

# Family Engagement in Research Initial Meeting Guide

for research partners

## Before

I ask a family to join a project,  
I should have answers  
for:

- What is the time commitment I am asking of the family partner?
- Do I have an approximate project timeline already mapped out?
- Have I asked how the family partner prefers to be addressed?
- Is my role in this project clearly defined?
- Have I included the family partners in the study design/methodology/dissemination? If not, why not?
- Are the expectations within our roles clearly defined?
- Have I planned to provide the family partner with compensation?
- Have I made myself available to answer all questions or concerns?

## During

my meeting with the  
family partner, I should  
have answers for:

- How is the family partner contributing in this research project?
  - Planning the research project?
  - Recruitment of participants?
  - Collecting feedback?
  - Study analysis?
  - Dissemination of results?
- Are there any education/training opportunities for the family partners?
- Family partner contact information:  
\_\_\_\_\_  
\_\_\_\_\_
- Have I asked if there is any need for clarification?
- Notable language being used:  
\_\_\_\_\_  
\_\_\_\_\_

## After

my meeting with the  
family partner, I should  
ask myself:

- Were all voices heard equally during the meeting?
- Was there anything that should be changed or clarified before our next meeting?
- Was there any confusion about roles or expectations in this project?
- Does everyone have time and resources for what is asked of them?