Congratulation!

This Knowledge & Technology Transfer (KTT) Toolbox supports researchers, project managers, program coordinators and knowledge brokers in their efforts to render knowledge sharing more effective.

Just get started!

Selection Criteria

●━━▸○ Information	👥 < 20	◔ < 1 day	🦠 < 500 CHF/yr	💡 Little
●◄━━○ Consultation	👥 20-50	◑ 1-7 days	🦠 500-10'000.-/yr	💡 Medium
●◄━▸○ Dialogue	👥 > 50	● > 7 days	🦠 > 10'000.-/yr	💡 Advanced

The criteria above help you finding suitable tools for Knowledge & Technology Transfer. There is no need to use all criteria. Just pick 2-3 of your choice.

The **direction of information flow** can be unilateral, when scientists publish results in a newsletter or if stakeholders are consulted for an input. A great potential lies in the interaction with other people through dialogue or collaboration.

Target group size matters! We differ between small, medium and large groups, each with its own dynamics, opportunities and challenges. You still might split a large group into small ones to work with the tool of your choice!
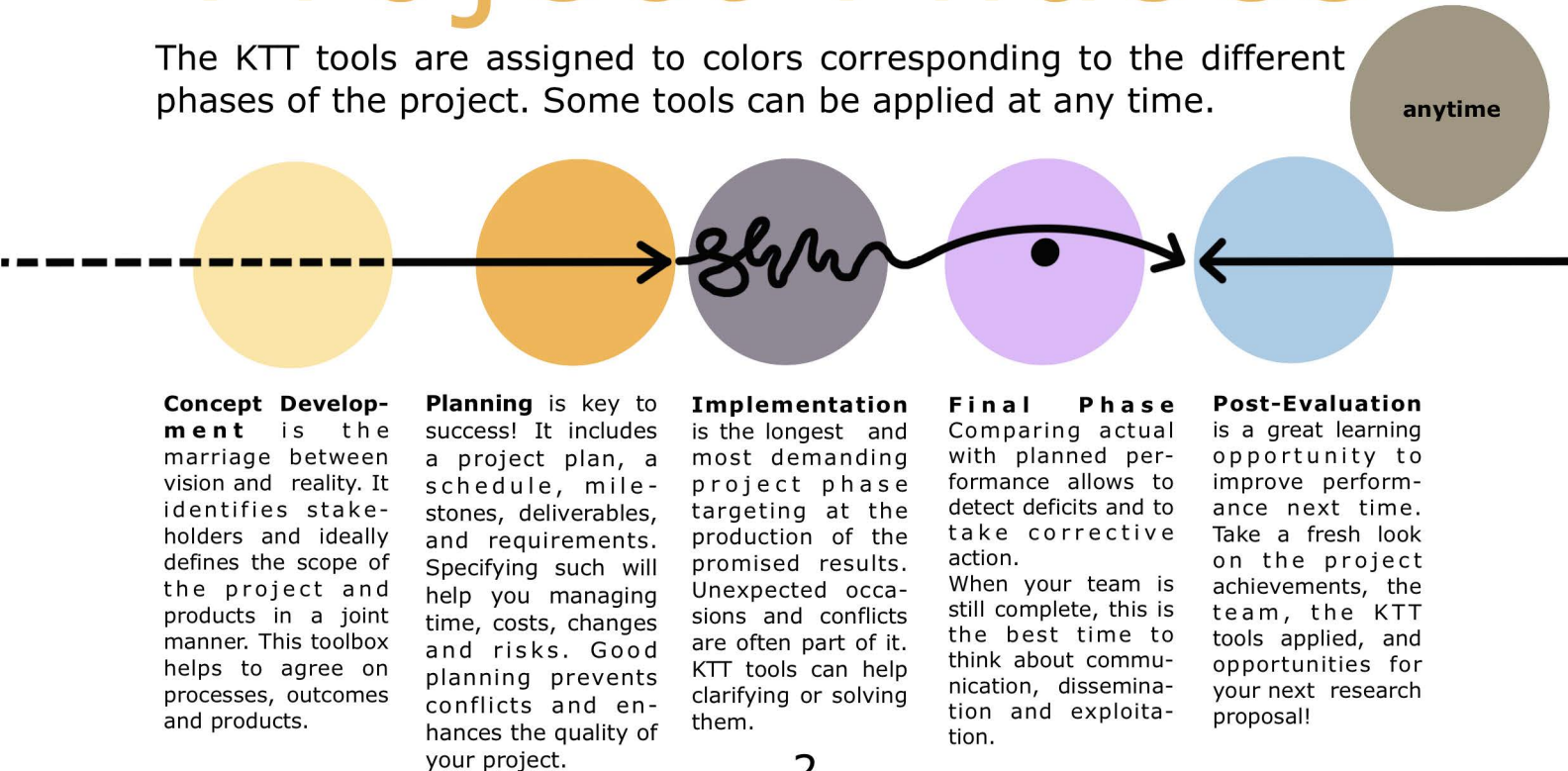
The **attention span** of your clients is crucial! Can they spare just a few hours? Or can you work with them for several days or even a longer period? Most of our proposed tools are suitable for quick exercises yielding immediate results.

The **budget** for your KTT exercise is, of course, linked to target group size, attention span and the necessary infrastructure and gadgets required. Often, the budget is limited, so we picked plenty of tools you can implement with little or no cost.

Qualification needed: Some tools work like simple cooking recipes requiring only little moderation skills. For others, some experience or sound preparation is an asset (medium), while a subset of tools might require some professional support - or great courage!

1

Project Phases

The KTT tools are assigned to colors corresponding to the different phases of the project. Some tools can be applied at any time.

anytime

Concept Development is the marriage between vision and reality. It identifies stakeholders and ideally defines the scope of the project and products in a joint manner. This toolbox helps to agree on processes, outcomes and products.

Planning is key to success! It includes a project plan, a schedule, milestones, deliverables, and requirements. Specifying such will help you managing time, costs, changes and risks. Good planning prevents conflicts and enhances the quality of your project.

Implementation is the longest and most demanding project phase targeting at the production of the promised results. Unexpected occasions and conflicts are often part of it. KTT tools can help clarifying or solving them.

Final Phase Comparing actual with planned performance allows to detect deficits and to take corrective action. When your team is still complete, this is the best time to think about communication, dissemination and exploitation.

Post-Evaluation is a great learning opportunity to improve performance next time. Take a fresh look on the project achievements, the team, the KTT tools applied, and opportunities for your next research proposal!

2

Concept Development

Participatory Video

Giving local people a voice to enhance relevance

Consultation

<20

1-7 days

>10'000 CHF/yr

Advanced qualification

STORYTELLING

SCRIPT WRITING

1 WEEK

EDITING & CUTTING

VIDEO SHOOTING

PUBLIC SCREENING

DISSEMINATION & PROJECT PLANNING
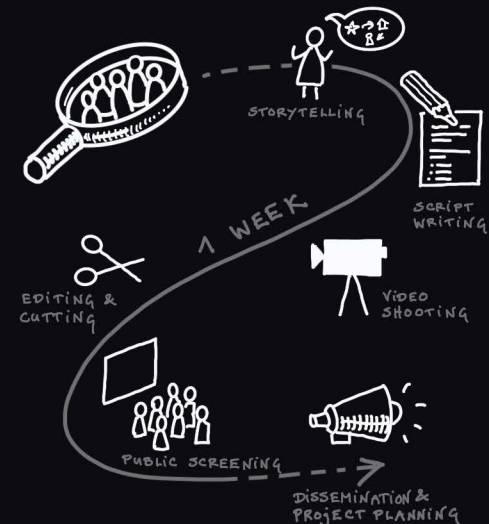
Participatory Video

Participatory Video is a great tool to empower citizens, enhance research and drive innovation. Precondition is a community or stakeholder group whose experience, knowledge and priorities you like to tap in order to set objectives or to build your project plan. At least one week, 5-9 local experts and sufficient funding is needed to facilitate the production of a Participatory Video.

How does it work?
Step 1: Let the community identify problems, needs & potentials. Let local people tell their stories!
Step 2: Moderate the discussion and decision-making on main issues. Let them write a script!
Step 3: Hand over the video camera and let them shoot videos, fail, try again, fail, and learn.
Step 4: Allocate sufficient time for editing and cutting the footage. The decision as to which material is used lies with the community. Target at a 10-minutes film, not more.
Step 5: Organize a public screening and make sure you capture the reactions of the audience.
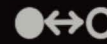Step 6: Disseminate the video to trigger local activities and develop or adjust your project plan!

More: www.insightshare.org

Reflections

Planning

Research Marketplace

Stimulating exchange between project teams & stakeholders

- ●↔O Dialogue, Collaboration
- 👥 < 20
- ◔ < 1 day
- ⚙ < 500 CHF/yr
- 💡 Little qualification

Research Marketplace

The Research Marketplace resembles a 2-3 hours poster session presenting (sub)projects with a potential to be linked. In contrast to classical poster presentation, it focuses on collecting feedback, e.g. by providing blank space on the poster for individual messages.

How does it work?
Step 1: Individual project poster preparation. Setting up the posters in the room.
Step 2: Everybody visits the poster leaving helpful notes and ideas on the poster. No need to talk.
Step 3: Individual review of the collected notes by the owner of the poster.
Step 4: Short discussion on each poster bilaterally or in the plenary, eventually adding more notes, conclusions or tasks.

Step 1 can be done beforehand to save time. If done thoroughly and if the post-processing of ideas is included, this exercise might require an attention span of more than one day.
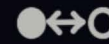
Reflections

Implementation

Toolbox Dialogue Approach

Preventing misunderstandings

Dialogue, Collaboration

<20

< 1 day

< 500 CHF/yr

Medium qualification

DO YOU BELIEVE THAT SWITZERLAND WILL MEET THE NET ZERO-GOALS BY 2050 ?

Toolbox Dialogue Approach

This tool consists of a set of questions or statements to trigger dialogue between researchers of various backgrounds. It is best used early in a joint process of knowledge production, ideally in a relaxed and moderated 1-day workshop setting. Achieving more clarity about different thought styles, underlying assumptions and world views is a useful investment in effective collaboration.

How does it work?
Step 1: The facilitator prepares a set of questions/statements (www.naturwissenschaften.ch > td-net Toolbox)
Step 2: Participants are asked to respond to these questions individually (open discussion or scoring)
Step 3: The individual answers are discussed in the whole group or sub-groups, facilitated or self-organized.
Step 4: Participants can be asked to respond to the questions/statements a second time.
Step 5: Discussion in the plenary.

Reflections

Final Phase

Evidence Brief for Policy

Science wraps to go!

Information

> 50

< 1 day

500-10'000 CHF/yr

Medium qualification

Evidence Brief for Policy

Evidence briefs for policy are well portioned and digestible factsheets or short reports. They address high priority and policy relevant issues that describe the problem, alternative policy options, and policy implementation considerations. Evidence briefs can be chapters embedded in a longer report or published as stand-alone documents. They should be short, clear, understandable, and visually appealing.

Examples:
- IPCC Report 2021. Summary for Policy Makers
  www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_SPM_final.pdf
- Swiss Academies Factsheets
  https://scant.ch/en > Publications > Factsheets
- Vorbild Energie und Klima, Faktenblatt
  www.news.admin.ch/newsd/message/attachments/65466.pdf

Reflections

Evaluation

Story Wall

Learnings from a joint retrospective

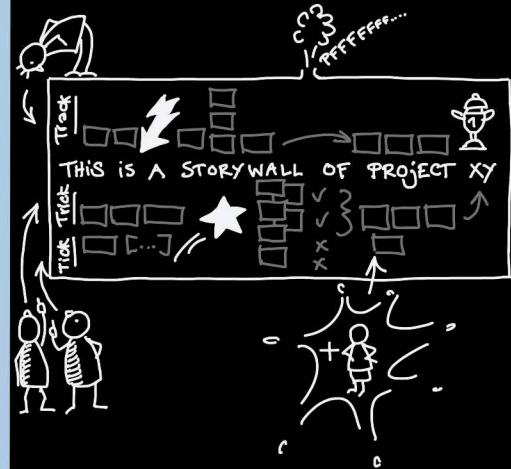|	
●↔O	Dialogue, Collaboration
	<20
	< 1 day
	< 500 CHF/yr
	Little qualification

THIS IS A STORY WALL OF PROJECT XY

Story Wall

The success of a project does not depend on sound planning alone. Unexpected encounters, new partnerships or shifts in the political landscape can stimulate or hamper progress. A joint creation of a retrospective story wall involving different actors can yield important insights and learnings. All you need is a large wall paper, some analytical and open minds, and 1-2 hours time.

How does it work?
Step 1: Draw a simple timeline (horizontal axis) on a large empty poster.
Step 2: The group agrees on and marks major project phases or crucial events of their joint story.
Step 3: Through storytelling individual perspectives of various project partners are collected and visualised on the poster, thereby creating a joint understanding of the past.
Step 4: Discuss what has been important, why and for whom. What are lessons learnt?

Reflections

Anytime
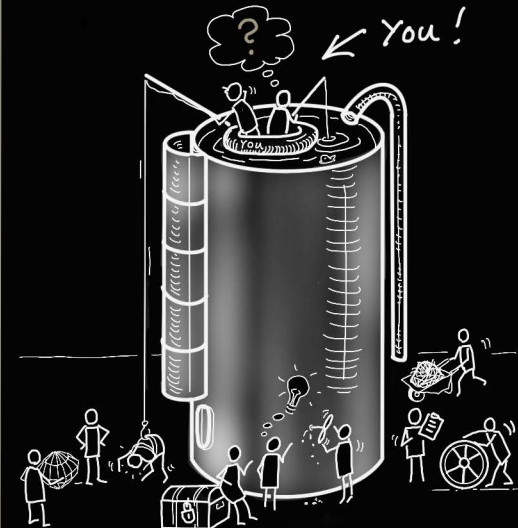
Maverick Event

Fishing feedback outside the pond

●←○ Consultation

👤👥👤 < 20

🕐 < 1 day

🐗🐗⚙ 500-10'000 CHF/yr

💡💡💡 Little qualification

? ← You !

Maverick Event ("Querdenker-Anlass")

A critical check of your project or business idea requires a counterpart with at least 4 qualities: not competing with you, familiar with the local context, completely unbiased, and willing to plunge into "your pond" for at least a few hours.
A Maverick Event offers a group of such experts. It is a service to entrepreneurs and executives who seek input and critical thinking from experts outside their traditional business. Some Maverick Events are offered on established platforms (e.g. www.querdenkerpool.ch) with a pool of experts working for free if you gather them in a place with nice treatment. Guided by a professional facilitator, methods like Design Thinking are applied to support the strategic alignement of your company, the development of new products or services or to discover new markets or project ideas.

Of course, you can also establish your own pool of experts! Key is to always fish fresh minds outside your pond!

Reflections