## Research ready checklist

Check that you are ready to start gathering research data from your participants.

<table>
<thead>
<tr>
<th>Job</th>
<th>Done</th>
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<tbody>
<tr>
<td>I am clear about my motivations for doing research and have support/backing from my organisation/colleagues.</td>
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<tr>
<td>I have a research question/s that look for negative as well as positive results and I'm open to discovering new things.</td>
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<tr>
<td>I have the time/funding to commit to the research.</td>
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<tr>
<td>I have planned when I will carry out the research and have a deadline for finishing/reporting the findings.</td>
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<tr>
<td>I know who I will be reporting my findings to.</td>
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<tr>
<td>I have organised who will carry out the research and how it will work in terms of my activities/participants.</td>
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<tr>
<td>I have decided who will be the participants.</td>
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<tr>
<td>I have decided when to gather data (e.g. all the time, at specific points, during the final session only) and how the research will be integrated (or not) into my project/activity sessions.</td>
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<tr>
<td>I have decided what research methods to use.</td>
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<tr>
<td>I know who I will ask for consent (e.g. children as well as their parents or just parents) and how they can fully understand what consent they are giving (especially young children/adults with learning difficulties).</td>
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<tr>
<td>I have discussed the research with participants and received signed consent from them.</td>
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<tr>
<td>I have set up safe storage for consent and project data in accordance with data protection laws.</td>
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<tr>
<td>I have set aside plenty of time to analyse my data and write up findings (at least half of research time).</td>
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<tr>
<td>I have decided how to analyse the data (e.g. use wellbeing indicators or another scale such as SDQ).</td>
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<td>I know how I will feedback findings e.g. via a report.</td>
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