Typical Responsibilities - Five Phases of a Research Project



- Exploring the feasibility, benefits, risks, and organizational capacity for participating in a research project.
- Understanding partner needs and capacity; understanding potential risks and benefits to the partners for participating.
- Working to make sure all partners will benefit from participating.
- Participating in meetings/other communication to discover partnership potential and compatibility.
- Communicating clearly about what is being asked and what would be expected for a participating partnership.

- · Writing parts of proposal
- Developing budget
- Producing supporting documents for the proposal
- Writing technical parts of proposal
- Synthesizing and assembling the final proposal
- Submitting proposal to funding agency (Approval/Denial can take a long time)

- Staffing (existing or new hires)
- Securing and/or preparing facilities
- Preparing materials (for example: printing, organizing)
- Distributing materials to project partners
- Training
- Setting up needed agreements (for example: data use approvals, payment agreements, legal review)
- Obtaining or purchasing project materials

- Community/client outreach (for example: social media, door-todoor, phone calls, flyers)
- Participant recruitment
- Participant consent
- Participant enrollment
- · Paying participants
- · Participant follow up
- Paying partner organizations
- Begin analyzing data
- Managing/securing materials throughout the project
- Data collection and other research activities (for example: conducting interviews, providing questionnaires or surveys)
- Ongoing project meetings
- · Storing data
- · Sharing data
- De-identifying data (removing information that identifies someone)
- Ensuring funds are used properly

- Analyze Data
- · Sharing data
- Storing data
- Reporting
- De-identifying data (removing information that identifies someone)
- Disseminating findings

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