

Lived-Experience Partner Checklist Project Name:

PROJECT DESCRIPTION	
Project Title	
Start date & anticipated duration	
Project type (qual, quant, mixed)	
Research Question	
Aims	
Data collection methods	
Expected end products (paper, conference abstract, presentation, etc.)	
What is the expected use of the findings? Who will benefit?	
PARTNER ROLES	
Activities (meetings, data analysis, interviews, authorship, etc.)	
Timing (when/how often meetings are held, deadlines, how far into the project are you?)	
Explanation of each role (what are partners expected to DO in their roles, i.e. administer surveys, etc.)	
Amount of time expected to participate in or complete each role or task (hours per week/month, hours per task, e.g. leading a focus group)	
RESEARCH TEAM	
Names of all team members (including other lived-experience partners)	
Go-to person for questions or concerns	
Roles of other team members	
COMPENSATION	
How much will the partner be paid? (hourly, lump sum, etc.)	
When can they expect to be paid? (weekly, quarterly, etc.)	
Is a time sheet required?	
What reimbursement is available? (child care, transportation, internet access, etc.)	

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ORIENTATION OF PROFESSIONAL RESEARCH TEAM MEMBERS	
Names & experience of lived-experience partners	
How lived-experience partners will interact with professional team members (co-I, tasks performed, etc.)	
Have team members worked with lived-experience partners in the past (not in CBPR)?	
Any limitations to participating: schedule, language differences, etc.	
TRAINING OF FAMILY PARTNERS	
Has family partner had research training? Formal (classes) or informal (participated in >3 projects)	Yes: PI certifies that family partner has had training No: Register and take the training below.
URL for PORCCH training (Patient-Oriented Research in Child Health)	www.PORCCH.ca
Certificate or resume required to show completion (depending on documentation offered by the training program)	