche Appliquée sur le Handicap
International Foundation of Applied Disability Research

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FIRAH
Fondation Internationale de la Recherche Appliquée sur le Handicap
International Foundation of Applied Disability Research

The International Foundation of Applied Disability Research (Fondation Internationale de la Recherche Appliquée sur le Handicap or FIRAH, ***firah.org***) has two complementary and symbiotic missions:

1/ Selecting and financing disability-focused applied research projects, by means of its annual call for projects,

2/ Coordinating the Applied Research and Disability Resource Centre. The Resource Centre is a collaborative space that encourages knowledge sharing of applied disability research. It aims to ensure that those active in the field are able to use disability research by taking into account their needs and expectations, promoting new applied research projects, and communicating and applying project results.

CENTRE RESSOURCES Recherche Appliquée et Handicap — RESOURCE CENTER Applied Research and Disability

firah.org/centre-ressources/en/

Applied research is subject to the rules applicable to all scientific research (ethics, methodology, rigour, assessment, etc.). The aim of applied research is to provide concrete solutions to the difficulties encountered on a daily basis by people with disabilities and their families. FIRAH's objective is to ensure that this research is carried out collaboratively between people with disabilities, their families, carers, professionals and researchers throughout the research process.

As with results from other forms of research, applied research results must be disseminated by all means available in the research community, particularly in scientific articles published in peer-reviewed journals.

The knowledge produced by research must also be communicated **to field stakeholders** (persons with disabilities, their families, carers and professionals). Communication to a non-scientific public is essential in order to ensure that research results are applied and tangibly improve the everyday lives of those living with disabilities. Information must be communicated using a language as well as implementation support tools that are adapted to the target audience.

INTRODUCTION

Why this guide?

This methodological guide has been developed on the basis of FIRAH's collaborative experience since 2010 with a number of partners, including several associations and universities, as well as other knowledge translation experiences and practices.

Committed to applying research and ensuring real world usage of knowledge produced by research, FIRAH decided to create a guide for creating implementation support tools.

This guide therefore aims to encourage and facilitate the creation of implementation support tools that help improve the quality of life of persons with disabilities[1], in accordance with the United Nations Convention[2] on the Rights of Persons with Disabilities.

More specifically, this guide makes it possible to:

- define the implementation support tool and contribute to a common terminology
- establish the methodological steps for creating and distributing implementation support tools
- highlight the importance of cooperation and communication for creating implementation support tools
- generally encourage the creation of innovative implementation support tools

[1] *The term «persons with disabilities» chosen by FIRAH is the term used at the international level in the United Nations Convention on the Rights of Persons with Disabilities.*

[2] *For detailed information on the* ***United Nations Convention*** *on the Rights of Persons with Disabilities.*

How was this guide developed?

This guide is the result of a documentary analysis of disability-focused resources as well as applied and collaborative research and knowledge sharing. All resources used are cited in the general ***bibliography*** which can be found at the end of this guide.

Several interviews were also conducted with FIRAH team members, as well as with researchers and field stakeholders currently or previously involved in applied research work.

All concepts presented in this guide, as well as the support plan for implementation support tool development, are based on information brought to light by persons interviewed.

Who is this guide for?

This guide is intended for field stakeholders and researchers involved in creating implementation support tools.

Field stakeholders:
Persons with disabilities and persons otherwise involved with persons with disabilities are often interested in participating in research. They therefore seek to develop or initiate partnerships with researchers and develop a method of working with these researchers. This guide was designed to help facilitate their participation when creating implementation support tools.

Field stakeholders may include: persons with disabilities, their families and the organisations that represent them, professionals and organisations working in the field of disabilities, general service providers and other organisations that must take persons with disabilities into account in their activities (for example, architects, teachers, companies), and political decision-makers at the local, national and international levels.

Researchers:
These researchers carry out rigorous scientific research and publish their findings. At the same time, they often want to work with field stakeholders in order to ensure a collaborative approach and encourage the application of results in people's everyday lives. This guide helps these researchers to understand the modalities for contacting field stakeholders, encouraging collaboration and reinforcing the social utility of their research.

Field stakeholders and researchers are partners in the process of developing implementation support tools. Each is an expert in his or her field, who has and continues to develop a specific, recognised and useful expertise.

How to use this guide?

This guide is divided into 4 parts and has 7 practical information sheets. Each part may be read independently as needed. Internal links facilitate quick access to specific chapters.

This interactive guide is available on FIRAH's website and is available for download in print-ready format. It aims to be adaptable and may be updated with new information.

This guide was developed on the basis of interviews conducted with the FIRAH team, FIRAH's Ethics and Scientific committee, researchers and field stakeholders, as well as a number of research works and implementation support tools accessible on the FIRAH website.

[3] *See: User guide*

ACKNOWLEDGEMENTS

FIRAH would like to thank everyone who contributed to this methodological guide, and in particular the members of its Ethics and Scientific Committee, as well as the researchers and field stakeholders who contributed their input on the basis of their experience in applied research project thought interviews and questionnaires.
Rob Aley (Advantage Africa), Dominique Argoud (Université Paris-Est Créteil), Aurélien Berthou (Fondation Garches, CERLIS), Jane Betts (Advantage Africa), Jean-Paul Champeaux (Fédération Trisomie 21 France), Mussa Chiwaula (Southern African Federation of the Disabled – SAFOD), Amélie Rochet-Capellan (CNRS, Grenoble-INP GIPSA-lab.), Marion Dohen (Grenoble-INP GIPSA-lab.), Marie-Claire Haelewyck (Université de Mons), Laurence Joselin (INSHEA/Grhapes), Patricia Lund (Coventry University), Geneviève Petitpierre (Université de Fribourg), Dominique Sigoure (APF), Poul Rohleder (East London University), Mary Wickenden (University College of London).

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1

WHAT IS AN IMPLEMENTATION SUPPORT TOOL?

1.1 What is the tool?

1.2 Sources for implementation support tools

1.3 Types of implementation support tools

1

WHAT IS AN IMPLEMENTATION SUPPORT TOOL?

1.1 — What is the tool?

1.1.1 What happens upon completing a research project?

Research results are published in scientific articles, shared at seminars or conferences, or communicated at workshops that make it possible to share research findings with partners, etc. Although these all make it possible to assess the scientific implications of projects, they do not always encourage the ownership and the transfert of knowledge that facilitate an analysis of and changes to practices.

In order to take research one step further, it is essential that deliverables are communicated to field stakeholders at the end of the research phase. This is what we have chosen to call «implementation support tools».

1.1.2 Definition

The term «implementation support tool» is used to define a «formulation of results and knowledge produced by applied research whose content responds to the needs and expectations of persons with disabilities.» These implementation support tools are specifically adapted and intended for various field stakeholders, and designed to be useful in helping improve field stakeholder practices.

In this guide, applied research on disability is understood as research whose objective is to improve the quality of life and social participation of persons with disabilities. This research primarily takes place in the fields of Human and Social Sciences, Engineering Science and Rehabilitation Science. This type of research has two primary characteristics: it is carried out as a collaboration between researchers and field stakeholders, and its results are useful to and usable by field stakeholders.

Implementation support tools are the outcome of a collaborative process, whereby researchers and field stakeholders jointly formulate and valorise research results and are committed to co-producing information and putting it into practice.

These implementation support tools are new, useful and usable resources for field stakeholders, who may be either internal or external to the research projects. These tools have a pedagogical aim, and respond to questions that field stakeholders have in terms of situations and problems encountered in everyday life.

The involvement of field stakeholders increases the likelihood that implementation support tools meet the needs that emerge from problems encountered in everyday life by persons with disabilities and/or their entourage, which impact their quality of life and social participation. As such, the involvement of field stakeholders and researchers encourages the dual social and scientific validity of implementation support tools.

1.2 – Sources for implementation support tools

Two different possible scenarios must be considered when creating implementation support tools:

1st scenario: implementation support tools are envisaged from the start of the research process

Implementation support tools are one of the initial objectives of the research carried out in collaboration between researchers and field stakeholders. In this scenario, researchers and field stakeholders work together to develop a partnership from the start of the research process, which continues at all stages of the project (defining the research question, methodology, analysing data collected, developing results), including the development of implementation support tools.

Implementation support tools are planned from the start of the research process; their form and content are discussed. Content is adapted throughout the project, as intermediary research results are obtained. As such, implementation support tools become more precise, refined and are developed over the course of the project.

This is what the Canadian Institutes of Health Research refer to as knowledge translation [4]

[4] *This knowledge translation process consists of engaging and involving those who will act on the results, i.e., knowledge users, throughout all stages of the research process. This approach requires that researchers and knowledge users form partnerships and become involved in a collaborative process for which the co-production, exchange and implementation of knowledge is imperative. See. Ref.: Parry. D et al. **A Guide to Researcher and Knowledge-User Collaboration in Health Research**. Canadian Institute of Health Research, 2006.*

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2nd scenario: implementation support tools are planned on the basis of results from existing research

Implementation support tools are designed on the basis of existing research; results are considered useful and applicable in the field. It is only now that the idea of developing implementation support tools occurs.

The instances of this type of situation are diverse:

- following the completion of a research project (which had not anticipated creating an implementation support tool from the outset);
- following multiple research projects focused on the same subject, carried out either by the same research team or different research teams;
- following a review of existing literature[5] that compiles work on a given theme produced by different research teams.

In the second scenario, the researcher - field stakeholder partnership is created specifically to develop implementation support tools. Note that field stakeholders and/or researchers may participate who were involved in the completed research project, yet who had not envisaged an implementation support tool from the outset of the completed project.

In this case, in order to create implementation support tools, it is first necessary to ensure that research results are available and accessible, and that the authors of the said research or persons duly authorised by the authors are involved.

KEY POINTS:

Developing implementation support tools is a process that requires:

— depending on the sources, ensuring that research results are available and accessible, as well as the involvement of the authors of the said research or persons duly authorised by the authors[6] ;

...

[5] *See the Literature Reviews published by the Resource Centre for Applied Research and Disability.* *http://www.firah.org/centre-ressources/en/revues-de-litterature.html*

[6] *In the context of a literature review, the author of the literature review will be contacted.*

...

— the expertise of researchers and the use of research results which provide a scientific basis for the implementation support tools;

— the expertise of field stakeholders in order to create implementation support tools that significantly contributes to the transferability of knowledge gained from research to a non-scientific public, thereby conferring the expected social validity on the said knowledge;

— the initiative of creating an implementation support tool that may be supported either by a researcher, or a field stakeholder, or by a partnership that has already been created.

QUESTIONS TO ASK:

For researchers: do you wish to bring about change in response to a specific situation, to a concrete problem?
For field stakeholders: is the field of research in line with your professional practices? Does it correspond to the needs and expectations of persons with disabilities?

1.3 – Types of implementation support tools

A joint analysis of the context is the first stage of the project. It is on the basis of the needs and expectation of those in the field that implementation support tools are envisaged. It is a question of identifying research contributions, defining the addressees (the public), and clarifying the role of different participants in the process (who does what and what skills and expertise are required). On the basis of this shared analysis, objectives are identified and the nature and form of implementation support tools are clarified.

It is expected that implementation support tools will have the following characteristics:
- socially useful and usable: implementation support tools have an impact on the quality of life and social participation of persons with disabilities;
- endorsed by all partners: implementation support tools are the fruit of the collaboration between researchers and field stakeholders and reflect the quality of their partnership;

- innovative: implementation support tools provide knowledge that represents a real added value in the field of disabilities;
- accessible: implementation support tools are created in a format adapted to persons with disabilities, with an emphasis on documents that are easy to read and understand, and that have graphics, subtitles and audio features. All use a language that is suitable[7] to the audience for whom they were designed (choice of languages, vocabulary, gestural language, imagery, etc.);
- adapted to the target audience: they may be material (choice of written format, paper and/or digital format), or virtual (training, knowledge and experience sharing workshops, etc.);
- tested among potential users: content and use are adjusted on the basis of test results;
- distributable and transferable: implementation support tools must be open to new audiences who were not involved in their development. Support may be necessary to help familiarise users with these tools;
- operational and distributed: implementation support tools must be easily appropriated, and thereby encourage *new collaborations*;
- available: digital and open source formats should be favoured in order to make implementation support tools more accessible and widely available.

IMPLEMENTATION SUPPORT TOOL

SUBJECT	OBJECTIVES
→ ON WHAT?	→ WHY?
TARGET AUDIENCE	**FORM**
→ FOR WHOM?	→ HOW?

1.3.1 Content of implementation support tools

The **content** (substance) is related to the different fields addressed by research such as:
- field of research: Human and Social Sciences, Engineering Science, Rehabilitation Science;
- type of disabilities (motor, sensory, intellectual, psychiatric, etc.);
- general themes: education, employment, access to services, support, accessibility, sports and leisure, emotional and sexual well-being, culture, family, international development, autonomy, social protection, etc.

[7] *Reference to the Information for All Guide, Unapei & NOUS AUSSI*

The substance of the implementation support tool determines the form it takes, and also takes into account the target audience, the costs of creating and distributing the said tool, the networks identified for its ***distribution*** and its ***evolutionary nature***.

1.3.2 Objectives of implementation support tools

Taking into account the personal factors of persons with disabilities and the environment in which they live or wish to live, as well as the questions posed by field stakeholders, implementation support tools aim to improve the quality of life and the social participation of persons with disabilities.

The final objective of implementation support tools is to promote increased **access to human rights** for persons with disabilities, in compliance with the principles of the International Convention on the Right of Persons with Disabilities.

In order to achieve this end goal, implementation support tools must meet a varied range of objectives, such as:

- Generate new forms of knowledge, skills and operational tools for persons with disabilities, their entourage, and the professionals that provide them with support...
- Promote and defend the rights of persons with disabilities by providing information that is useful for advocacy.
- Suggest and facilitate the implementation of new services, systems and policies...
- Raise awareness and contribute to changes in attitudes towards disabilities.

1.3.3 Target audiences for implementation support tools

It is important to identify implementation support tool users:

- persons with disabilities, their families, and the organisations that represent persons with disabilities;
- service providers and other organisations that operate in the disability field;
- service providers and professionals who do not specialise in persons with disabilities, in order to encourage inclusive processes (teachers, architects, health professionals, etc.);
- organisations that defend human rights;
- political decision-makers at the local, national and international level.

KEY POINTS

Defining the target audience for implementation support tools motivates the implementation support tool production process by:

— facilitating initial contacts, and understanding the context in question;
— bringing new people into the process;
— specifying the participation of persons with disabilities in the process;
— encouraging an interdisciplinary approach

1.3.4 Form of implementation support tools

Depending on project progress, implementation support tools may take a number of forms (format):

- videos, radio programmes;
- paper or digital resources;
- apprenticeship or training tools (references, e-learning);
- website, web documentary;
- guides;
- materials, technical assistance, home automation, robotics, etc.

The sustainability of the implementation support tool must be addressed from the design phase: methods for updating the tool in the medium term must be identified on the basis of the following questions:

- What is the expected life cycle of the implementation support tool?
- Will it be necessary to update the content in future?
- What are the time frames and conditions for updating the tool?
- What resources will be necessary for this update?

KEY POINTS

Implementation support tools may be an item, a service, in physical or electronic form.

Web and digital forms should be prioritised in order to reach the widest possible audience. Open Source, which is royalty-free, is particularly adapted to this purpose (See Sheet 4, Availability of Implementation Support Tools). It will nevertheless be necessary to monitor the availability of implementation support tools in formats that are specifically adapted to the audience for whom they are intended.

It is recommended that the implementation support tool be available and accessible for at least 3 years after its initial release.

EXEMPLE

The applied research project *«An assessment of the social, cultural and institutional factors that contribute to the sexual abuse of persons with disabilities in East Africa»* resulted in the publication of the «What to do in the case of rape or sexual assault» guide. This implementation tool is a paper and digital format (form) support guide on the emotional and sexual life theme that is aimed at persons with disabilities and their families (target audience) in order to inform people on what to do in the event of rape or sexual assault (objective).

EXEMPLE

«Representation and Evaluation of Disability in Port-au-Prince, Haiti: Methodological Report» was created in the context of the «Representation and Evaluation of Disability in Port-au-Prince» research project. This is a guide (form) on the theme of international development aimed at providing methodological information (content) to researchers (audience) with the objective of enabling the replication of the research process (objective).

EXEMPLE

In a similar vein, the guide *«Promoting Empowerment. Emancipatory research in Community-Based Rehabilitation programmes: a guide for CBR Programme managers» drafted in the context of the «Impact of CBR: Impact of Community-Based Rehabilitation programme in Mandya district Karnataka, India*» research project is aimed at directors of community-based rehabilitation programmes.

2

THE CREATION OF IMPLEMENTATION SUPPORT TOOLS

ENGAGE - PLAN - MONITOR

2.1 Preparing the collaboration

2.2 Project management : implementation support tools

A : Coordinator assignments

2.3 Planning and preparing the budget

B : Budget preparation

2.4 Formalising collaboration

C : Partnership agreement

2.5 Monitoring the development of implementation support tools

D : Monitoring table

2.6 Implementation support tool tests

E : Implementation support tool tests

2

ENGAGE, PLAN AND MONITOR THE CREATION OF IMPLEMENTATION SUPPORT TOOLS

The following steps have variable time frames that depend on the specificities of each project, such as ***the origin*** of implementation support tools, but also the history between project partners and their mutual understanding.

2.1 – Preparing the collaboration

2.1.1 Knowledge sharing and recognition

Putting together a collaboration implies shared knowledge between researchers and field stakeholders. The quality of this collaboration contributes to the dual scientific and social validity of implementation support tools.

In order to create this collaboration, it is important to understand the realities faced by each party involved in order to better assess compatibility between partners and the project time scale:

- scientific publications are absolutely essential for researchers. Scientific literature, such as published results aimed at peers, are both required and reviewed. If researchers approve the scientific basis of implementation support tools, the social validity conferred by field stakeholders yields added value and important recognition to researchers' work;

- field stakeholders also have specific frameworks: financing, programme implementation, human resource management, assessment of their initiatives... Their continued participation in the project reinforces the relevance of the implementation support tool and specifically its social validity.

At the start of the project it is important to organise shared, simple activities that encourage mutual understanding between partners (laboratory visits, visits to organisations involved, workshops), enabling familiarity between project partners as well as mutual acknowledgement of each other's expertise.

2.1.2 Expectations and shared values

Each partner must share his or her experiences over the course of the research project, as well as expectations in relation to the implementation support tool and to potential involvement in the project.

The individual and collective expectations expressed make it possible to base the collaboration on shared values that are part of an environment that encourages participation as well as access to rights for persons with disabilities.

This foundation makes it possible to collectively develop the results expected from implementation support tools, and therefore work towards achieving these objectives. Even if partners have prior experience of working together, it is important to identify the new expectations and context of each participant.

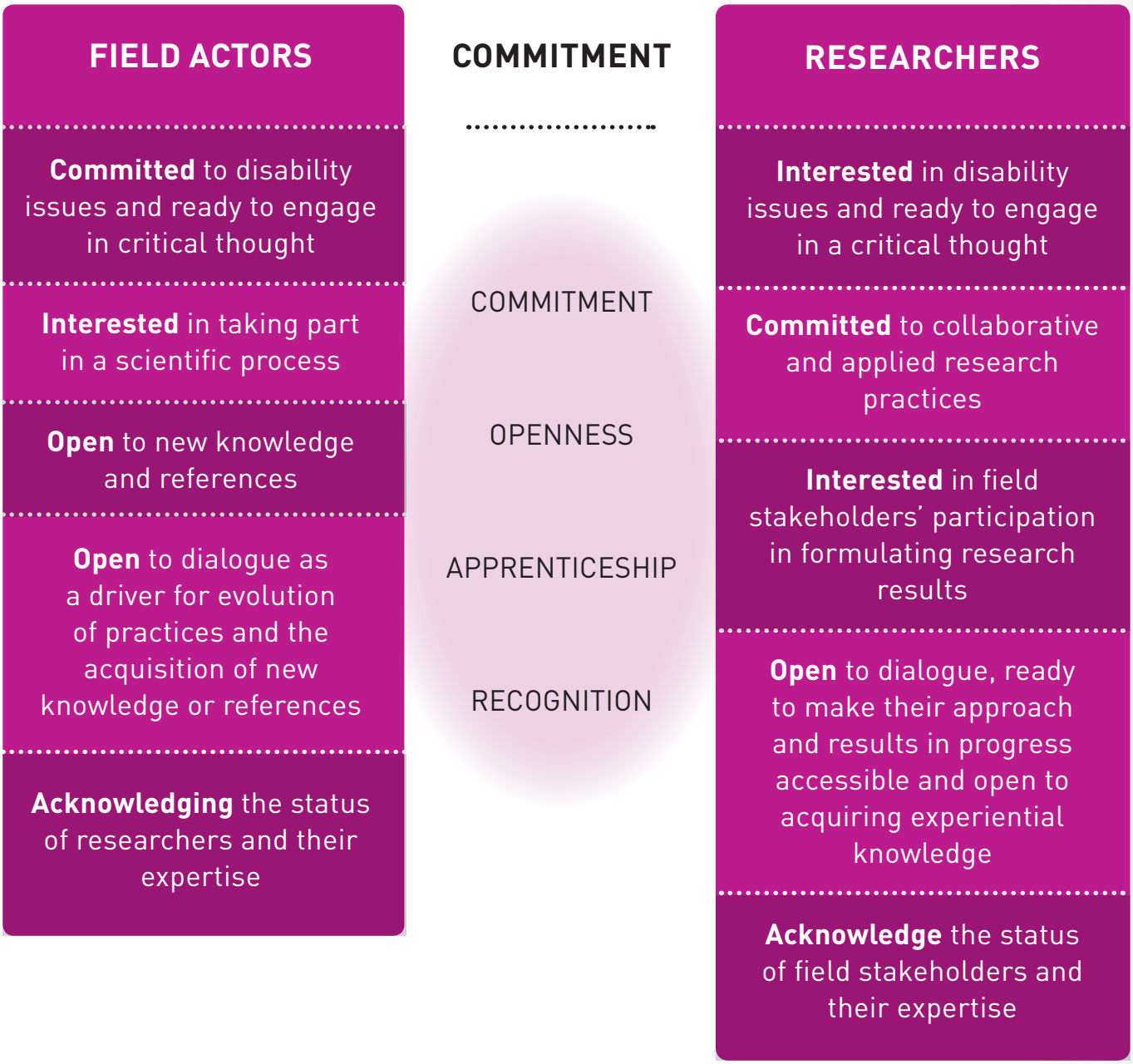
This phase is important in order to initiate a project between equals, taking into account the expertise of each participant.

2.1.3 Attitudes of researchers and field stakeholders

The process of creating implementation support tools requires:

- motivated partners;
- common commitments in the field of disability;
- questions from field stakeholders and explicitly defined and shared research questions;
- acknowledgement of each person's expertise;
- openness to scientific knowledge (in process or completed) and to field stakeholders' knowledge;
- a willingness to learn;
- long-term involvement.

Flexibility must be encouraged in order for each person to participate equally in the process of creating implementation support tools as a project partner.



There may be a wide range of reasons for a researcher to be involved in creating implementation support tools:

- the researcher may be able to integrate the creation of an implementation support tool into his or her research projects in order to help secure funding from institutions that are increasingly demanding in terms of requiring that research outcomes have a positive impact on the lives of field stakeholders;
- the researcher may be able to suggest partnerships (which include creating implementation support tools) to organisations in the context of a research programme. These partnerships will enable the researcher to access a wider research scope in the field, in order to collect data from persons with disabilities, their families and professio-

nals in the field... These partnerships will also be useful in terms of aligning research with the expertise and experience of field stakeholders, which may be complementary to the researcher's skills during other research phases such as analysing and using research results. Field stakeholders' contribution may also help in terms of a wider distribution of research results beyond university boundaries;

- finally, this applied dimension will enable the researcher to develop training for professionals and communicate with the media, who are often interested in the practical outcomes of research results.

QUESTIONS TO ASK:

Why are you interested in a collaboration? With whom would you collaborate?
What interests do you share that enable your involvement in a project dedicated to implementation support tools?
As a field stakeholder: «What will I get from this?»
As a researcher: «Why would I be interested?»

KEY POINTS

Researchers explain research results in a manner that is adapted to field stakeholders and attribute importance to suggestions received from these field stakeholders.
Field stakeholders allow themselves to ask questions and request clarification.

EXEMPLE

The discussion document «Reducing the gap between research and practice: methodological document» from the *«Applied Research on disability in Africa»* project, illustrates the importance of the preparatory phase of the collaboration and the questions to ask during this phase.

2.2 – Project management: implementation support tools

2.2.1 Project management coordination

Project management must be collectively defined: it structures the relationship between partners. It is clearly specified at the start of the project; rigour and flexibility are necessary in order to develop implementation support tools, which require both time and creativity.

It is primarily a question of:

- defining the actions, group working methods (areas of exchange, monitoring and adjustments for co-producing the tools) and their schedule;
- recognising the specific assignments attributed to each partner (who does what, the nature of the assignment, the skills required);
- estimating the time required (not to be underestimated);
- identifing the external resources necessary (producer, web master, graphic designer, etc.);
- assessing the availability of each partner, taking into account the commitments and deadlines of each partner;
- verifing the project is adapted to available ***resources***: time scale as well as financial and human resources.

KEY POINTS

External service providers participating in developing implementation support tools must be involved with the project as early as possible; their technical expertise will make it possible to fine tune the schedule planning and provisional budget.

2.2.2 Project management objectives

These are:

- facilitate information communication;
- suggest cooperative working methods (exchanges, analyses, discussions and adjustments);
- reinforce the commitment and participation of project partners, and their respective roles in the project process (creating the steering committee, coordination structure, etc.);
- ensure collective monitoring of the project and of the results expected of implementation support tools; (Cf. lien 2.5)
- identify and specify the role of the coordinator.

2.2.3 The coordinator: the linchpin of the implementation support tool process

The project point of contact of the process, which we name the «coordinator», is chosen from within the group by the project partners. This is a facilitator role: the coordinator is available, and his or her organisational skills are recognised by all project partners as crucial to support the development of implementation support tools. If an implementation support tool is anticipated from the outset of a research project, the coordinator may be responsible for the entire project, or may be chosen to specifically support the implementation support tool process.

Caution! The coordinator does not act alone, but rather relies on the group dynamic. It is important to choose the person who will take on this specific role and act as an interface, a facilitator, from the outset of the partnership. This person may be a field stakeholder or a researcher chosen by the project partners. This coordinator role is not a separate full-time role, but rather is a role assumed by a team member appointed to the role in order to fulfil this function.

The coordinator leads the implementation support tool production process, and asks questions of field stakeholders and researchers. The coordinator is the main interlocutor, and helps communicate information by coordinating internal and external communication. The coordinator guarantees the participatory approach and ensures that all partners are included, taking into account each person's expertise.

The coordinator has a specific role built around a strong commitment, an ability to motivate and mediate as recognised by the team and confirmed by the organisation to which the coordinator is affiliated, which grants this person the time necessary to fulfil the role. *(sheet A - coordinator assignments)*

2.3 – Planning and preparing the budget

2.3.1 Planning

It is essential to use a programming tool which must be updated throughout the process and that will make it possible to:

- define the major phases for the development of implementation support tools;
- anticipate the schedule of exchanges between project partners;
- prepare communications concerning the shared project;
- present project progress to partners and external persons;
- distribute actions between researchers, field stakeholders and the coordinator, and when necessary seek the help of external service providers.

This planning increases the visibility of the implementation support tool development process and helps with preparing the provisional budget. On the one hand, planning enables the coordinator to identify points of reference in order to schedule inter-group exchanges, monitor the frequency of these exchanges, and assess project progress. On the other hand, it enables each partner to organise his or her assignments, anticipate meetings, monitor and report on his or her achievements.

Sample communication tools (schedule)

Activity (examples)	**Party interested in the activity**	**Planning**							
		Period 1				**Period 2**			
		Time **1**	Time **2**	Time **3**	Time **4**	Time **5**	Time **6**	Time **7**	Time **8**
Report/analysis of results	Researchers and/or Field Stakeholders and/or Coordinator and/or Service Provider								
Completion of the implementation support tool									
Creating the test sample									
Tests									
Adjustments									
Finalisation									
Diffusion									

2.3.2 Preparing the budget

It is important to define the resources necessary for developing implementation support tools. This must include the human, material and financial resources necessary for each stage of the project (design, implementation and distribution).

This is a crucial stage that makes it possible to:

- specify the skills available internally and externally;
- identify the working schedule for each partner (including time dedicated to project coordination);
- identify the costs related to travel, initial meetings, monitoring meetings, specialised services (audiovisual, graphic design, etc.) and operations (communication, office supplies, copying, etc.);

- understand the cost of creating implementation support tools;
- anticipate production costs for external communication methods (video, brochure, posters, project presentation sheets and results, etc.);
- anticipate and allow for expenses related to implementation support tool distribution and support (for example, costs incurred for an explanatory guide, training sessions, etc.).

On this basis, it will be possible to develop a provisional project budget and ensure budget monitoring. *Sheet B : Budget preparation*

KEY POINTS

Post-project activities are not included in the budget. Nevertheless, it will be necessary to consider expenses (limited but nevertheless existent) to be incurred after the end of the project.
For example, the long-term maintenance of a website created as a result of a project must be anticipated. Questions to be asked are therefore: what website hosting is anticipated at the end of the project? Who will cover these costs? Which partner will be responsible for managing the website? If the site is not «frozen» at the end of the project, who from within the partnership will take charge of updating it?
It is important to ensure long-term access to the implementation support tool following its design, and this for a minimum period of 2 to 3 years.

The necessary financial resources will be provided by a number of channels:
- search for external funding from an entity external to the project;
- personnel provided by project partners;
- project partners provide access to meeting rooms;
- project partners provide technical service providers (for example, a video service that is part of a university).

Note that as the cost of an implementation support tool may vary widely, funding may at times be assumed in full by the partners involved in the project, or divided between external funding and project partner participation.

2.4 – Formalising the collaboration

This process applies to the *two potential project* scenarios, depending on the sources of the implementation support tools: on the basis of existing research results or of those in the process of being developed.

2.4.1 The time factor must not be forgotten

The development of the partnership is a process that must not be neglected. In order for this process to be successful, it is important to ensure that implementation support tool development is clearly incorporated into the assignments of each partner. In this context, partnership agreements are recommended (different agreement than that related to the project funding).

Institutions may therefore approve the commitment of project partners, which facilitates their involvement over time, particularly in the event of turn-over or change of institutional representatives. Formalising the partnership makes it possible to act in a reassuring context. *Sheet C : Partnership agreement*

KEY POINTS

Formalising the collaboration makes it possible to:
— assess the time involved for the coordinator and each partner;
— reinforce the basis of participants' commitment and the structure of their contribution (time committed, period, resources allocated);
— clarify each participant's schedule constraints (notably in terms of the university calendar).

2.4.2 Strategic communication between partners

The following elements are essential in order to develop common communication principles; it is important to:

- address the question of intellectual property of knowledge produced (See Sheet 4 Implementation support tool availability);
- anticipate confidentiality questions relative to data gathered;
- understand each partner's requirements in terms of external communication (e.g. logos, etc.);
- recall image rights: whatever the nature of the implementation support tool, publication or communication (seminars, news reports), the authorisation of persons involved must be obtained prior to any distribution;

- create a contact information list for all participants for the duration of the project;
- collectively adopt a name for the project and develop common communication.

From this basis, initial actions may then be carried out jointly. (Cf. Fiche 5 Communication)

2.5 – Monitoring the development of implementation support tools

Monitoring the development of implementation support tools requires rigour and flexibility. In order to combine these two qualities, it is essential to adopt a monitoring tool from the outset of the project. Partners will then be able to monitor the progress of the implementation support tool development and apply any adjustments.

2.5.1 Monitoring table for the development of implementation support tools

Meeting and coordination time	*A*	*B*	*C*	*D*	*E*			
	Content from research results	Expected form of implementation support tool	Target audience	Form of implementation support tools	**Role of partners (who does what?)**			
					Coordinator	Field stakeholders	Researchers	External service providers
Meeting 1 / date								
Meeting 2 / date								
Meeting 3 / date								
...								

This monitoring table makes it possible to:

- explicitly define the content of the implementation support tool as issued from research results [column A];
- specify the expected implementation support tools [column B];
- identify target audiences [column C];
- together, identify the form of implementation support tools [column D];
- specify the role and contribution of each partner [column E].

KEY POINTS

Used in the context of implementation support tool development planned at the outset of a research project, this table must be used from the outset of the research process. Over the course of the project, this monitoring table presents new elements such as research results, the target audiences identified to be incorporated into the communication strategy, etc.
In the event of implementation support tool development planned on the basis of existing research results, this table must be used from the start of the implementation support tool development process.

2.5.2 Utility of monitoring tables for implementation support tools

The monitoring table:

- is updated and approved at each meeting;
- facilitates internal communication and support throughout the process.

It makes it possible to:

- highlight the progress of the implementation support tool development and research results;
- highlight areas of collaboration, and the expertise of each participant;
- support the cooperative and partnership dynamic of the project;
- exchange information concerning results in progress, respond to questions, and generate other potential areas of application;
- meet other potential partners and involve them in the process of developing or communicating an implementation support tool.

KEY POINTS

The monitoring table facilitates and validates the understanding and appropriation of research results by field stakeholders; reciprocally, it facilitates and validates understanding on the part of researchers of field stakeholders' expectations and the use of research results for implementation support tools.
The monitoring table is also useful in terms of organising the partnership by specifying project management methods and the responsibilities of each participant.

It is used in conjunction with other tools such as the planning table (cf. lien 2.3.1)

2.6 – Implementation support tool tests

Prior to distribution, each implementation support tool must be tested. It is necessary to:

- organise and prepare the test using the proposed (or prototype) implementation support tool;
- create a test group that corresponds to the target audience;
- approve support methods in order to ensure familiarity, understanding and use of implementation support tools;
- analyse results and proceed with adjustments; adaptations or refinements
- finalise the implementation support tool, which will be scientifically reliable as well as adapted to the required context and practices.

Sheet E : Implementation support tool tests

3

DISTRIBUTION OF IMPLEMENTATION SUPPORT TOOLS

3.1 Distribution strategy

F : Availability of implementation support tools

3.2 Distribution implementation

3.3 Role of the Resource Centre for Applied Research and Disability

3

DISTRIBUTION OF IMPLEMENTATION SUPPORT TOOLS

The distribution strategy is a key component of an implementation support tool's success and must be developed by the partners from the start of the project. This strategy must be pragmatic and flexible in order to adjust to the process of creating implementation support tools.

There is no point in developing a high quality implementation support tool if it is not as widely known as possible. The impact of the implementation support tool therefore depends on the symbiosis between the quality of its content and its distribution to the largest possible number of potential users.

3.1 – Distribution strategy

Those involved in the distribution strategy must be familiar with the process of developing the implementation support tool. As communications take place and relationships are developed with external persons, other people may be included in the project and wish to join the distribution process. A sharing of networks emerges in order to ensure a wide distribution.

In order to successfully carry out the distribution, the following elements must have been clearly defined and taken into account:

- the implementation support tool's key messages are formulated and approved by the partners;
- the addressees of the messages and implementation support tool are identified;
- the format (paper version, video, digital format) is determined;
- access conditions for the implementation support tool are determined;
- distribution rules, image rights, copyright and intellectual property rights are defined, understood and complied with. It is important that these rules enable distribution

to the widest possible number of people, by not limiting access to the implementation support tools.

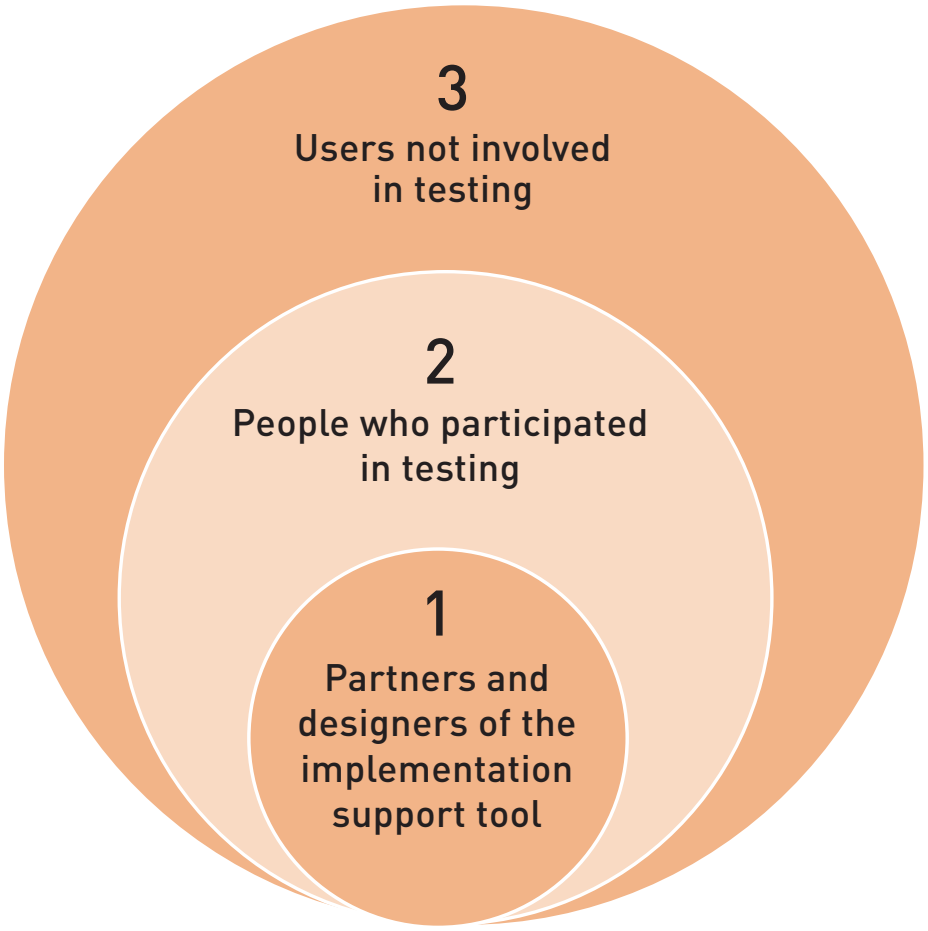
It is also essential to define:
- the means of communication (written press, radio, social networks, websites, communication workshops, exhibitions);
- distribution channels (printed, broadcasts, seminars, training sessions, digital etc.) depending on the addressees (organisations, institutions/service providers, resource centres, training centres, formal or informal groups, networks, websites, media, etc.);
- depending on the format, the modalities for making the implementation support tool available: provided directly by the partners who design the tool, permanent distribution, occasional distribution, freely available in strategic locations (it will be important to always provide it free of charge), accessibility, open source, download and distribution authorisations.

It is also useful to exchange ideas concerning the distribution strategy with financial partners that supported the design of the implementation support tool and that can relay its distribution.
Sheet F - Availability of implementation support tools

3.2 – Distribution implementation

Once the implementation support tool is approved, a wide distribution is carried out with the aim of ensuring its use by the largest number of people.
Distribution is neither spontaneous nor acquired, its growth is prepared in advance. The circle diagram of participants below illustrates the different user profiles and their roles in the distribution of the implementation tool. These are not pre-existing, but emerge on the basis of the distribution strategy implemented.

Concentric circle diagram



Circle 1: Partners and designers: These are the persons and organisations involved in creating the implementation support tool. They distribute it through their own networks.
Circle 2: People who participated in testing. These people may distribute the implementation support tool within their organisations and networks.
Circle 3: All people and organisations that discover the implementation support tool themselves (usually on the Internet).

It is important that they be able to access the contact information of those who designed the implementation support tool in order to obtain more information and to be able to become «ambassadors» in turn by playing a role in the tool's distribution.
The distribution challenge for implementation support tools is to reach this 3rd circle, which is the most removed from the source of the tool's creation, but which encompasses the largest number of people. These people must benefit from the new knowledge provided by the implementation support tool. If this 3rd circle is not sufficiently reached, the impact of the implementation support tool is limited.

Provide support in order to improve familiarity with the implementation support tool:

Depending on the implementation support tool, support must be envisaged. This is not however systematically essential. Nevertheless, it is important that partners question this optional dimension: how would support to improve familiarity with the implementation support tool be of added value? Would it help users familiarise themselves with the tool and therefore facilitate the distribution of the implementation support tool?
This support can focus on access modalities and familiarisation with the implementation support tool (for example, the steps required to download and configure a mobile app). Support may also take the form of training, a presentation at a seminar or workshop, or a presentation document. Field stakeholders, as users, or intermediary organisations, may therefore participate in the distribution process and contribute to the deployment of these actions to help users familiarise themselves with the implementation support tool.

EXEMPLE

The document *«How to take into account persons with disabilities in the initiatives and policies of our cities and villages»* makes it possible to present the research and implementation support tools of the applied research project entitled *«The participation of persons with disabilities in local governance»*. This document indicates where the deliverables are available and in which order to consult them for optimal use of the tool.

KEY POINTS

It is inevitable that certain users discover the implementation support tool on their own (often on the Internet). The distribution strategy must anticipate a maximum of peripheral information (contact information of the designers and support team, tool content and usage methods, etc.).

Sample communication tool for the distribution of the implementation support tool:

EXEMPLE

Three *posters* illustrate the communication launch for the research project entitled *«An Assessment of the Social, Cultural and Institutional Factors that Contribute to Sexual Abuse of Persons with Disabilities in East Africa»* carried out by Advantage Africa and University College London (UCL).

EXEMPLE

The *«Disability and Sexuality project»* website created in the context of the applied research project *« The myth of asexuality? Disability stigma as a barrier to sexual relationships in South Africa»*, enabled project partners to clearly communicate research results and to store a range of related media (videos, etc.).

8 youtube.com/watch?v=DK44q0XIX5E - 9 youtube.com/watch?v=PFEebATC-

3.3 – Role of the Resource Centre for Applied Research and Disability in promoting implementation support tools

The distribution process may be supported by the Resource Centre for Applied Research and Disability coordinated by FIRAH. The latter aims to bring together researchers and field stakeholders; it facilitates the creation of networks at the national, European and International levels, and distributes research results and their implementation support tools.

As a long-term partner, the Resource Centre for Applied Research and Disability:

- provides support to the partnership and provides technical help in creating implementation support tools;
- communicates on project development;
- applies the distribution strategy;
- presents all available and accessible publications on its website (research reports and implementation support tools), therefore contributing to their distribution.

The Resource Centre for Applied Research and Disability constitutes a real advantage in terms of distribution but also in terms of referencing for the implementation support tool.

In order to access a wide variety of implementation support tools, please visit the Resource Centre's database. In a database search, implementation support tools are indicated by this symbol: 

4

THE POST-PROJECT LIFE OF IMPLEMENTATION SUPPORT TOOLS

4.1 Assessment

4.2 Update

4.3 Dynamic cycle of implementation support tools

4

THE POST-PROJECT LIFE OF IMPLEMENTATION SUPPORT TOOLS

4.1 – Assessment

Following a period defined by the designers (approximately three years), we recommend reviewing the implementation support tools. This generally means assessing the distribution of the said tools, their efficiency and their impact at the end of this period. The period and duration of this assessment depend on the challenges and assessment questions expressed by partners, users and financial backers.

This approach makes it possible to identify new perspectives dedicated to the implementation support tool in terms of demand, need and context evolution.

Sample assessment questions:

- What is the scope of the implementation support tool?
- How is the implementation support tool used? Is it adapted to the target audience? How is it appropriated?
- What is the user profile? What is the user satisfaction rating?
- How was the tool distributed?
- Who has discovered the implementation support tool? Has the target audience been reached?
- What are the outcomes of making the implementation support tool available?
- What new questions have come to light as a result of the use of the implementation support tool?

4.2 – Update

This review will make it possible to specify:

- which elements need to be updated;

- the human and material resources necessary for the update;
- the expertise required (for example maintaining support) and its cost;
- the partner(s) to be involved in the improvement process.

KEY POINTS

The sustainability of the implementation support tool must be addressed at the beginning of the project. (cf. lien 1.3.2). The life cycle of all implementation support tools, regardless of type, must be consi dered.

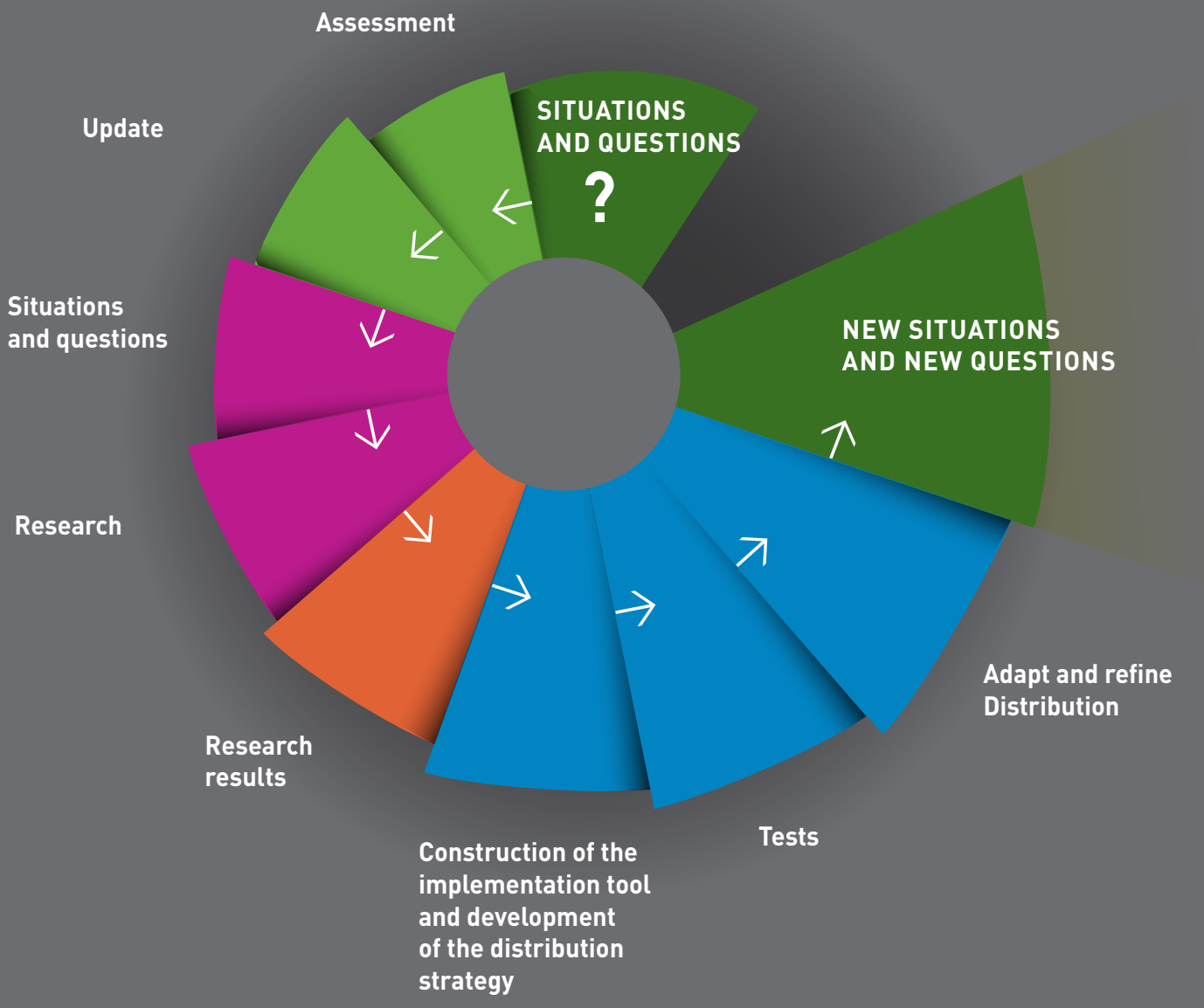
EXEMPLE

The *Sexuality and disability project website*, dedicated to *«The myth of asexuality? Disability stigma as a barrier to sexual relationships in South Africa»* created by the research team in order to present the evolution of their research, had to be considered in advance in order to guarantee website maintenance and sustainability.

4.3 – Dynamic cycle of Implementation Support Tools

Creativity and innovation are required for the completion of implementation support tools. Their distribution is therefore an opportunity to identify new perspectives as well as new application and research possibilities. This review also enriches the dynamic cycle of implementation support tools, widening the range of possibilities.

Note: Revise the colour code and incorporate the update phase / guide overview



PRACTICAL SHEETS

SHEET **A** **COORDINATOR ASSIGNMENTS**

SHEET **B** **BUDGET PREPARATION**

SHEET **C** **PARTNERSHIP AGREEMENT**

SHEET **D** **MONITORING TABLE**

SHEET **E** **IMPLEMENTATION SUPPORT TOOL TESTS**

SHEET **F** **AVAILABILITY OF IMPLEMENTATION SUPPORT TOOLS**
for the benefit of the widest possible audience

COORDINATOR ASSIGNMENTS SHEET A

The coordinator is chosen by project partners. This is a facilitator role, where the coordinator is available, and is his or her communication and organisational skills are recognised by all project partners as crucial to support the creation of implementation support tools.
The coordinator's specific role is based on sound commitment, and the ability to motivate and mediate as recognised by the team. The coordinator is the favoured interlocutor, in order to improve communication.
The coordinator develops trusting relationships with partners, develops cooperation, and encourages complementary qualities between field stakeholders and researchers.
The coordinator develops the detailed plan, the project monitoring table (*See Sheet 6 Monitoring Table*), facilitates communication and identifies monitoring indicators for the partnership.

The time required for the coordinator role depends on the implementation support tool. The coordinator role does not represent a separate function, it is one of the project partners that assumes this role.

ASSIGNMENTS

Continuous monitoring of the implementation support tool development process: the coordinator leads the process of continuous adjustment of research results and facilitates exchange and analysis between researchers and field stakeholders. The coordinator supports project partners in creating implementation support tools that responding to the objectives and characteristics identified in advance (innovative, accessible, understandable, transferable, useful).

Communication in terms of project progress: the coordinator guarantees the internal communication and the balanced participation of all partners; regular communication reinforces the recognition of actions carried out, the collective dynamic, and stimulates the partners involved in the project.

The coordinator also coordinates external communications relevant to project progress in relation to the target audience.

Managing the partnership:
this specifically consists of:

- facilitating relationships between partners and encouraging mutual understanding;
- encouraging the participation of all partners: implementation support tool designers and external service providers (graphic designers, video editors, etc.);
- regularly organising follow-up meetings, areas of exchange and discussion;
- leading the development of the distribution strategy for implementation support tools;
- preparing test phases.

SKILLS

- leading the partnership and supporting decision-making activities;
- project management methodology;
- communication: good listener, and verbal and written communicator.

BUDGET PREPARATION SHEET B

The necessary financial resources will be provided by a number of channels:

- Search for external funding from an entity external to the project partners
- Personnel provided by project partners
- Project partners provide access to meeting rooms
- Project partners provide technical service providers (for example, those who are part of a university service for creating videos).

As the cost of an implementation support tool can vary widely, its funding may be assumed in full, or may require partial contributions from other funding sources, including the availability of partners involved (time, materials, human resources).

DISTRIBUTION OF RESOURCES AT EACH PHASE OF THE PROJECT

(DESIGN, IMPLEMENTATION AND DISTRIBUTION)

THE RESOURCES REQUIRED FOR THE DESIGN OF THE IMPLEMENTATION SUPPORT TOOL

Time investment:

It is necessary to take into account the time necessary for the preparatory phases carried out by the researchers and field stakeholders. This includes:

- formal and informal encounters that encourage mutual understanding between partners;
- discussions on intellectual property and the conditions of use applicable to the knowledge produced in the context of the project. (This work must be carried out from the outset of the project. This makes it possible on the one hand to act freely in terms of external communication and implementation support tool distribution, and on the other hand to acknowledge each person's responsibility);
- preparing meetings for designing the implementation support tool.

Human Resources:

Human resources include field stakeholders and partner researchers. Note again that the time allocated to the coordinator role must be taken into account (this is a role that will be assumed by a member of the team and does not constitute a full separate position).

Material means:

These consist of operating costs:

- meetings (meeting partners, meetings to formalise the partnership, draft and approve the project, project management meetings);
- travel, lodging, communication expenses, office supplies;
- project presentation documents (copying and formatting costs, etc.).

THE RESOURCES NECESSARY TO OPERATE THE IMPLEMENTATION SUPPORT TOOL

Time investment:

Time will be specifically dedicated to:

- synthesising research results used in creating the implementation support tool;
- ownership of research results by field stakeholders, which may require revision time and requests for clarification;
- project partners' development and monitoring of the process;
- implementation support tool tests, adjustments, and distribution preparation;
- partnership management, including the coordinator's time;
- updating and communicating information, distributing project results internally and externally.

Meetings between partners are fundamental and ensure the project's success. A shared calendar makes it possible to recall deadlines, define priorities, the frequency of meetings and facilitate the distribution of information.

Human Resources:

It is essential to understand the skills available within the team. In addition, external partners may be involved:

- support persons (consultants, interns, students);
- service providers with specific technical skills (digital, audiovisual, graphic design, web design).

Material means:

Material means include:

- operational resources;
- communication means, either in paper or digital format (examples: brochures, project presentation sheets, implementation support tool sheets);
- resources required for creating a website.

RESOURCES USED FOR IMPLEMENTATION SUPPORT TOOL DISTRIBUTION

Time investment:

Time will be dedicated to:

- developing and adjusting the distribution strategy;
- implementation support tool presentation and support to ensure familiarity with the tool;
- implementation support tool assessment and updates.

Human resources:

- project partners, other field stakeholders involved in distribution (intermediary organisations, professional entities, resource centres, training centres);
- resource persons acting in terms of communication;
- external service providers that may support or carry out implementation support tool testing.

Material resources:

- operational resources;
- communication resources for seminars, workshops, etc.
- resources for implementation support tool distribution and promotion among the media, on social networks and on the Internet.

DRAFTING A BUDGET

Having a provisional budget that is as precise as possible makes it possible to adjust project objectives to the available financial resources. Key points are defined by all project partners.

In terms of funding applications, it is important to know:

- funding eligibility: what can be paid for by the funding entity and for what length of time: meetings with field stakeholders and researchers, creating the implementation support tool, distribution, etc.
- partner contributions must be valorised (time, resources).

(In the event of external financing, the different administrative tasks relative to funding are carried out by the organisation that receives the funding. Administrative and financial management rules must be established at the beginning of the project, depending on the proofs of expenses and time frames required. These rules must be known and understood by all project partners that incur expenses.)

Sample sections that could be included in the general budget:

SECTION	Description		Amount Total	financing Source 1	financing Source 2	financing Source 3
	Quantity	Unit price with tax		Amount	Amount	Amount
Human resources: research project partners responsible for creating implementation support tools						
Researchers involved in creating implementation support tools						
Field stakeholders involved in creating implementation support tools						
Project coordinator for creating implementation support tools						
Travel Expenses (mileage, parking, public transport, etc.)						
Lodging expenses						
Human resources and external service providers occasionally involved in the project						
Interns, students						
Resource persons (experimental phases, adaptation tests for implementation support tools, etc.)						
Technical service providers (graphic design, web master, audiovisual technology, event management, etc.)						
Resources require to create an implementation support tool						
Design resources (model, test, adjustment)						
Resources required to finalise implementation support tools						
Meeting organisation (design, performance of implementation support tools)						
Monitoring meetings, study days, work feedback						
Room rentals						
Food and beverage costs						
External speakers						
Others to be specified						
Distribution and communication of implementation support tools						
Distribution costs (distribution channels, support, training, etc.)						
Design costs for paper and digital documents (implementation support tool documents, messages)						
Website hosting costs (if applicable)						
Seminars						
Service providers (food and beverage, reception)						
Other (translation costs, etc.)						
Other fees (to be specified)						

PARTNERSHIP AGREEMENT SHEET C

Drafting a partnership agreement makes it possible to formalise the basis of the collaboration between partners. An agreement signed between entities, and not between natural persons, guarantees that commitments will be fulfilled as they do not depend exclusively on the involvement of a given person.

Once the agreement is signed, the legal person signatory may not refuse the collaboration; this also makes it possible to face potential changes in participants within an organisation.

The agreement defines the content and modalities of the partnership on the basis of the human and financial means dedicated to the project. Who is collaborating? What is the focus of the collaboration? What objectives are pursued in the collaboration? Why is there a collaboration? Who does what and why (schedule)?

PRESENTATION OF THE KEY POINTS OF AN AGREEMENT BETWEEN RESEARCHERS AND KEY STAKEHOLDERS (EXAMPLE)

introduction

Presents in the most complete manner possible the signatories, specifying the name and role of their representatives, their contact details and terms that will be used to refer to them throughout the rest of the agreement. The signatories are therefore the representatives of the partner organisations.

Between RESEARCHERS

Full name of each organisation, address, represented by whom, in what capacity, first name and surname.

And,

Between FIELD STAKEHOLDERS

Full name of each entity, address, represented by whom, in what capacity, first name and surname.

PREAMBLE

Presentation of the context, the elements that led to the partnership, expectations and needs.

IT HAS BEEN AGREED AS FOLLOWS:

ARTICLE **1** – **Purpose of this agreement**

Present the subject of the partnership, the added value of the collaboration
The purpose of this agreement is to define the conditions and nature of the partnership relationship between...

ARTICLE **2** – **Key project areas and forms of collaboration**

Present the objectives pursued, anticipated results, methods used to assess these results, and the human and financial resources involved.

ARTICLE **3** – **Commitments of the Parties**

It is a question of specifying the actions, «Who does what?» When? Who manages the partnership?
In the context of this agreement, the partners hereby agree to:
Researcher commitments:
Field stakeholder commitments:
Partnership management:

ARTICLE **4** – **Intellectual property and communication**

Specify the communication rules applicable upon the distribution of research results and implementation support tools, both within the partnership and externally, as well as the way in which partners anticipate the management of intellectual property over the course of the project.

ARTICLE **5** – **Duration**

This agreement is concluded for a period of x years from its signing date.

ARTICLE **6** – **Disputes**

Specify the communication modalities to be complied with (letter with return receipt, advance notice, etc.)
Failing an amiable agreement, this Agreement may be terminated by any Partner, subject to compliance with the following modalities:

ARTICLE **7** – **Applicable law - Assignment of jurisdiction**

This agreement is governed by (specify the country in question depending on the signatories) law

Concluded in X original copies

In, location, date

MONITORING TABLE — SHEET D

Model implementation support tool monitoring tables for current projects

Meeting and coordination time	A	B	C	D	E			
	Content from research results	Form of implementation support tool expected	Target audience	Form of implementation support tools	**Role of partners** (who does what?)			
					Coordinator	Field stakeholders	Researchers	External service providers
Meeting 1 / date								
Meeting 2 / date								
Meeting 3 / date								
...								

The monitoring table is a project management tool, which makes it possible to:

- verify the progress and coordination between research results and implementation support tools, guaranteeing the iterative aspect of the process:
  - research progress and availability, the emergence of new scientific results;
  - completed implementation support tools (information tools, awareness tools).
- make the choice of possible experiments (fields, target groups, etc.);
- specify the target audience for each implementation support tool;
- define and clarify working methods in order to better understand the reality of the situation: «what does not depend on us (field stakeholders and researchers)» and «what depends on us, where action becomes possible»; this shared analysis brings together project researchers and field stakeholders;
- reiterate the meeting schedule, production requirements, and administrative and financial deadlines.

The monitoring table is a collaboration tool, which contributes to:

- ownership of research results by field stakeholders;
- creating implementation support tools in coherence with the reference situation.

This ever evolving table must be collectively approved, at each meeting, in order to be useful to the partnership.

The monitoring table for implementation support tools is a partnership tool that continuously assesses project management and control which are based on:

- «Who does what?» (see the links for table of roles): the role of partners and of the coordinator must be collectively defined. The contribution of each member is specified;
- «Who decides what?»: participation in the decision-making process reinforces the commitment and interest of each person. The evolving monitoring table makes it possible to inform all partners of a subject that is relevant to the project and ask members to make a decision;
- «Who intervenes? Why? On what?» concerns people external to the project and encourages the choice of service providers.

Other tools may be used in coordination with these two monitoring tables:

- a *planning tool* presented in the guide (Cf. lien 2.3.1);
- meeting reports;
- a database containing the contact information for all partners, facilitating internal project communication (including persons involved in tests), but also a database used to prepare the final external distribution.

IMPLEMENTATION SUPPORT TOOL TESTS SHEET E

« What can be improved in the implementation support tool? »

Each implementation support tool must be tested prior to distribution among future users. It is a question of assessing the relevance of the implementation support tool, verifying that it is understandable and applicable in order to improve its relevance to the target audience.
Following adjustments made and approved, the implementation support tool may be distributed; support modalities that facilitate familiarity with the tool may, if necessary, be included.

Select the circle of stakeholders

Project partners' immediate environment is to be favoured in terms of creating a test group. This will make it possible to verify that the implementation support tool is understandable, to identify how it is used, and consider potential support phases.

Constitute a specific working group.

Some project partners conduct the test and may be associated with external stakeholders. It is therefore important that these stakeholders understand the process of creating the implementation support tool (phases and processes used).

Test the model implementation support tool

The test is carried out on the basis of the model which corresponds to the quasi-definitive version of the implementation support tool. This model has the same characteristics as the final tool: format and volume (same paper, same number of pages, same duration for video formats, same illustrations, etc.). It is necessary to design an initial document, including elements to be verified during the test and its organisation (Who is carrying out the test? Among whom? When? How to test?)

Finalise the implementation support tool

Following the tests, modifications may be carried out: on the content, duration, illustrations, layout, graphic design, etc. Adjustments must be communicated to the person in charge of finalising the tool and a thorough re-read of the final version of the support tool is absolutely essential.

Items	Questions
What to test? Gathering opinions on: o overall appreciation of the implementation support tool; o the content and structure of ideas, links between messages... o understanding information; o the presentation and organisation of the tool etc.	o What is the main message identified? o How well is the implementation support tool understood? o Is the information easily identifiable? o Is the quantity of information appropriate? o How useful are the illustrations? o Are the usage modalities clearly explained?
Among whom to test the model? Test different models, each of which must be adapted to the target audience.	o How to take into account the different components of the target audience? o Can field stakeholders involved in the project test the implementation support tool via their networks?

AVAILABILITY OF IMPLEMENTATION SUPPORT TOOLS
for the benefit of the widest possible audience

SHEET F

In order to achieve the objective of informing the greatest number of people concerned by the content of the implementation support tools, project partners opt for «wide» distribution channels: websites, distribution platforms (video, audio), radio broadcasts (for example Research and Sharing), emails, etc.

It is important to use open licences, and open source[1] is particularly well adapted to facilitate access to resources. Project partners establish an agreement or license[2] (open) for the availability of their implementation support tool.

They choose the sharing conditions that they wish to apply to their productions while at the same time protecting their rights through Copyright. such as:

Free availability and use other than for commercial purposes:
Partners authorise the use of the implementation support tool, as well as derived information, on condition that these are not used for commercial purposes.

- Can the implementation support tool be reproduced and distributed free of charge? What are the modalities?
- Is it a question of a non-exclusive right to reproduce, distribute and communicate research results and implementation support tools to the public free of charge?

1 *References: Open source guide, Pack Logiciels Libres de l'entreprise, Plume-Feather Project, Framasoft Directory*

2 *Various standard agreements and licenses for online availability of works are available on creativecommons.fr*

Implementation support tool modifications:

- What are the modalities for modifying the implementation support tool? Is prior authorisation required?
- Do the rights to reproduce and distribute apply only to the implementation support tool in its entirety and without modifications?
- Who can contribute to the implementation support tool?

It is important to clearly specify, wherever necessary, the terms of the license, the conditions of the availability of the implementation support tool and this for each use or distribution. These elements may be incorporated into the implementation support tool and accompanying information.

KEY POINTS

Creative Commons free licenses are particularly well adapted to the availability of the implementation support tools

Clearly specifying the terms of use for the implementation support tool helps facilitate its distribution!

BIBLIO-GRAPHY

1 **The Cap Rural guide «Partenariat acteurs-chercheurs: valoriser pour de nouvelles connaissances et dynamiques de developpement des territoires»**

2 **References in the disability field**

3 **References on partnership and knowledge sharing research**

BIBLIOGRAPHY

The majority of the research reports and implementation support tools cited in drafting this guide may be consulted in the documentary database maintained by the ***Resource Centre for Applied Research and Disability***.

All of the Resource Centre's publications are included in the ***Catalogue***.

1 — The cap rural guide «partenariat acteurs-chercheurs: valoriser pour de nouvelles connaissances et dynamiques de developpement des territoires»

This work by Cap Rural inspired FIRAH in terms of creating this methodological guide on creating implementation support tools.

Cap Rural, a regional rural network with a resource centre on local development practices and vocations, aims to promote the development of rural and suburban areas in the Rhône-Alpes region on the basis of three main focal areas:

- reinforce engineering through skills and expertise;
- suggest innovative methods and tools;
- encourage experience and knowledge sharing.

Since 2007, Cap Rural has been involved in research partnerships in order to produce useful knowledge that is specifically adapted to development practitioners. It is in the context of promoting research that this methodological guide «Partnership between field stakeholders-researchers: promoting cooperation in the interest of new knowledge and regional development» was created. This initiative relies on experience acquired from the «Pour et Sur le Développement Régional» programme (PSDR 2 and 3) in the Rhône-Alpes region.

This guide, in interactive format which can also be ***downloaded***, in French.

- defines what promoting research means and the various ways in which doing so is possible: workshops encouraging exchanges between field stakeholders, field visits, application tests, experiments, training, publication of methodological guides, methods, analysis tools, decision-making support, media (films, slide shows), IT applications, etc.;
- develop, step by step, a 5 phase methodological approach:
  - identify a common subject to promote between stakeholders and researchers;
  - prepare the valorisation project;
  - implement and monitor valorisation activities. Research results (in process or finalised) are presented and discussed between field stakeholders and researchers involved in valorisation. These encounters make it possible to better understand the scientific work and enrich research considerations, to identify elements that may complete current practices. These analyses also lead to new initiatives. Researchers' involvement in thematic debates contribute to seminars organised by stakeholders;

- **o** design of valorisation supports and their distribution. The distribution of valorisation products makes it possible to raise awareness of new information and initiatives, as well as ensure these can be reproduced and adapted while others may be envisaged, and to identify resource persons;
- **o** analysis of the partnership and the effects of this new information.

➨ identify ideas for potential collaborations between rural development practitioners and researchers

➨ these valorisation products created between stakeholders and researchers are available and accessible on the website *www.psdr-ra.fr* and on *www.caprural.org/*

➨ Offers a dozen data sheets (tools, forms, informative texts, etc.)

To know more, please visit *caprural.org*.

2 — References in the disability field

APPLIED RESEARCH PROJECTS THAT PRODUCED IMPLEMENTATION SUPPORT TOOLS

The references presented below are applied research projects. They were selected for their utility in understanding applied research mechanisms, and make it possible to provide concrete examples of implementation support tools.
The hyper links redirect to the project summary in the documentary database; documents (implementation support tool, research reports) available for download are listed to the right of the project summary.

Enabler

Lynch P., Saunders A., Graeme D. ENABLER report: The development of a screening tool and distance travelled measure for employment services for blind and partially sighted people. Part 1, part 2, part 3. RNIB. 2013

→ *Research report (in English)*

→ *Implementation support tool: employment assessment toolkit for blind and partially sighted people (in English)*

Representation and evaluation of disability in Port-au-Prince, Haïti

Brus A., Danquah L. La représentation et l'évaluation du handicap en Haïti. Handicap International. France, 2012.

→ *Research report*

→ *Implementation support tool: Methodological report*

Disability Assessment Mechanisms : Challenges and Issues at Stake for the Development of Social Policies in light of the United Nations Convention for the Rights of Persons with Disabilities

Arnould C., Barral C., Bouffioulx E., Castelein P., Chiriacescu D., Cote A. Disability Assessment Mechanisms : Challenges and Issues at Stake for the Development of Social Policies in light of the United Nations Convention for the Rights of Persons with Disabilities Haute Ecole Libre de Bruxelles. 2012

→ *Research report*

→ *Implementation support tool: Tool for analysing disability assessment mechanisms*

Participation of people with disabilities in local governance :

Boucher N., Vincent P., Fougeyrollas P., Geiser P., Hazard D., Nouvellet H. Participation des personnes en situation de handicap à la gouvernance locale : comment mesurer les effets des stratégies de développement local inclusif ? Summary report. 2015

→ *Research report*

→ *Implementation support tools: Presentation of the research and knowledge sharing specifications*

Participation in education

Feiler A., Tarleton B., Watson D. Participation in Education: full report on the findings from research on the involvement of children with little or no verbal communication. University of Bristol. 2007

→ *Research report*

→ *Implementation support tool: resource for teachers and others for including primary school age children with little or no speech in decision-making*

An assessment of the social, cultural and institutional factors that contribute to the sexual abuse of persons with disabilities in East Africa

Aley R., Wadell M.-A. An assessment of the social, cultural and institutional factors that contribute to the sexual abuse of persons with disabilities in East Africa. Advantage Africa. 2016

→ *Research report (in English)*

→ *Implementation support tool: guide for victims and their families «What to do in the case of rape or sexual assault» (in English)*

The myth of asexuality? Disability Stigma as a barrier to sexual relationships in South Africa

→ *Research report*

→ *Implementation support tool*

LITERATURE REVIEWS

The literature reviews presented below and suggested by the Resource Centre consider multiple applied research projects with a specific common theme.

Benkirane W., Zouhairi A. → *Applied research on disability in Africa : mapping Maghreb and West Africa*. Centre Ressources Recherche Appliquée et Handicap. 2014

Carrew M., Rohleder P., Chiwaula M., Hellum Braathen S., Hunt X., Swartz L. → *The myth of asexuality? Disability Stigma as a barrier to sexual relationships in South Africa.* UEL. 2017

Centre Ressources Recherche Appliquée et Handicap. → *Applied research on disability in Africa : General mapping*. Centre Ressources Recherche Appliquée et Handicap. 2014

Wadell M.-A., Aley R. → *Applied research on disability in Africa : Mapping East Africa*. Centre Ressources Recherche Appliquée et Handicap. 2014

Waddell M.-A., Aley R. → *Contexual factors around the sexual abuse of people with disabilities in Africa*. 2015

3 — References on partnership and knowledge sharing research

All of the references presented below may facilitate the understanding of mechanisms tied to research in collaboration, knowledge sharing and valorisation of research results. They may constitute a theoretical framework in creating implementation support tools.

Complementary references and more ample information are available on the → *«Methodology for a Collaborative and Applied Research»* on the website of the Resource Centre for Applied Research and Disability.

→ *Center of Knowledge Translation for Disability and Rehabilitation research* (online).

Davis D., Evans M., Jadad A., Perrier L., Rath D., Ryan D., et al. → *«The case for knowledge translation: Shortening the journey from evidence to effect»*. British Medical Journal, 327. 2003

Parry D., Salsberg J., Macaulay A. C. → *A Guide to Researcher and Knowledge-User Collaboration in Health Research*. Canadian Institute of Health Research. 2006

Ukaid and LCD. → *Toolkit for DPO's how to undertake and use applied research*. 2013

FIRAH - The International Foundation of Applied Disability Research - contributes to knowledge development in the disability field by issuing calls for applied research projects involving researchers and field stakeholders, and by coordinating the Resource Centre for Applied Research and Disability.

In order for applied research to have a real impact on the quality of life of persons with disabilities, FIRAH expects research projects that encourage collaboration between researchers and field stakeholders, and result in the concrete application of knowledge by means of implementation support tools that fulfil the needs and expectations of persons with disabilities.

This methodological guide is aimed at researchers and field stakeholders. Its aim is to support them in creating implementation support tools, in order to reinforce the scientific and social validity of these tools.

More specifically, this guide defines the nature of an implementation support tool, specifies the methodological phases for creating and distributing these tools, and emphasises the importance of communication and partnership in this process which stimulates innovation.

FIRAH
Fondation Internationale de la Recherche Appliquée sur le Handicap
International Foundation of Applied Disability Research