

# Research Checklist

This checklist has been developed to assist Volunteer Involving Organisations when considering whether to contribute to a research project or undertake research with an academic or industry research partner. It will help you to develop your project, to protect your interests and to maximise your investment.

	YES	NO
<b>A: Purpose of the Research</b>		
<ul style="list-style-type: none"> <li>Does the research align with our vision, mission, values and priorities?</li> <li>Have we clarified why we are doing this and how the research will benefit our organisation?</li> <li>Does the project address an important innovation, problem or a barrier to volunteering that concerns us?</li> <li>Will the research improve volunteering practice or the volunteering experience a) at this organisation and b) in the sector?</li> </ul>		
<b>B: Research Project Team</b>		
<ul style="list-style-type: none"> <li>Have we checked that the researchers have the experience and expertise to do the research?</li> <li>Are we confident that the appropriate level of supervision and project management will be available for the research?</li> <li>Is it clear who else is involved in the research project and their roles?</li> </ul>		
<b>C: Research design</b>		
<ul style="list-style-type: none"> <li>Have the research methods been clearly defined and explained?</li> <li>Is it clear where, when and how participants will be recruited and engaged?</li> <li>Are the research methods proposed suitable for the audience?</li> <li>Is it clear what our organisation will be expected to do and contribute?</li> <li>Are we confident that we can do and contribute what is expected - do we have the necessary people, time, energy, space, motivation etc.?</li> </ul>		
<b>D: Conflict of interest</b>		
<ul style="list-style-type: none"> <li>Have any conflicts of interest been identified, declared and mitigated by all parties?</li> </ul>		
<b>E: Ethical practice</b>		
<ul style="list-style-type: none"> <li>If the research is being done by an academic partner, does the research partner have ethics approval from the appropriate approver? Or, if it is being done a consultant, do we know how ethics responsibilities will be managed?</li> <li>Is it clear that permission and consent will be sought and participation is voluntary?</li> <li>Is it clear how privacy and confidentiality will be ensured e.g. in relation to our business or members?</li> </ul>		
<b>F: Timing</b>		
<ul style="list-style-type: none"> <li>Have we been consulted on timelines?</li> <li>Is the project going to be completed in a reasonable/acceptable time frame?</li> <li>Have timelines been agreed with reporting milestones in place?</li> </ul>		
<b>G: Information sharing and use</b>		
<ul style="list-style-type: none"> <li>Do we know who will own the data from the research?</li> <li>Are approval processes clearly stated?</li> <li>Will the research be publicly available?</li> <li>Will participants be identified or identifiable in publications?</li> <li>Can all parties promote the research, and their involvement, across their organisation, to members or the media?</li> <li>Do we have a say about how and if our research is used in other projects?</li> </ul>		
<b>H: Funding</b>		
<ul style="list-style-type: none"> <li>Do we know who is contributing to the funding for this research?</li> <li>Is a mechanism in place for reporting to funders in a timely and accurate manner?</li> <li>Does the project represent good value for money in terms of its cost versus potential benefits?</li> </ul>		
<b>I: Contract</b>		
<ul style="list-style-type: none"> <li>Are we happy with the terms of our participation or collaboration?</li> </ul>		

A 'no' response indicates the need for further consideration and clarification.

If you are unsure how to proceed, please contact Volunteering WA on 9482 4333 or [info@volunteeringwa.org.au](mailto:info@volunteeringwa.org.au)

