**Community Engagement/Collaboration Worksheet**

Worksheet instructions: As part of the knowledge mobilization process, it is important for research teams to collaboratively discuss their community engagement and collaboration plans. The worksheet below highlights important questions for a research team to review as a part of the engagement and collaboration process. Use these questions and suggested resources as a guide to start the process. The topics and resources provided in this checklist are not exhaustive, but they can serve to give you more information to get you started. Additional resources are included at the end of the worksheet. An evaluation guide for assessing the completeness of this worksheet is also included.

Project Title:

Team leads:

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| 1. Who are the most relevant community members/groups that you could connect with? Be specific with your choices (e.g., instead of saying “educators” explain the exact type and level of educator that would be relevant for your work)
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| 1. What knowledge would be relevant for the needs of these community members? Consider what questions are important to these community members? What research information do they need?
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| 1. What knowledge do these community members hold? Consider the knowledge that community members might be able to contribute to your project (e.g., unique expertise, relevant language, community evidence, dissemination techniques, connections with broader groups)
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| 1. Do you have any existing connections with these community members?
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| 1. Are there organizations that represent these community members? If so, who are those organizations?
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| 1. When could you engage with these community members in your project? Consider if this engagement should/could happen before a project begins, throughout a project or at the end of the project?
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| 1. Why would you engage with these community members in your project? How would this engagement be mutually beneficial?
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| 1. How could you engage with these community members in your project? Consider the nature and types of engagement activities that work for everyone involved.
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| 1. What is the timeline for this community engagement work?
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| 1. How will these community connections support and build your research portfolio (e.g., future grant applications, tenure, etc.)?
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| 1. Are there any accessibility related considerations for this engagement?
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| 1. Are there any equity, diversity and inclusion (EDI) related considerations for this engagement?
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| 1. Are you ready to collaborate to do this community engagement work?
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| 1. Do you have the capacity to do this community engagement work? Do your community contacts have the capacity to do this community engagement work?
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| 1. What type of backbone support do you think that you will require for your community engagement work?
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| 1. What are the budget implications for community engagement work? What funding opportunities might exist to support community engagement work?
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| 1. How could you evaluate community engagement work and demonstrate impact?
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| 1. Are there any other considerations? What challenges, if any, do you foresee with community engagement work? What opportunities do you see for your community engagement work?
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**Evaluation guide:**

This worksheet should be assessed via self-assessment using the questions below:

1. What was hard when completing this worksheet?

1. What came easily when completing this worksheet?

1. How confident do you feel implementing the community engagement plans that you outlined in this worksheet? Rate yourself on a scale of 1-5, with one being “not confident at all” and 5 being “extremely confident”

1. Which section are you most confident in, and why?

1. Which section are you least confident in, and why?

1. What are three things that you learned from completing this worksheet?
2. How could you involve your community partners in the development and review of this worksheet?
3. What are your next steps after completing this worksheet?

References and additional resources:

* Access Alliance Multicultural Health and Community Services (2011). *Community- Based Research Toolkit: Resource for Doing Research with Community for Social Change*. Toronto: Access Alliance Multicultural Health and Community Services. Retrieved from <https://accessalliance.ca/research-advocacy/our-research-approach/our-community-based-research-tools/>
* Access Alliance Multicultural Health and Community Services (2013). *Everyone can do Research. A Plain Language Guide on How to do Research*. Toronto: Access Alliance Multicultural Health and Community Services. Retrieved from <https://accessalliance.ca/research-advocacy/our-research-approach/our-community-based-research-tools/>
* Bergen, A. (2014, October 10). *List of resources and process suggestions to help ngos deal with data requests from researchers*. Knowledge to Action Consulting. Retrieved from <https://knowledgetoaction.ca/2014/10/10/list-of-resources-and-process-suggestions-to-help-ngos-deal-with-data-requests-from-researchers-2/>
* Center for Community Health and Development at the University of Kansas. (n.d.). *Community Tool Box*. Retrieved from <https://ctb.ku.edu/en/table-of-contents>
* Centre for Studies on Poverty and Social Citizenship at Carleton University. (2019). *Community-Based Research Toolkit: A Project Development Checklist*. Retrieved from <https://carleton.ca/cspsc/research-toolkit/>
* Government of Canada. (2021). *Best Practices in Equity, Diversity and Inclusion in Research*. Retrieved from <https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>
* Mahmood, S., Morreale, S., & Barry, M. (2015). Developing a checklist for intersectoral partnerships for health promotion. *World Health Organization Collaborating Centre for Health Promotion Research National University of Ireland Galway*. Retrieved from <https://www.researchgate.net/publication/280573639_Developing_a_Checklist_for_Intersectoral_Partnerships_for_Health_Promotion>
* Parry, D., Salsberg, J., Macaulay, A. C., & FCPC, C. (2009, 2015). *A guide to researcher and knowledge-user collaboration in health research*. Ottawa: Canadian Institutes of Health Research. Retrieved from <https://cihr-irsc.gc.ca/e/44954.html>
* The North American Association for Environmental Education. (n.d.). *Checklists for Assessing Readiness to Under take Community Collaboration*. Retrieved from <https://naaee.org/sites/default/files/checklists_for_assessing_readiness.pdf>