

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.

FINANCIAL CONSIDERATIONS

Organizations reviewing potential partnerships need to consider if there will be funds to pay staff or cover material/resource costs. Think about what financial resources your organization would need to enter this partnership. Be sure to go over compensation details, such as whether the project offers a payment advance or reimbursement model, how you would process payments, and any restrictions or limitations funding might have.

	NO	SOMEWHAT	YES
GUIDING QUESTION: Is the project budget large enough to cover the project's costs?			
Use the questions below to think through the financial needs of this project. It's common for the community organization to be involved and help develop a budget.			
Do you know how much money your organization will receive to fund this project?			
Can your organization continue working on the project if there is a delay in funding?			
Have you discussed what the payment method will be? (For example: one check, ongoing payments, invoices, pay directly to staff salary)			
Certain funds cannot be spent on certain things. It is common to prohibit spending on alcohol, food, or equipment. Are there any restrictions or limitations with the funding that you should be aware of?			
Did you account for indirect costs (overhead) in the budget?			
Did you account for fringe costs (benefits) in the budget?			
Are you aware of/did you account for fees associated with Regulatory Compliance (for example: Institutional Review Board (IRB), Food and Drug Administration (FDA), Data and Safety Monitoring Board (DSMB) can charge fees for using their services)?			

NOTES: