RESEARCH CONTACT CHECKLIST

INSTRUCTIONS FOR USE

The Purpose

Research Partnerships produce and disseminate research-related material. In response to this material, Partnerships hope that their targeted audiences will contact the Partnerships. Research Partnerships want to know the number and the nature of the requests that they are receiving. The **Research Contact Checklist** (King, Law, Forchuk, Willoughby, Rosenbaum, Kertoy, Chalmers, Specht, Currie, & Servais, 2003) was created by the Impact Project Team to collect this information.

The **Research Contact Checklist (RCC)** can be used as a quick and easy way of **tracking all requests related to the Partnership**: specifically, *who is contacting you, how are they contacting you,* and *what is the nature of their request*.

Reference for this Tool

King, G., Law, M., Forchuk, C., Willoughby, T., Rosenbaum, P., Kertoy, M., Chalmers, H., Specht, J., Currie, M., & Servais, M. (2003). *The Research Contact Checklist*. Published at www.impactmeasure.org.

About the Development of the Research Contact Checklist

The Impact Project Team consisted of community and university members from the following five research partnerships from Ontario, Canada, who collaborated to develop a survey measure of the community impacts of research oriented partnerships:

- The Community-University Research Alliance (CURA) titled the "Research Alliance for Children with Special Needs (RACSN)" based in London, Ontario.
- The CURA titled "Enhancement of Youth Resiliency and Reduction of Harmful Behaviours Leading to Healthy Lifestyle Choices (YLC-CURA)" based in St. Catharines, Ontario.
- The CURA titled "Partnerships in Capacity Building, Housing, Community Economic Development and Psychiatric Survivors" based in London, Ontario.
- The *CanChild* Centre for Childhood Disability Research based in Hamilton, Ontario.
- A partnership project titled "Therapeutic Relationships from Hospital to Community - Implementation of Evidence Based Practice" based in London, St. Thomas, Hamilton, Penetanguishene, Whitby, and Toronto.

The Impact study was funded by the Social Sciences and Humanities Research Council of Canada (SSHRC).

INSTRUCTIONS FOR COMPLETING THE RESEARCH CONTACT CHECKLIST

The **Research Contact Checklist (RCC)** can be used as a quick and easy way of **tracking all requests related to the Partnership**: specifically, *who is contacting you, how are they contacting you,* and *what is the nature of their request*. You should record all requests that you believe to be associated with your role in the Partnership. Keep a copy of the Checklist by your phone and/or computer so that you can easily record each time you are contacted about a request.

EXPLANATION OF THE DIFFERENT SECTIONS OF THE RCC

IDENTITIY OF THE PERSON COMPLETING THE RCC:

- **Partnership:** Print the name of the Partnership to which you belong.
- **Name:** Print your first and last name.
- **Your Role in the Partnership:** Print the name of your role in the Partnership (e.g., administrative assistant, program coordinator, research director).

DATE (dd/mm/yy): Record the date that you were contacted.

WHO: Describe the level of connection to the Partnership of the person who is contacting you.

✓ Check the most appropriate answer.

Internal: This includes any person who plays a key role in the Partnership (these internal people would have a title associated with their role in the Partnership such as director, project coordinator, administrative assistant); the key players in a Partnership; the people at the table. These are the people who are engaged in the day-to-day business of the Partnership.

- One's role defines "internal," not one's location. Internals may be at the same physical location or at a different location.
- **For Internals, what requests do you record?** You need to consider the function of the contact. You do not record every interaction or the day-to-day business with an Internal on the RCC (such as a monthly planning meeting). Instead, **you just record requests that go beyond daily business** (e.g., a **special request** to do a presentation on the Partnership's research findings).

Internal External: This includes people who belong to the Partnership's Organizations, but do not play a key role in the Partnership. These people are not engaged in the day-to-day business of the Partnership and do not have a title associated with the Partnership.

External: Any person who is not involved or affiliated with your Partnership and does not belong to the Organizations affiliated with your Partnership.

ORIGIN OF REQUEST: Where is the person from who is making the request?

✓ Check the most appropriate answer.

Local: your city or region
Provincial/State: outside of your city or region, but within your province or state
National: outside of your province/state, but within your country
International: outside of your country

TYPE OF CONTACT: What is the nature of the request? What does the person want?

✓ Check the most appropriate answer. If someone is contacting you for multiple reasons, use multiple checks to indicate each reason.

Advice/Consultation (re: how to use, what to read, who to contact)
Complete Survey (e.g,. questionnaire)
Compliment
Copy (of document or measure)
Educational Opportunity
Employment Opportunity
Invitation (e.g., to sit on a committee, review journal)
Mailing (receive mailings, add to mailing list)
Meeting
Other (use the "Notes" section to describe contact)
Permission (to use, modify, translate, reproduce)
Presentation
Report
Request for Information or References
Request for Services
Request to Visit

MEDIUM: How did the person contact you?

✓ Check the most appropriate answer.

Email
Face-to-face
Letter
Phone

NUMBER OF INSTANCES (if more than one): If you *receive a number of* ***identical requests*** *on the same day*, instead of using one line for each request, use only one line and print the number of times that this request occurred on a given day.

FOLLOWED THROUGH? Did you respond to the request? Did you act on the request?

✓ Check if you responded to the request.

NOTES: If you checked "Other" for "Type of Contact", please describe the nature of the contact. You can also use this section to make any additional notes about a contact.

Name of Partnership: ______________________________

Name: ____________________

Your Role in this Partnership: ____________________

Research Contact Checklist

Instructions: Record all of the Contacts/Requests that you receive that are associated with your involvement with the Partnership. See *Instructions for Use* page for more details.

	Who			Origin of Request				Type of Contact/Request																Medium						
Date dd/mm/yy	Internal	Internal External	External	Local	Provincial	National	International	Advice/Consultation re: how to use, what to read, who to contact	Complete Survey	Compliment	Copy of document or measure	Educational Opportunity	Employment Opportunity	Invitation e.g., to sit on a committee, review journal	Mailing receive mailings/add to mailing list	Meeting	Other (explain in "Notes")	Permission to use, modify, translate, reproduce	Presentation	Report	Request for Information or References	Request for Services	Request to Visit	Email	Face-to-Face	Letter	Phone	Number of Instances (if more than one)	Followed Through?	Notes Explain "Other" Requests