

To collaborate or not to collaborate, that is the question.

Instructions: A research organization approaches you about joining them as a community partner for one of their approved research projects. Complete this checklist by answering the "Guiding Questions." Each guiding question has an explanation preceding it to help guide what to think about or consider when responding to the questions. **Use the corresponding worksheets to conduct internal conversations and guide conversations with the research organization.**

## EXPECTATIONS AND RESPONSIBILITIES

It's important to be clear about what is being asked of your organization so you can evaluate if you should say yes to this project. Use the following list to think through who will be expected to handle specific tasks and responsibilities. If you don't know an answer, share your thoughts with the research partner. **(Use this worksheet to guide your internal conversation and come up with a list of questions to ask the researchers.)**

	NO	SOMEWHAT	YES
<b>GUIDING QUESTION:</b> Do you understand what the <u>research partner</u> is expected to do in this project?			
<b>GUIDING QUESTION:</b> Do you understand what <u>your organization</u> is expected to do in this project?			
<b>WHO WILL BE EXPECTED TO HANDLE:</b>	NOT SURE	RESEARCH ORG	MY ORG
<b>PROJECT IMPLEMENTATION</b>			
Training			
Regulatory Compliance (for example: reporting back to the sponsor, Institutional Review Board (IRB) filings and applications, safety reports)			
Staffing (Existing or new hires)			
Setting up needed agreements (for example: approvals, payment arrangements, legal review)			
Facilities (if physical spaces are needed, where/who will manage and/or secure them?)			
<b>PROJECT MATERIALS</b>			
Obtaining or purchasing materials			
Preparing (printing, organizing) materials			
Distributing materials (for example: getting materials to participants)			
Managing/securing materials throughout the project			
<b>KEY PROJECT ACTIVITIES</b>			
Community/Client outreach (for example: social media, door to door, phone calls, flyers)			

Participant Recruitment			
Participant Informed Consent			
Participant Enrollment			
Research Activities (for example: conducting interviews, giving and scoring questionnaires or surveys)			
Participant Follow Up			
Ongoing Project Meetings (for example: for staff, researchers, participants, and study timelines)			
<b>PROJECT IMPLEMENTATION</b>			
Data Collection (For example: collecting surveys or saliva samples)			
Data storage (for example: making sure your data is organized, safe, and secure)			
Data sharing (For example: when giving the data to the research partner is done in a safe, secure, and compliant way)			
Data de-identification (For example: removing any information that identifies someone)			
<b>PROJECT FINANCES</b>			
Payment for participants If your organization is responsible for paying participants, consider if you have a system or process for doing so			
Ensuring funds are used properly (for example: if there are any restrictions on how funds can be used)			

**NOTES:**