



GEEK 2024 Application Process

Application to the Growing Expertise in Evaluation and Knowledge Translation (GEEK) program is a two-stage process.

1) Letter of Intent (LOI)

Community organizations based in Ontario are invited to submit a Letter of Intent (LOI) for their brain health related program (includes mental health).

Calls for LOIs will open Monday, August 14th, 2023. The deadline to submit an LOI is end of day Monday, October 2nd, 2023.

LOIs will be internally reviewed by the OBI Review Committee made up of OBI staff. Applicants of the top rated LOIs will be invited to submit a full application and interview.

Information Webinar

OBI will host an information webinar at 12 PM (noon, ET) Friday, September 8th, 2023. The webinar will include an overview of the program and an opportunity for potential applicants to ask program- and LOI-related questions. Visit www.braininstitute.ca/geek for details on how to access the webinar.

2) Full Application and Interview

Successful LOI applicants will be informed of the decision by October 17th, 2023 and invited to complete a full application by December 22nd, 2023.

The full application requires an evaluation plan, project plan, and budget plan. The evaluation plan must be completed in collaboration with an evaluation expert. OBI can match you with an evaluator and cover the costs of the evaluator to support you in developing an evaluation plan.

All applicants who submit a full application will also be asked to interview with an External Advisory Committee in February 2024. Up to three team members can participate in the interview. Full applications and interviews are reviewed and conducted by the External Advisory Committee, and the final selection of applicants for the program will be made by OBI with recommendation from the Committee.

Successful applicants are strongly encouraged to continue to work with their evaluator to conduct their evaluation project. Costs for evaluation support should be included in the submitted budget plan.



Application Timeline

Date	Event
Monday, August 14 th , 2023	Open call for LOIs
Friday, September 8 th , 2023	Information webinar
Monday, October 2 nd , 2023	LOI deadline
Tuesday, October 17 th , 2023	Notification to applicants and invitation for full applications
Friday, December 22 nd , 2023	Full application deadline
February 2024, date TBC	Interviews with External Advisory Committee
March 2024, date TBC	Notification to successful applicants
April 2024	Start of GEEK program