

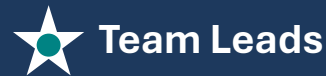
MODULE 5: DECIDE ROLES



From Research Insights to Community Impact: A DISSEMINATION TOOLKIT FOR COMMUNITY-ENGAGED RESEARCH TEAMS

MODULE 5: DECIDE ROLES

This module may be of special interest to those representing:



This module is part of a larger resource, “From Research Insights to Community Impact: A Dissemination Toolkit for Community-Engaged Research Teams.”



Scan the QR code
to access the full toolkit.

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MODULE 5: DECIDE ROLES

Module 5 explores ways you can decide roles for your writing team that value your team's lived experiences, interests, and communication styles.

Identify Strengths

Have each team member complete the milestone timeline activity below to identify the strengths of each writing team member and think of all of the ways your team's strengths can be used to contribute to the success of your writing team. Access the printable version of this exercise [here](#).*

STEP ONE: Highlight or note the qualities that you have.

| | | | |
|---------------------|-----------------|----------------|-------------------|
| Accountability | Purpose | Sensitivity | Balance |
| Clarity | Compassion | Reflection | Generosity |
| Creativity | Communication | Thoroughness | Humility |
| Emotional awareness | Structure | Thoughtfulness | Leadership |
| Flexibility | Dedication | Organization | Resourcefulness |
| Innovation | Teamwork | Motivation | Social connection |
| Patience | Trustworthiness | Honesty | Tolerance |
| Persistence | Stability | Consideration | Ethics |
| Reliability | Adaptability | Efficiency | Discipline |

Explore a more extensive list of qualities to choose from [here](#).*



STEP TWO: Match those qualities to activities on the milestone timeline below.

Consider all of the ways your qualities can be used to contribute to the success of your writing team. Please match the qualities you marked on the previous page to the milestones below to show how your qualities can contribute to the dissemination of a writing project. You do not have to write in all of the boxes.

After you have written about your qualities and activities, do the same for your writing team members. Which of their qualities match an activity on the milestone timeline, and what does that look like?

Example: Generosity can match with Step 4 and may look like taking time at the end of a workday to review your team’s writing.

Milestone Timeline

In your writing teams, sharing your strengths and weaknesses could make others feel comfortable sharing their own strengths and areas for improvement.



Insights From a Collaborative Writer

Explore insights from Dr. Maya Ragavan, associate professor of Pediatrics, Department of Pediatrics, from the University of Pittsburgh, on the importance of collaboratively deciding roles based on each member's interest, expertise, and lived experiences.



QUESTIONS

What are some opportunities for community members and partners to collaborate more closely when writing manuscripts?

What are some challenges to collaborative manuscript writing?



ANSWERS



The discussion section of a manuscript provides an opportunity to bring in perspectives from multiple authors or partners and to describe the implications of the research findings for various sectors or demographics. It may be easier for community representatives to contribute to the discussion compared to other sections of the manuscript.



Academic manuscripts can be dense with jargon and may not be easily understood or interpreted by nonacademic priority audiences. Also, there can be disagreements about the way data are interpreted and communicated, so writing teams need to prioritize acknowledging and acting on feedback to avoid disseminating manuscripts that could be problematic. **As an author on the paper, you have the right to say that you have a significant problem with how part of the paper is written. Strict deadlines and other external expectations can create an environment where not everyone's concerns are heard.**

RECOMMENDATIONS FROM DR. RAGAVAN



Writing teams need to acknowledge and act on feedback regarding writing, labor, and communication expectations. Investing time and resources in learning to respect each other in the writing process is important for successful writing teams.



Think about other forms of communication and dissemination that you are skilled in developing (i.e., storytelling, art). How can you build these into a dissemination plan that goes beyond the academic manuscript?



Writing team members can contribute to manuscripts in different ways, including generating ideas, interpreting data and findings, considering the implications of research findings for communities, and reflecting on limitations of the research. Create opportunities for all writing team members to contribute in these and other ways.



Set roles, expectations, and timelines for manuscript development at the beginning of the writing process with all authors involved so that the team has a shared understanding of the writing process and each author's contributions from the start.



REWIND

Look back to the section on Partnership Agreements in [Module 1](#) of this digital toolkit. Parties who sign their partnership agreements agree to fulfill the commitments to the best of their abilities. The agreement can be adapted based on changing needs.

Try to think of your process of deciding writing roles in a similar way. Everything can be adapted based on changing needs, but every team member must agree before changing the agreements and processes.

Outline for Collaborative Writing

Researchers Dr. Phoebe Del Boccio and Chloe Young created an [outline for collaborative manuscript writing](#).*

This outline is a thorough start-to-finish guide to writing with a team, from introductions and initial planning to submission and celebrating milestones. The full outline includes many of the steps you'll find in this toolkit.

Outline for Collaborative Manuscript Writing with Teams
Developed by Phoebe Del Boccio and Chloe Young

Introduction

- Objective of the Manuscript: Define the study purpose and key goals of the manuscript.
- Team Engagement Plan: Emphasize inclusivity, collaboration, and shared ownership of the manuscript process.

Initial Planning and Team Formation

1. Clear Instructions from the Start:
 - Create a project overview outlining expectations, key deadlines, meeting dates, and milestones on a timeline leading to target submission date and share this with the entire writing team.
 - Clarify how long each step of the process will take/how much time is allotted.
 - Use engaging strategies, such as a contest to review and vote on proposal preferences, to foster early participation.
2. Volunteer-Based Team Formation:
 - Invite team members to join the writing group based on interest and expertise.
 - Highlight the benefits of participation, including skill development and shared authorship.

Manuscript Structuring and Role Assignment

1. Divide Manuscript into Sections:
 - Define key sections of the manuscript (e.g., Introduction, Methods, Results, Discussion).
 - Appoint section leaders from the core writing group to oversee each part.
2. Match Writers to Preferred Sections:
 - Survey writers to identify their preferred sections to work on.
 - Assign roles based on preferences while balancing workload and expertise.

Progress Tracking and Updates

1. Regular Bi-Weekly Updates:
 - Schedule consistent progress meetings.
 - Review completed work, identify barriers, and assign action items for the next steps.
2. Action-Oriented Agendas:
 - Keep meetings dynamic and focused with clear agendas and deliverables.
3. Frequent internal communication
 - Meeting reminders for the whole team, especially for patient representatives
 - Clear follow up emails with action items & resources after meetings
 1. These emails are crucial to connect people to the links and documents they will be working on for the next two weeks



ABOUT CEACR:

The Community Engagement Alliance Consultative Resource (CEACR) serves as a channel for community-engaged best practices to research teams wanting to apply principles of community-engaged approaches to address differences in health outcomes and encourage participation in research programs. For more information, please visit nihceal.org.

We Value Your Feedback!



Please scan this QR code* to tell us your initial thoughts about the toolkit.

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