

Checklist Tool for Writing Strong Community-Engaged Research Proposals

Consideration of Research Strategy (Background and Significance)		
Yes	No	Included in Application:
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the argument for significance and relevance in a particular community only based on national data?
<input type="checkbox"/>	<input type="checkbox"/>	2. Has the applicant articulated the pathway of proposal development, (stakeholder involvement at all levels, developmental process)?
<input type="checkbox"/>	<input type="checkbox"/>	3. Community Description: is the community description balanced? For example, have the strengths and assets of the community been described as well as needs or gaps?
<input type="checkbox"/>	<input type="checkbox"/>	4. Has the project been recognized as a community-defined priority? If yes, then what is the supporting evidence?
<input type="checkbox"/>	<input type="checkbox"/>	5. Has a clear link between community-defined priorities and the proposed focus and approach been articulated?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the project build community capacity? For example, will the research create jobs, develop leaders, help sustain programs?
<input type="checkbox"/>	<input type="checkbox"/>	7. Does the partnership make sense in that a sound rationale is provided for the composition of the partnership?
<input type="checkbox"/>	<input type="checkbox"/>	8. Has the proposer recognized barriers to community participation? What attention has been paid to addressing community participation issues (eg. Childcare, transportation, interpretive services)?
<input type="checkbox"/>	<input type="checkbox"/>	9. Does the investigator present strong methods of building/sustaining community partnerships and community participation, as well as relevant research methods?
<input type="checkbox"/>	<input type="checkbox"/>	10. Study Design: is the design formulated on a participatory process, or is the research approach so detailed and specific that there is no room for modification, iteration, or flexibility?
<input type="checkbox"/>	<input type="checkbox"/>	11. Does the project involve a community board? Is there sufficient detail on board member recruitment, role, composition, staff support?

Consideration of Research Strategy (Approach)		
Yes	No	Included in Application:
<input type="checkbox"/>	<input type="checkbox"/>	1. Are specific aims framed as patient- or community centric? If not, are these modifiable?
<input type="checkbox"/>	<input type="checkbox"/>	2. Will the information, once obtained, be sufficiently accurate and precise to be beneficial and reliable for patients, clinicians, and the community? Will this information be unbiased?
<input type="checkbox"/>	<input type="checkbox"/>	3. Have potential gaps or pitfalls been identified by the applicant? How have these been examined and have alternative methods been identified to cope with potential obstacles? How do community participants engage in this process?
<input type="checkbox"/>	<input type="checkbox"/>	4. Is the proposed study population relevant, or are their identifiable limitations that interfere with generalizations to provide the broadest base for the results?
<input type="checkbox"/>	<input type="checkbox"/>	5. Are any of the specific aims in the proposal supported by preliminary data, survey documents, literature, studies conducted or analyzed by the applicant or team? Is the preliminary information balanced across all aims, or is the distribution lop-sided in a specific area? Are any of the aims exploratory or open-ended?
<input type="checkbox"/>	<input type="checkbox"/>	6. Has the applicant included a time line for the specific aims of the project, when specific deliverables are anticipated, or when data or information analysis will be conducted?

<input type="checkbox"/>	<input type="checkbox"/>	7. Does this timeline include feedback and information flow to and from patients, and the community?
<input type="checkbox"/>	<input type="checkbox"/>	8. Does the applicant present a dissemination plan for conveying results to the community? Is the community involved in dissemination development so that the routes are relevant and impactful?
<input type="checkbox"/>	<input type="checkbox"/>	9. Does the timeline integrate the dissemination plan to the community into the framework?

Consideration of People and Places (Research team, environment, ethical conduct of research)		
Yes	No	Included in Application:
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the research team have the expertise to implement the research program?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the skill set of the team exhibit complementary and integrated research or clinical expertise? Have any of the team participants worked collaboratively together at a previous time?
<input type="checkbox"/>	<input type="checkbox"/>	3. Will any members of the team (patients, community members, board members, clinicians, research staff) require specific training and have any such efforts been described and developed in the approach? Is training included in the timeline?
<input type="checkbox"/>	<input type="checkbox"/>	4. Have the research ethics of the study for all participants, specifically at the community level, been addressed? If so, how?
<input type="checkbox"/>	<input type="checkbox"/>	5. Does the project use ethical approaches which minimize risks and maximize benefits for both the individuals and communities involved?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the community have power when it comes to decisions about whether and how research will be conducted? Who "owns" the data?
<input type="checkbox"/>	<input type="checkbox"/>	7. What is the specific research environment? Have important features, such as health system, community involvement or collaborative agreements, been described?
<input type="checkbox"/>	<input type="checkbox"/>	8. Has the institution or community demonstrated investment in the project? Has this commitment (time, effort, staff support, resources) been described?

Consideration of Budget (Efficient use of research resources)		
Yes	No	Included in Application:
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the budget reasonable and does it request funds commensurate with the potential contribution of the research?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the time and effort of all participants reasonable to meet the study aims? On examination, are any team members specifically overcommitted on other tasks/responsibilities? If such individuals are crucial to project success, then are mechanisms in place to balance these commitments?
<input type="checkbox"/>	<input type="checkbox"/>	3. Is it clear how the funding will be divided among the partners? Be certain that community partners are being funded commensurate with their time and effort on the project and its administration.
<input type="checkbox"/>	<input type="checkbox"/>	4. If a community board is formed, are the members reimbursed for time and effort, travel, additional roles?
<input type="checkbox"/>	<input type="checkbox"/>	5. Is the majority or all of the funding retained by the applicant organization?

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