Research Partnership Feedback Communication Checklist

The aim of this tool is to support two-way feedback and communication between researchers and consumer partners, at all stages of the research process.

The tool is designed to be used as a checklist. It outlines each stage of the research process with associated feedback steps for each stage, to be ticked off as they are addressed.

PRE-PLANNING

Planning how feedback will be obtained and delivered

PREPARATION

Feedback regarding the research question, study design and protocol, funding application

EXECUTION

Ongoing feedback as the project is piloted

ANALYSING THE RESULTS

Understand the results after analysing the data and providing feedback on how it relates to consumer partners

KNOWLEDGE TRANSLATION

Feedback on the dissemination and knowledge translation plan

CanChild

kids brain health network

McMaster University

Melbourne Children's
A world leader in child and adolescent health

Healthy Trajectories
A Child and Youth Disability Research Hub

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PRE-PLANNING

Planning how feedback will be obtained and delivered

'WHY NOW'

Why is feedback important to this project ?

To develop shared input between researchers and consumer partners regarding how communication and feedback will be embedded throughout each stage of the research project

'WHEN'

Prior to research commencing, researchers and consumer partners have met and agreed upon the following **timelines for feedback** throughout the project:

- ☐ When it's appropriate to provide feedback
- ☐ Feedback timelines related to project stages have been discussed
- ☐ Project feedback timelines and documents have been mapped for future reference

'HOW'

In the pre-commencement (to research) meeting between researchers and consumer partners the following have been considered and discussed:

- ☐ Know your audience: motivators and strengths that can support positive feedback exchange throughout the project have been discussed with the project team

- ☐ Understanding of the current situation for people with disability and the research topic

- ☐ Barriers to providing feedback have been considered and steps to address these are in place

- ☐ All team members have had the opportunity to discuss their preferred communication styles/ feedback preferences throughout the project (eg. email, phone, in person etc...)

- ☐ Methods for seeking and giving feedback throughout the project have been established

- ☐ A 'Feedback Template' in plain English has been developed (as appropriate) to be shared between researchers and consumer partners throughout the project (e.g. consider using conversation starters)

- ☐ Feedback protocols are included in the project plan

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PREPARATION

Feedback regarding the research question, study design and protocol, funding application

'WHY NOW'

To ensure the research question is meaningful and reflects consumer partners' needs

'WHEN'

☐ The feedback plan for this stage aligns with the project timeline

'HOW'

Use 'Feedback Template' that can be emailed between researchers and consumer partners throughout the project

☐ A meeting with consumer partners has been undertaken to plan and seek feedback on:

☐ Research question

☐ Study design

☐ Protocol

☐ Funding application

A reminder to use the 'Feedback Template' (if appropriate) has been provided

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EXECUTION

Ongoing feedback as the project is piloted

'WHY NOW'

To modify the project (if appropriate),
inform analysis or
consider feedback for further stages of the research or
research program development

"WHEN'

☐ The feedback plan for this stage aligns with the project timeline

'HOW'

☐ A clear pathway for feedback to be raised during the execution stage has been provided

A reminder to use the 'Feedback Template Tool' (if appropriate) has been provided

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ANALYSING THE RESULTS

Understand the results after analysing the data and providing feedback on how it relates to consumer partners

'WHY NOW'

To understand the results after analysing the data and to inform implementation of the research

To ensure the validity and reliability of the data collected

To discuss the meaning of the results from the different perspectives of the research team, importantly consumer partners

'WHEN'

☐ The feedback plan for this stage aligns with the project timeline

'HOW'

☐ Results are presented in a way that makes them accessible to everyone

☐ Results have been shared and discussed with consumer partners

☐ Opportunities for all partners to provide feedback on analysis have been provided

☐ Where appropriate opportunities for consumer partners to provide more in-depth feedback has been provided (e.g. delve deeper into the findings or break areas down through a workshop or focus group)

☐ Researchers and consumer partners have 'closed the communication loop' by providing feedback regarding the summary of results

A reminder to use the 'Feedback Template Tool' (if appropriate) has been provided

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KNOWLEDGE TRANSLATION

Feedback on the dissemination and knowledge translation plan

'WHY NOW'

To ensure meaningful dissmenination of the project outcomes

'WHEN'

☐ The feedback plan for this stage aligns with the project timeline

'HOW'

☐ Feedback from the previous stages from all members of the research team has been used in the knowledge translation planning

☐ A reminder for the additional use of the 'Feedback Template Tool' (that can be emailed between partners throughout the project stages) has been provided

☐ Feedback on the research dissemination strategy has been sought and provided

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