**UQ School of Pharmacy - Guidelines for writing a Consumer and Community Involvement plan**

As part of the [project documents for progress reviews](https://graduate-school.uq.edu.au/school-pharmacy-progress-review-guidelines), UQ School of Pharmacy HDR students are asked to consider the following topics, if applicable, to their research project: a research knowledge translation plan; and/or a research commercialisation plan; and/or a consumer and community involvement plan. This document provides guidance on the contents of a **consumer and community involvement plan**. Students should address the following questions succinctly in 1-2 pages. Additional information beyond 1-2 pages can be provided in an appendix. Note: This preamble and the guidance text below, if included in your plan, does not count as part of the one-page limit.

**Have you reviewed the** [**Consumer and Community Involvement Blackboard site**](https://learn.uq.edu.au/webapps/blackboard/execute/launcher?type=Course&id=_159322_1&url=)**?**

*Points to possibly consider/address -*

* Do you and your advisory team have access to the Blackboard site? If not, please contact the HABS Research Translation and Impact Officer and provide your UQ username to gain access.

**Who are the consumers and community members relevant to your project?**

*Points to possibly consider/address -*

* Have both peak health consumers/community organisations as well as informal networks been considered?
* Has particular attention been given to including diverse consumer/community voices?
* Do you have established relationships with relevant consumers/community members/organisations? If not, how do you plan to make the connection?

**How can consumers/community members contribute to your project?**

*Points to possibly consider/address -*

* Clearly differentiate between *involvement* and *participation* in your project.
* Describe how and when consumers/community members could be (or are already) involved in your project. They may be part of the research team, part of a reference group or acting as a research buddy. What are the strengths and limitations of this approach?
* Have supporting documents such as Role Description, Terms of Reference, Involvement Agreement been developed/accessed?
* What is the role of each consumer/community member/organisation? For example, they could be providing feedback on study materials, advising you about research questions or methodology, assisting with recruitment or helping to devise dissemination plans.
* How will you ‘close the loop’ and let consumers/community members know what you did because of their input?

**Is your planned approach to consumer and community involvement feasible?**

*Points to possibly consider/address -*

* The power imbalances that exist between researchers and consumers/community members can be a barrier to authentic involvement. How do you plan to minimise these power imbalances?
* Are the relevant consumers/community members ‘hard to reach’? If so, how will you overcome this?
* Do you have the necessary relationships and methodological skills (e.g. co-design, or other participatory approaches) to carry out your plan? If not, how will you overcome this?
* The Consumer and Community Involvement Blackboard site provides some suggestions for further learning that may be relevant to you. If relevant, you could include this in your Individual Development Plan.
* Do the consumers/community members you plan to involve have research involvement experience? If not, how can you support them?
* Is there sufficient time available to carry out your consumer and community involvement plan?
* Do you have the necessary resources to carry out your consumer and community involvement plan? (e.g. budget for remunerating consumers/community members, time to develop relationships)

**Have you considered possible IP contributions made by consumers/community members?**

*Points to possibly consider/address -*

* Have you sought advice from Uniquest and/or considered this in a Research Commercialisation Plan?