The **Research Partnership Checklist** *should be completed by each member of the research team separately. Each question covers main themes in engaged research. The goal of this exercise is to help you begin or continue the conversation with your research partner in order to develop a plan of action for successful collaboration. Once completed, come together to discuss your responses noting similarities and differences. Where there are differences, discuss and negotiate how you can work toward a compromise. This is the starting point to creating a* **Partnership Agreement***, which is a living document of how you will work together that can be revisited as circumstances change or when new members are added to the team.*

1. ***Project goal:*** From your perspective, in one sentence state the goal of your pilot project.

2. ***Personal goal:*** State one thing you hope to gain from this project for you or your organization.

3. ***Partnership:*** From your perspective, which of the following best describes your project *(circle one)*

    a. Community-placed research *(a researcher-initiated project involving a one time or shorter-term relationship between the investigator and the community, with limited community involvement such as assistance recruiting research participants or implementing research procedures.)*
    b. Basic community partnership research *(a project that involves a relationship with a community partner in which the researcher makes the key decisions in the project, yet considers the needs and interests of the community in how the research is conducted and how the outcomes are disseminated.)*
    c. Close community partnership research *(an ongoing collaborative project in which goals are co-defined in ways that balance benefit to the researcher and utility of the findings for the community. There is some sharing of decision making between the researcher and the community, but the research methodology is primarily determined by the researcher.)*
    d. Community-based participatory research *(a project defined by co-creation of project ideas and procedures by researchers and a community, substantive participation by the community in all or nearly all stages of the research, and shared governance, i.e., equal sharing of power and decision-making responsibilities.)*

    Comment:

4. ***Decision Making:*** My preferred decision-making style is… *(circle one)*

   a. Consensus *(a process that allows the entire group to be heard and actively participate with an ultimate goal of finding common ground. There are no "winners" or "losers" in this process and discussion continues until a consensus is achieved.)*
   b. Democratic *(a process that allows for all options to be discussed so as to fully inform decisions made by the group. Decisions are made through a voting process and the "losing" side agrees to abide by the majority decision.)*
   c. Delegation *(a process that allows the group to divide up certain decision-making power among subcommittees or individuals within the larger group. These subcommittees may be determined based on specialized expertise/ knowledge of a given subject. The larger group agrees to abide by the decision of the subcommittee or individual.)*
   d. I have not thought about this

   Comment:

5. ***Communication:*** My preferred method of communication between me and the rest of the research team is… *(circle one)*

   a. Email *primarily*
   b. Phone *primarily*
   c. Text *primarily*
   d. Face to face meetings (in-person or virtual) *primarily*
   e. A combination of all the above options depending on urgency, etc.
   f. I am open to negotiation
   g. I have not thought about this

   Comment:

6. *Assets:* Briefly list the skills and assets (networks, cultural expertise, experience, perspectives, etc.) you bring to this project to contribute to its success.

7. *Accountability:* For the following project tasks, please identify, from your perspective, who is <u>most responsible</u> for ensuring the task is completed as scheduled. *(circle one for each item)*
   a. Deciding upon a decision-making approach within the partnership *(community partner, academic partner, both equally)*
   b. Setting meeting agendas, project timelines, etc. *(community partner, academic partner, both equally)*
   c. Creating/finalizing data collection instruments *(community partner, academic partner, both equally)*
   d. Recruiting participants *(community partner, academic partner, both equally)*
   e. Collecting data from participants *(community partner, academic partner, both equally)*
   f. Inputting data into project database *(community partner, academic partner, both equally)*
   g. Determining data ownership *(community partner, academic partner, both equally)*
   h. Analyzing data *(community partner, academic partner, both equally)*
   i. Interpreting results *(community partner, academic partner, both equally)*
   j. Creating products for community audiences *(community partner, academic partner, both equally)*
   k. Creating products for academic *(community partner, academic partner, both equally)*

   Comment:

8. *Data access/use:* The data collected as a part of this research project will ultimately be…
   a. Stored at the community partner's agency/institution and they will decide how to use it in the future
   b. Stored at the university and they will decide how to use it in the future
   c. Stored at the community partner's agency/institution, but both partners will develop a protocol for how it will be used in the future
   d. Stored at the university, but both partners will develop a protocol for how it will be used in the future
   e. Stored at both community partner's agency/institution and the university, and both partners will develop a protocol for how it will be used in the future
   f. I have not thought about this

   Comment:

9. **_Conflict:_**

   _a._ When I have a disagreement with a colleague, the way I prefer to deal with it is… *(circle one)*
   1. Go directly to my colleague and openly discuss the disagreement with the intention of resolving the issue
   2. Ask a third, neutral party to mediate a discussion between me and my colleague with the intention of resolving the issue
   3. Avoid addressing the issue directly or indirectly in the hopes that the disagreement will resolve itself over time
   4. I have never had a disagreement with a colleague
   5. I have not thought about this

   Comment:

   _b._ I have a clear sense of how I typically respond to conflict when it arises.
   1. Never
   2. Rarely
   3. Sometimes
   4. Often
   5. Always
   6. Not sure

   _c._ I have a clear sense of how my team members typically respond to conflict.
   1. Never
   2. Rarely
   3. Sometimes
   4. Often
   5. Always
   6. Not sure

   _d._ I have a clear sense of what triggers both my positive and negative emotions and can discuss this with friends and colleagues.
   1. Never
   2. Rarely
   3. Sometimes
   4. Often
   5. Always
   6. Not sure

   _e._ What is one challenge you have already faced or you can envisions surfacing related to managing and working through conflict with your partner?

   _f._ What is one example of what has been working well to management conflict in your work with your partner?

10. *Data ownership:* For this question, please read the following two scenarios and then tell us how you would act in the given situations. *(circle one option for each scenario)*

> *Scenario 1: You are a university researcher and you have been asked to submit an abstract on your project for a national conference taking place later in the year. The deadline for submitting your abstract is <u>4:30pm today</u>. You have just completed some preliminary data analysis, but have not had time to discuss the findings with your community partner. Do you…*

   I. Submit the abstract and send it to your community partner after the fact, explaining you had a tight deadline and ask for their understanding
   II. Immediately contact your community partner, explain the situation and ask them to quickly review the abstract before submitting
   III. Do not attempt to submit the abstract because you cannot guarantee your community partner will have ample time to discuss the results and review the abstract before submitting

> *Scenario 2: You are a community-based researcher and you are preparing to participate in a community-sponsored event to take place <u>tonight</u>. Members of your community who are aware of your project ask you to provide an update on the status of the project, including any results you have up to this point. You have received preliminary results from your university partner, they have asked you to review and provide comment. Do you…*

   I. Take the preliminary results with you to the event and share them publicly and tell your university partner after the fact, explaining you were asked at the last minute for an update
   II. Immediately contact your university partner, explain the situation and ask them if it is okay to share the results at the event
   III. Do not share the results, but give an update on the status of the project assuring the community that results are forthcoming because you cannot guarantee your university partner will have ample time to discuss the results and review them before sharing publicly

What is different about these two scenarios and your responses to each?

Comment

11. *Dissemination of results:*

    a.   From your perspective, what are the two most important audiences that should hear about the results of your project?

    b.   How will you create opportunities for reaching community audiences?

12. *Sustainability:*

    a.   At the end of this pilot project, I will know that this project has been successful because…

    b.   My hope is that within the next five years, this community-university collaborative research partnership will…