

KNOWLEDGE TRANSLATION (KT) – REQUEST TRACKING (TReQ) FORM

Objectives

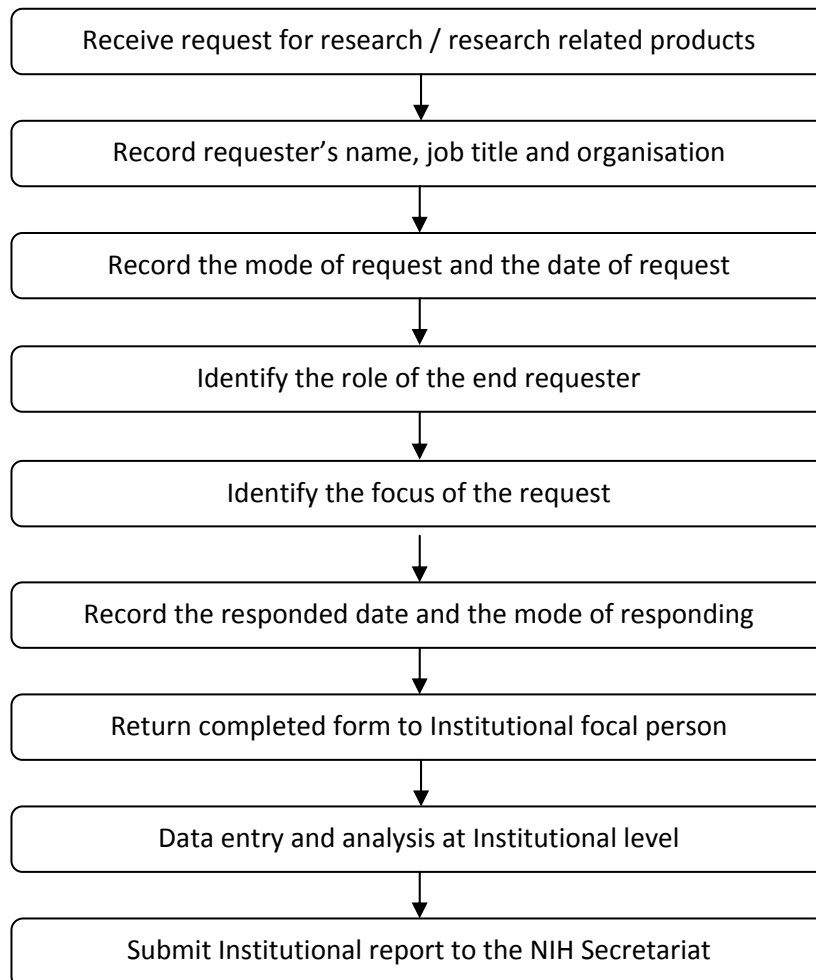
To describe the statistics of annual usage of research/ research related product of each institute by external users

Benefit: to know how relevant our research/research-related products are to the users

Responsibility:

- Of each officer (person who fills up the form)
 - to use softcopy of form and email to respective institutional focal person
 - if it is not possible to use softcopy, please use the hardcopy
- Of institutional focal person
 - send reminder to staff at respective institutions (e.g. fortnightly)
 - collate and give ID
 - carry out data entry and analysis at institutional level
 - submit six-monthly report to NIH secretariat (keep a copy at respective institutions)

THE FLOW CHART



Note: If unsure on filling up forms, give as much information as possible or ask helpdesk at ainulnadziha.mh@ihsr.gov.my or 03-22971531.

Notes:

1. The TReQ Form should be filled up whenever a request is received for research product/ materials/ references/ technical assistance etc.
2. Under 'Name of Requester', kindly fill in the names of all officers involved in the request. For example: Mr. AA is Dr. BB's desk officer. Mr. AA has contacted IHSR on behalf of Dr. BB for research product. Therefore, the names to be written under '**Name of Immediate Requester**' will be **Mr. AA** and '**Name of End Requester**' will be **Dr. BB**. But if Dr. Bb makes the request himself, only fill up 'Name of Immediate Requester'.
3. Similarly under 'Job Title', the positions to be written will be Job Title Mr. AA and/or Job Title Dr. BB (according to the example given above).
4. Fill in the date the request received in the appropriate box that matches the mechanism of contact (Date contact made by requester)
5. 'Date responded to the request' is the date that you have fulfilled the request (especially when this involves more than one step/meeting). Mere acknowledgement of the receipt of the request SHOULD NOT be considered as fulfilling the request. The mode of responding should be identified and the date responded to be written accordingly.
6. Under 'Role of the person (end requester) requesting information or support', tick the category of the **most senior or ultimate requester** who is making the request i.e. in the example above it will be Dr BB's role.
7. The role of the requester must be ascertained particularly if the person is wearing multiple hats. Please tick only one category that **best describes the end requester's role** for which the request was made.
8. For the "Focus of the Request" please tick all applicable requests made. For each, **please provide the details** e.g. the full title of the report, presentation, the training material etc. If it is about a meeting or dialogue, please specify the policy issues discussed.
9. The form is considered complete only once the 'Date responded to the request' has been entered. If the request cannot be met, please write as '**not responded**' to be followed by a brief explanation for not being able to meet the request.
10. All completed TReQ Forms should be submitted to the institutional focal person **within a week** of responding to the request.
11. The institutional focal person would collate the completed form and check its completeness. An ID would be given to each completed form. Data entry using a prepared data entry screen would be done at Institutional level, followed by analysis. A report based on a common template should be submitted to the NIH Secretariat every 6 months.

Definition:

Name of immediate requester:	<i>Name of person who makes the request</i>
Name of end requester:	<i>Name of person whom the requester requests on behalf of (if not for him/herself)</i>
Post/ Job title:	<i>e.g. Penolong Pengarah/Assistant Director</i>
Organisation:	<i>Place of work</i>

Q1

Date contact made by the requester	<i>The date the request was made</i>
*Date of completion of response if response involves more than one step/meeting	<i>The date the request was fulfilled (e.g. if the request is a 2-week consultancy, the date, in this case, would be the end of the consultancy) *If you are not able to meet the request, please write 'not responded' and give a brief explanation (e.g. not available, confidential information etc)</i>
Telephone	<i>Enter the dates in the appropriate boxes according to mechanism of contact If multiple ways of response was done (telephone, followed by fax/mail) – use same form but enter dates accordingly with some notes at the side</i>
E-mail	
Letter by fax/mail	
Visit in person to respective institutes	
Meeting in person done outside respective institutes	

Q2

a. Policymaker	
1. Public policymaker (elected official, political staff or civil servant) in the federal/national government	<i>e.g. TKPK (Kesihatan Awam), KPP, Penolong Pengarah in Putrajaya</i>
2. Public policymaker (elected official, political staff or civil servant) in a state or other sub-national government (e.g., district) but only if it has independent policymaking authority	<i>State govt. or local govt. E.g. EXCO kerajaan negeri, YDP Majlis Bandaran/ Majlis Daerah</i>
3. Manager in a state or other sub-national government (e.g., district) (if it does not have independent policymaking authority)	<i>Officers at JKN or district e.g. Pengarah/ Timbalan Pengarah/ KPP/ Penolong Pengarah, Pegawai Kesihatan Daerah</i>
4. Manager in a government healthcare institution	<i>e.g. Hospital directors, clinic administrator</i>
5. Manager in private organisation	<i>e.g. Private hospital directors, Pharmaceutical Managers etc</i>

b. Stakeholder	<i>Other than policymaker</i>
1. Staff/member of a civil society group/NGO	<i>e.g. MERCY, MAKNA</i>
2. Staff/member of a health professional association or group	<i>e.g. President of Malaysian Dental Association, MMA, Academy of Medicine</i>
3. Staff/member of a public healthcare facility	<i>e.g. clinician, nurses, allied health</i>
4. Staff/member of a private healthcare facility	<i>e.g. clinician, nurses</i>
5. Staff of a donor agency or international organisation	<i>e.g. WHO, UNICEF, UNDP</i>
6. Staff of a pharmaceutical or other biotechnology company	<i>e.g. Zuellig Pharma</i>
7. Representative of another stakeholder group	<i>e.g. students other than doctorate, journalist, lay person and other users</i>

c. Researcher	<i>Not confined to Health Researcher only</i>
1. Researcher in a national research institution in Malaysia (public & private)	<i>Not confined to MOH (including other ministries) Including doctorate students e.g. private: Cancer Research Initiative Foundation (CARIF)</i>
2. Researcher in a university in Malaysia (public & private)	<i>Including doctorate students</i>
3. Researcher in other institution in Malaysia (public & private)	<i>e.g. independent COCHRANE members, those from Nursing colleges or dental training colleges etc. Including doctorate students</i>
4. Researcher located outside Malaysia	<i>Including doctorate students</i>

Q3

a. Research products and packaged evidence summaries	Materials	Presentation (oral/poster)
1. Primary research products (Report/ Publication/ Presentation/ Research highlight/ Tools/ Analysis package)	<i>e.g. Research Report/ Publication/ Presentation/ Research Highlight/ Abstract/ Executive summaries/ Research proposal/ Tools/ Analysis package</i>	<i>Presenting at a meeting, symposium, conference</i>
2. Systematic reviews, scoping reviews		
3. Packaged evidence summaries	<i>e.g. Policy brief</i>	
4. Other		

b. Promotional / communication products	Materials	Presentation (oral/poster)
1. Related to using research evidence in policymaking	<i>Incl. poster, slides, pamphlets, brochures, booklets</i>	<i>Presenting at a meeting, symposium, conference</i>
2. Activities of respective institutes to support the use of research evidence in policymaking	<i>e.g. Annual report</i>	
3. Identified policy/research priorities	<i>e.g. Buku Research Priority</i>	
4. Availability of research resources		
5. Structures and policies that support policymakers in acquiring, assessing, adapting and applying research evidence when they need it	<i>Pekeliling, procedures etc.</i>	
6. Partnerships between policymakers and researchers	<i>Pamphlets, brochures, booklets</i>	
7. Other		

c. Application materials (Forms/ documents)	Materials	Presentation (oral/poster)
1. Forms/documents on securing incentives (e.g. funding, awards) targeted at policymakers, stakeholders or researchers	<i>JTP-KKM3</i>	<i>Presenting at a meeting, symposium, conference</i>
2. Funding calls targeted at researchers	<i>e.g. format for LOI, Request For Proposal,</i>	
3. Other	<i>e.g. Form to request for NHMS III data</i>	

d. “Push” efforts	
	<i>Usually it is researcher-initiated, and technically not a form of request</i>
1. Deliberative dialogues about policy issues (related to a specific research project or packaged research evidence summary) vs. “exchange” effort	<i>For a researcher-initiated dialogue, the “requester” is not the researcher BUT the other party involved. If more than one stakeholder, choose the main party.</i>
2. Other	

e. Efforts to facilitate “user pull”	
1. Research resource listing	<i>e.g. database of publications, database of research projects</i>
2. CD containing a searchable database of research evidence	
3. List of researchers and knowledge-translation specialists	
4. Other	

f. “Exchange” efforts	
1. Meetings that bring together policymakers and researchers to exchange information and ideas (unrelated to a specific research project or packaged research evidence summary)	<i>For a researcher-initiated dialogue, the “requester” is not the researcher BUT the other party involved. If more than one stakeholder, choose the main party.</i>
2. Other	

g. Training	<i>An application to a scheduled training organised by the institution is NOT considered as a request</i>
1. Training in the production of systematic reviews, scoping reviews and primary research	<i>Cut-off 50% of the training done by your institution. If less than 50%, your contribution to the training should be captured under section h3</i>
2. Training materials about the production of systematic reviews, scoping reviews and primary research	<i>e.g. Research Handbook</i>
3. Training in knowledge-translation activities	
4. Training materials about knowledge-translation activities	
5. Training in how to acquire, assess, adapt and apply research evidence	
6. Training materials about how to acquire, assess, adapt and apply research evidence	
7. Student/ fellowship/ other attachment	<i>e.g. when there is a request to place a student/ fellow for attachment at your institute</i>
8. Other	<i>e.g. non research-related training</i>

h. Consultancy/ Expert services	
1. Editorial board/ article reviewer/ Judge/ Panel member	
2. Technical advice/ consultancy/ expert opinion	
3. Plenary speaker/ lecture	
4. Collaborator in research project	
5. Other	<i>e.g. speech writing/ technical report writing other than project report</i>

Name of respondent	<i>Name of person directly responding to/ taking action on the request</i>
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