Community Guidelines for Academic Researchers:

This document includes tips and guidelines for academic researchers when considering engaging community-based organizations to conduct build a partnership and conduct research. These are categorized into three sections: prior to initiating research, during the research and after the research takes place.

Compiled from Greater Humboldt Park Community of Wellness: http://www.ghpcommunityofwellness.org/index.html

Instructions for Principal Investigator from outside institution:

1. **Prior to Initiating Research**

    a. Contact the community based organization at least six months ahead of time, but ideally at the earliest conceptualization of the research project that is under development. Projects that are fully developed, funded, and require immediate attention may not get consideration.

    b. If you are not familiar with the community, consider an informal visit to see it first-hand, make informal contacts, and introduce yourself and your ideas before attempting to initiate your research.

    c. Enable the organization to become aware of the proposed research by considering the following: Create a one-page summary of your proposal to distribute upon request (e.g., background and contact information on yourself, the sponsor(s) and the funder(s) of your research; how you expect the research and outcomes to affect the community; and opportunities for local paid employment).

    d. Consider ways of enabling public input on the proposed research, such as giving a public presentation (avoid using medical and research jargon) on your research proposal and expected outcomes at a community venue.

        i.   Be open to comments, suggestions, and concerns, and indicate a reasonable time for feedback.

        ii. Use the community feedback to revise and improve your proposal where possible.

        iii. Be receptive to meeting with interested individuals/organizations to address concerns, understand better how to minimize undesirable effects and maximize benefits of research, and foster any interest they might have in collaborating.

    e. If your university or sponsoring institution requires "Informed Consent" or other type of research agreement, develop this with guidance from your community based organization. The "Informed Consent" should also be in agreement with your community based organization on:

        i.   Language and terminology that is understandable to those who will be signing it (e.g., consider whether English is the first language of any persons whom you want to participate).

        ii. A process that can be used to address potential problems that may arise as a result of changing research focus or design, unexpected results, or future disagreement about public dissemination of results.

        iii. The types of information and data that may be considered sensitive, and clarification on terms for confidentiality and data storage or disposal.

        iv. How participants will be acknowledged and given credit for their research contributions.

        v.   How non-confidential information will be made available locally.

2. **During Research**

a. Provide community partners with regular written or verbal updates on your research progress, your current contact information, and opportunities for feedback.

b. Provide as many opportunities as possible for local employment and volunteer work experience so your work can benefit the community as well as benefit from community involvement.

3. **When the Research is Complete (or close to completion)**

a. Acknowledge and give due credit to those who have contributed to the research. A discussion with your community based organization about who should be acknowledged and how this should be done appropriately is recommended.

b. Plan to make a public presentation of your research results, conclusions and recommendations at a local venue for community feedback. Allow a reasonable timeframe for feedback and consider any suggestions in your final report or thesis.

c. Submit a copy of your final report or thesis to your community partners and request that it be added to the local research archives so it can be easily accessed by future researchers and others who are interested.

d. Identify other locally-meaningful forms to leave your results in the region (e.g., a summary poster, a school display, newsletter or newspaper write-up).