

A PRE-IMPLEMENTATION CHECKLIST

For Community-Engaged Research

This pre-implementation checklist serves as a mechanism for researchers to reduce harm to community members and facilitate culturally affirming language in your research. Developed by the AIDPH Oral Health Community Advisory Board, this checklist provides recommendations to increase alignment and improve cultural responsiveness before OHCAB review. As you complete this self-assessment, if the answers to any of these questions are “no”, then review the resources listed at the bottom of this page to support changes to your research protocol and data collection instruments. You might also be “in process” in some of these categories and desire feedback in these areas to deepen your commitment to community engagement. If so, the AIDPH OHCAB can advise you in strengthening your research proposal from conception to completion.

PROTOCOL STRUCTURE

- ☐ Do you have a written recruitment document with consent language?
- ☐ Do you have a research protocol with clear research objectives and methodology?
- ☐ Do you have a draft data collection instrument, such as a survey or interview guide?
- ☐ Do you use plain language in your materials, avoiding overly technical terms and/or jargon?

RESEARCH APPROACHES

- ☐ Does the study design consider the impact and account for potential harm on all participants, including marginalized groups?
- ☐ Is the data collection method accessible to all participants, considering language, literacy, and disability?
- ☐ Are the research methods appropriate and sensitive to the cultural norms of the community involved?
- ☐ Does the project include a plan for disseminating results to participants and the general public?
- ☐ Will the findings be reported in a manner that is accessible, useful, and transparent to the community?



LANGUAGE/COMMUNICATION

- ☐ Does your application use [inclusive and culturally affirming](#) language?
- ☐ Is gender-neutral language employed throughout the proposal?
- ☐ Are [terms and descriptions](#) used for communities respectful and self-identified?
- ☐ Does the application use community-driven [language](#)?

COMMUNITY ENGAGEMENT

- ☐ Does the proposal demonstrate an understanding of the cultural, historical, and social contexts of the intended community?
- ☐ Does the research promote equity and justice in line with the community's values and needs?
- ☐ Does the application outline steps to mitigate any potential harm or distress to participants should that arise?

MEANINGFUL DATA COLLECTION

- ☐ Do demographic questions allow respondents to self-identify in terms that are meaningful and respectful to them?
- ☐ Are demographic questions designed to accurately capture the diversity of the community?
- ☐ If you are engaging in survey or interview research, is there rationale provided for each question asked?
- ☐ Are data collection instruments pilot tested within the community to ensure their relevance and sensitivity?
- ☐ Is there a clear justification for the inclusion or exclusion of certain demographic groups in the study?

ADDITIONAL RESOURCES

[APA Inclusive Language Guide](#)

[Engaging Community: What does it mean and how do we measure it?](#)

[A National Research Agenda for Improving Oral Health Outcomes: A Call to Action for Community Engagement](#)

[Shared Decision Making for Community Engagement](#)

[Using Storytelling in Community Engagement](#)

[Community-Engaged Research in Oral Health](#)

