

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.**

	NO	SOMEWHAT	YES
LOGISTICS Once you understand the expectations of the project, it will be time to think through the details of taking on this work. This is where you will evaluate if you have the staff, capacity, skills, abilities, space, equipment, and processes in place (for example: payments and approvals) to execute the project. You don't need the answers to every question before you decide - just enough to feel confident that this is (or is not) the right partnership.			
GUIDING QUESTION: Does your organization have the capacity and motivation to say yes to this project? (For example: staff availability, staff/leadership buy-in, skills, financial resources)			
When thinking through the logistics of a proposed project, consider your current resources and processes, the anticipated needs, and the required actions. Discuss those needs with the research partner.			
STAFF Do existing staff have the skills, capacity, and interest to do the work for this project?			
FINANCIAL STRUCTURE Does your organization and staff have the skills and procedures to structure the financial processes? (Make sure you understand any financial restrictions)			
BUY-IN Will your leadership and organization support this project (do they believe in it)?			
Will you receive the support of the community that you serve?			
Will your staff support this project (do they believe in it)?			
RECRUITMENT Can you meet the recruitment requirements (for example: number of participants, types of outreach, other research "competing" to enroll participants from the same group)?			
SPACE If needed, is there physical space to conduct study activities?			
COMPLIANCE Are there compliance requirements you need to be aware of like being registered in special systems or requirements from the funder?			