



Training Preparation Checklist

	Status
Get Ready to Provide Training	
1. Decide whether to obtain IRB approval	<input type="checkbox"/>
2. Decide how to deliver training (in person, remotely, hybrid)	<input type="checkbox"/>
3. Complete the training yourself	
• Watch videos and/or review written training	<input type="checkbox"/>
• Review the research words and workbook	<input type="checkbox"/>
• Review add-on discussion questions and learning activities .	
• Decide whether to use the add-on materials and how to use them (for example, alongside each learning unit or as a set after the training is completed).	<input type="checkbox"/>
• Review Community Research Partner Rights and Responsibilities	<input type="checkbox"/>
Prepare Materials for Learners	
4. Identify a training schedule and agenda (see the last page for timing information and a suggested schedule). Plan for breaks.	<input type="checkbox"/>
5. Some activities will require a google account. Make sure there is an account team members who do not have google accounts can use.	<input type="checkbox"/>
6. Get ready to provide the training to learners based on your delivery method and accessibility needs:	
<i>Preparing printed materials:</i>	
a. Print workbook and materials you will use from the add-on discussion questions and learning activities (we recommend printing single-sided and with hole punches). We included space for notes, but you may want to have additional blank sheets available if needed.	<input type="checkbox"/>
b. Place materials in a binder with dividers for the learning units, research words, and any add-on discussion questions and learning activities you will use. You can use these formatted printable divider labels .	<input type="checkbox"/>
c. Give every learner something to write and highlight with and sticky notes. The sticky notes can be used to mark important sections of the workbook, including where you are currently working.	<input type="checkbox"/>

<i>Preparing electronic materials:</i>	
a. For each learner, provide electronic access to the workbook and add-on materials you will be using. You can email the workbook and add-on materials or create an electronic folder with a copy of the workbook for each learner.	<input type="checkbox"/>
Provide a Positive Learning Environment	
7. Work with learners to decide what pace works best. This might include deciding how much of the training to do in one day and when to take breaks during the training.	<input type="checkbox"/>
8. Work with learners to make guidelines for how the group will work together. Think about different accommodations that may help learners contribute and learn. Think about how to help learners know how to and feel comfortable sharing their ideas and asking questions.	<input type="checkbox"/>
9. Think about what to do if people are experiencing difficult feelings because of what they are learning.	<input type="checkbox"/>
10. Provide accessible, safe food, drinks, and fidgets.	<input type="checkbox"/>
Certify Learners	
11. After completing the training, work with individual learners to complete the Unit 6, Check Out activities to check their understanding of essential information required for learning. Use this process to reinforce learning and provide clarifications. When you are satisfied that the learner has a basic understanding of the content, you can download a certificate template to provide to the learner, save in your project files, and provide to the IRB.	<input type="checkbox"/>
Celebrate completion of <i>Research Ethics for All</i>	
Notes	

Suggested Research Ethics for All training schedule

- Session 1: Units 1 & 2 (total video length: ~26 minutes)
 - Introductory video: 1:00 min
 - Unit 1: Total video time-9:02 min
 - Unit 2: Total video time- 15:18 min

- Session 2: Unit 3 (total video length: ~41 minutes)
 - Unit 3: Total video time- 40:52 min

- Session 3: Units 4 & 5 (total video length: ~46 minutes)
 - Unit 4: Total video time- 37:39 min
 - Unit 5: Total video time- 8:47 min

- Session 4: Individual certification (Unit 6)

- Session 5: Celebration of completion of Research Ethics for All

Citation: McDonald, K. & Schwartz, A. (2023). *Research Ethics for All: Accessible Research Ethics Education for Community Research Partners*. Syracuse University, Massachusetts General Hospital Institute of Health Professions, Institute on Disability: University of New Hampshire www.re4all.org.