Stakeholder	Initial role	Responsibilities	What's expected of you	Tips
Student	**Decide** to carry out your research project with a not for profit organization or an underserved community. **Speak** to your supervisor about your plans, and make an application to the SLWC office.	**Demonstrate** your commitment and reason for applying to do a community based research project by way of your application. **Meet** with your supervisor, community partner, and SLWC staff to agree the research topic. **Go straight** to your supervisor or SLWC staff if you have any issues with the community or with your own work plan. Don't wait until it escalates. **Be punctual, reliable, flexible** and **mature** in your interactions with your lecturer, community partner and SLWC staff. Take **precautions** in relation to your own safety. **Employ** high ethical standards in carrying out your research. **Provide** a clear, concise executive summary of your research to the community.	**Agree** research topic with community partner, supervisor, and SLWC staff. **Agree** timeline for project with community partner, supervisor and SLWC at first meeting. **Carry out** all actions on the community based research process map, and the timeline agreement form, all agreed at the first meeting. **Provide** community partner and SLWC staff with a copy of the research when completed.	**You should be Garda vetted** before carrying out research directly with children under 18 or vulnerable adults. Speak to your supervisor about the Garda vetting process if you think you will be working directly with these groups. **Volunteering** with the organization as part of the research project is not recommended. However if you wish to volunteer with the organization, this arrangement should be made between you outside of the research project. **As a student doing course based, accredited research, you are not providing** a professional service for an organization, and it is recommended that the work you do within the organization is directly related to your research, except if you decide to volunteer with the organization outside of your research project. **Take reasonable** safety precautions while you are on the premises of the community organization

Stakeholder	Initial role	Responsibilities	What's expected of you	Tips
Community Partner	**Provide** real life research topics that DIT students can carry out as part of their course work.	**Provide** background information on the organization for all stakeholders. **Meet** with student, supervisor, and SLWC staff to agree the research topic. **Go straight** to student and supervisor, and/or SLWC staff, if any issues arise in relation to interactions with student, or with their own work schedules, that may impact on the project.	**Meet** student, lecturer and SLWC staff to discuss the research topic and agree timeline for project. **Respond** to questions regarding clarification on the topic. **Read** the research proposal. **Meet** student to discuss outcomes/progress of research – a max of 4 meetings over the course of the research as agreed on timeline form at the first meeting. **Work** with a specific number of research projects per year that is manageable for your organization to support.	**As a community partner you do not need to provide premises** for research for the student, however on some occasions this may be appropriate. **Responding** to the literature review or chapters in progress is not generally recommended. **Give** guidance on the methods used to carry out the research only when the supervisor is also present and attempt to reach agreement. **It is recommended that** assistance provided over the course of the research e.g. response to research proposal, methodologies, or research findings, keeps to the schedule on the timeline agreement form. However there may be exceptions where you agree to meet the student outside of these agreed times. **You are** responsible for the student's safety while on your premises.

Stakeholder	Initial role	Responsibilities	What's expected of you	Tips
SLWC staff	**Review** applications from students who want to carry out community-based research projects and set up initial 3-way meeting with lecturer, community partner and student.	**Ensure** a good match is made between student, community partner and research supervisor. **Provide** support to student, community partner and supervisor throughout project. **Deal** with any issues arising from the project. **Check in** with stakeholders at the end of the project to ensure all actions on timeline agreement form are carried out.	**Attend** first meeting to agree research topic and timeline with community partner, supervisor, and student. **Carry out** actions agreed at the first meeting. **Promote** student work on SLWC website, DIT Arrow site, etc, subject to approval by lecturer/ community partner. **Ensure** all stakeholders are aware of Child Protection Policy. **Invite** all stakeholders to practice group sessions. **Provide** CBR process map, timeline form and research agreement for stakeholders.	**SLWC staff** cannot provide a premise for research, respond to the literature review or other chapters in progress or input on the research methods. These aspects of your research project should be designed with input and responses from your supervisor.

Stakeholder	Initial role	Responsibilities	What's expected of you	Tips:
Supervisor	**Discuss** students' proposed approach to community research topic, supporting them to apply to SLWC to undertake CBR project.	**Supervise** the student carrying out a collaborative research project with a community. **Provide** clear guidelines on the expectations of the research project and how it will be assessed. **Ensure** that the student's work is planned to meet academic requirements as well as furthering the community's goals – if there are changes to the proposed research that impact on the community's goals or the student's academic requirements, these must be communicated to all stakeholders as soon as possible, and the research plan revised in consultation with all stakeholders. **Go straight** to SLWC staff, the student and/or the community partner if you have any issues with the project, or your own workload (eg illness). Don't wait until problems escalate.	**Give** response to literature review and other chapters in progress. **Give** input on the methods that should be used to carry out the research **Provide** ongoing assistance to the student over the course of the research e.g. about literature review, methodologies, or findings.	**As a supervisor** you are not responsible for student's safety outside DIT (other than completing initial risk assessment for the project and communication of this to the student), are not required to attend visits to the organization, or complete any work for the research project.