

## **Ann Viv Ansanm Haiti - Youth-Led Community-Based Research Research Team Checklist for Initial Planning**

### **Weekly Research Team Meetings within Each Community**

- ☐ Research Team consists of 10 youth, two focal leaders and Mercy Corps community organizer for each community
- ☐ Weekly team meetings to plan and troubleshoot participant selection, participant recruitment, interview logistics, data analysis/summaries, community forums and ethical issues within each community

### **Weekly Cross-Community Meetings**

- ☐ Weekly Skype meetings with Mercy Corps program manager, all Mercy Corps community organizers and CCBR (time and day TBD)
- ☐ Meetings to update progress and troubleshoot issues across the four communities

### **Participant Selection**

- ☐ Research team to collectively select participants at weekly research team meetings. The research team will use the agreed-upon selection criteria to guide their selection, in order to ensure diverse perspectives are included
- ☐ Youth researchers to complete demographic form before every interview (both for individual interviews and group discussions)
- ☐ All completed forms to be given to the Mercy Corps community organizer at weekly research team meetings

### **Participant Recruitment**

- ☐ Research team to recruit participants according to agreed-upon recruitment plan
- ☐ Research team to coordinate interview schedules (minimum of 55 participants per community)

## **Interview Recording and Note-taking**

- ☐ Recorders provided by the community partner organization must be used instead of personal phones to audio record the interviews (with participant permission). Research team will coordinate the distribution of recorders
- ☐ After every interview, the recordings must be immediately downloaded and saved to a password protected computer
- ☐ All recordings must be deleted off the audio recorder after verifying the successful transfer of files to a computer
- ☐ Interview notes and researcher reflections need to be written during and immediately after the interview (no names of participants should ever be included in any notes). As soon as possible (within one day) these notes should be typed and saved on a password protected computer
- ☐ All handwritten notes must be destroyed after they have been typed
- ☐ Prior to each weekly meeting, youth researchers should upload all audio recordings, interview notes and data summaries that they completed that week to a USB key
- ☐ This USB should be given to the Mercy Corps community organizer at the weekly research team meeting. The community organizer will then save all information on a password protected Mercy Corps computer as a backup

## **Data Analysis and Summaries**

- ☐ Details to follow.

## **Community Forums**

- ☐ Research team to plan forum within each community to share research findings, get community feedback, and prioritize a community action plan.
- ☐ Agree upon accessible, neutral location.
- ☐ More details to follow.