In multisite network research, there are times when more sites are interested in participation than a budget allows. The following principles should guide the overall study PI procedures for site determination.

CYSHCNet Guiding Principles for Site Selection

1. Provide all sites the opportunity to express interest or apply
2. Advertise the opportunity to all sites through multiple modalities
   1. Examples include email listserv distribution, posting to CYSHCNet website, and presenting at steering committee meeting
3. Prospectively determine and transparently communicate the planned site selection process
   1. Include who will make final determination, by when, and according to what set of criteria
   2. Include estimated number of sites needed / recruitment goals
4. Set clear criteria (or priorities) that will be weighed in site selection
   1. Note that for all studies, each site must demonstrate commitment to
      1. Diversity, equity, and inclusion
      2. Partnership with lived experience partners
      3. Building new collaborations
   2. Other examples might include
      1. Access to specific recruitment population requirements, e.g., a clinical cohort, geographic representation, etc
      2. Existing staff to conduct needed work
      3. Specialized skill (e.g., facilitating focus groups, delivering some type of intervention) or recruitment / data collection experience
      4. Specific requirements from the study funding agency
5. Allow potential sites sufficient time to conduct due diligence whenever possible
   1. Provide sufficient information to allow sites to estimate workload and determine feasibility
6. Make it simple to submit interest and responses to the selection criteria
   1. Example collection modes could be a succinct Qualtrics or REDCap survey, etc