Checklist for collaborative research partnerships

1. There is a direct communication line between researchers and program administrators.
2. Researchers are attentive to the concerns and opinions of the community and the organisation.
3. Researchers actively seek out cooperating staff members' opinions.
4. Researchers convey respect for community interests.
5. Administrators value and support the general goals of the research.
6. Administrators serve as advocates of the research in the organisation and in the community.
7. There are trained personnel within the community organisation to support research activities such as data collection and implementation of research results.
8. The research staff represent a balance between academic and community-based viewpoints.
9. A pilot project has been conducted to test the appropriateness of the research plan, cooperative abilities of staff and researchers, etc.
10. Handbooks have been produced to guide staff during the project and to document procedures for future projects.
11. There is continuity of organisational staff to insure consistency of data collection.
12. There is continuity of research staff to insure follow through with practical applications of research findings.
13. The research effort provides training for cooperating service staff and administrators.
14. Priorities are set for research goals, to insure completion of those meeting immediate community needs, should project time fall short.
15. There is time allotted in the research plan to reflect and act on research findings.
16. There is a means of communicating research information to the community-at-large.
17. There is a means of gaining feedback from the community regarding usefulness of research results.
18. There are resources available to implement research recommendations.
19. Already existing resources for distributing information within the organisation or community (for example, newspapers, newsletters and routing sheets) are being used to gain feedback and to distribute research results.
20. There is post-research funding support to continue research and efforts.

(adapted from Guyette, 1983, pp. 278-281).