

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.

TIMEFRAME

You'll need to consider time twice when reviewing this project opportunity. First, how soon will the researchers need a response about joining this project? Second, what is the project period (glossary term)? Have you discussed and reached a shared understanding with the research partner?

	NO	SOMEWHAT	YES

GUIDING QUESTION: Do you have enough time to think through the information needed to decide by the deadline? Include preparing any documents that need to be submitted.

Consider the below when having conversations with the Research Organization.

DECISION TIMELINE

Do you have time to get the information and approvals that you need to say yes to this project? This might include submitting some documentation like a letter of support, memorandum of understanding, or financial disclosures.

OVERALL PROJECT TIMELINE

Do you have a clear idea of both **WHAT** the expected deliverables from you are and **WHEN** they need to be completed? Consider how the project timeline overlaps with your organization's other deliverables and obligations.

NOTES: