

# Family Engagement in Research Initial Meeting Guide

for family partners

## Before

I commit to a project,  
I should have answers  
for:

- What is the time commitment?
- How would I like to be addressed?
- Am I included in the study design/methodology/dissemination? If not, why not?
- Do I know who to contact if I have questions or concerns?
- Do I know the timeline of the research project?
- What other responsibilities am I already taking on?
- Is my role in this project clearly defined?
- Are the expectations within our roles clearly defined?
- What areas of expertise will I be drawing upon for involvement (lived experience, professional experience, etc.)?

## During

my meeting with the  
researcher, I should  
have answers for:

- How am I contributing to this research project?
  - Planning the research project?
  - Recruitment of participants?
  - Collecting feedback?
  - Study analysis?
  - Dissemination of results?
- Am I expecting to receive any reimbursement?
- Are there any education/training opportunities?
- Researcher contact information: \_\_\_\_\_
- Best time to contact the researcher: \_\_\_\_\_
- Information Resource: \_\_\_\_\_
- Notable language being used: \_\_\_\_\_

## After

my meeting with the  
researcher, I should ask  
myself:

- Did I feel respected during the meeting?
- Was my voice heard equally during the meeting?
- Did I feel confused about my role in this project?
- Did I feel comfortable with my role in this project?
- Did I feel that I have the time and resources for what is asked of me?
- Were there any questions I still have?

If I have any questions, I am empowered to ask them to the research team. I have a right to understand the project and the roles my child and I have within it.

