

# McMaster Research Shop Community Partner Roles and Responsibilities

January 2019

## Research Shop Objectives

The Research Shop will:

1. Help organizations make research-informed decisions and do research-grounded advocacy
2. Provide students with experience in collaborative research that responds to practical questions
3. Foster a spirit of creativity, mutual learning, openness, and trust

## Community Partner Responsibilities

A Community Partner of the McMaster Research Shop will:

1. Engage with the Research Shop Coordinator and Associates throughout project completion (approximately 5 hours) by:
  - a. Talking with the Research Shop Coordinator to clarify research scope, objectives, methodologies, and timelines
  - b. Agreeing to the terms of the project deliverable in discussion with the Research Shop Coordinator /Team Lead
  - c. Providing confirmation of receipt and feedback on the research team's work and final deliverable within 7-10 business days
2. Support student learning by:
  - a. Being available by email to the research team throughout the duration of the project for minor clarifications/feedback and responding to emails in a timely manner
  - b. When possible, meeting in-person/by Skype with the research team and introducing them to the context of the partner organization
  - c. When possible, identifying opportunities for students to present their final work (e.g. at a board or committee meeting)
3. Respect the conditions of McMaster's institutional academic journal subscriptions by not sharing copyrighted (i.e. non open-source) sources with anyone outside the research team
4. Appropriately credit the McMaster Research Shop and Research Associate contributions
5. Permit the McMaster Research Shop to upload the final deliverable to a McMaster website for public access

6. Maintain ownership of any data gathered by the McMaster Research Shop and arrange for its secure and confidential transfer, maintenance, and/or destruction upon project completion
7. Offer reflective feedback on their experience with the Research Shop in order to inform future projects
8. Connect with the Research Shop Coordinator with any concerns, questions, or to resolve arising issues.

## Research Shop Commitments

In return, the McMaster Research Shop will:

1. Recruit, hire, orient, train, and supervise skilled and passionate Research Associates, Team Leads, and Research Shop Coordinators
2. Consult with the community partner to determine the purpose, research question, scope, timeline, and deliverable of a project
3. Conduct research and produce a final deliverable as per prior consultation, and within (as best as possible) agreed timelines
4. Seek and incorporate community partner feedback on a final deliverable
5. Respond promptly to emails and provide updates regarding the status of a project
6. Maintain high standards of academic quality and integrity and ethics in program evaluation, and keep any information shared with the Shop for the purposes of project completion confidential
7. Arrange for any data gathered by the Research Shop on behalf of the community partner to be securely and confidentially transferred back to the partner upon project completion
8. Treat project data and the final deliverable as the property of the community partner, and not use these for our own purposes, with the exception of posting a copy of the final output on a McMaster website for public access and describing the purpose of the partnership in our Annual Report
9. Appropriately and respectfully represent McMaster University and the McMaster Research Shop when engaging with community partners and local residents.