# The EquiPar Tool

EquiPar

# Supporting Equitable Partnerships for Research Projects

# History of Principles and Guidelines



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Adapted from Voller 2020

# LSHTM Equitable Partnership Initiatives

**Overarching Goal:** Develop more equitable research and educational partnerships

**Through:**

- Piloting EquiPar Tool on Supporting Equitable Partnerships for Research Projects
- Review LSHTM-level policies and procedures – current focus:
  - Good research practice and research ethics
  - Research grant finance and contracting
- Develop case studies of good practice
- Develop and provide training/awareness raising sessions
- Regular school-wide open meetings

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# The Purpose of the EquiPar Tool

- **Aim:** Provide systematic & practical guidance for setting up and/or strengthening partnerships

- Geared towards individual research projects (not institutional-level collaborations)

- Stimulate research project teams to discuss partnership issues, and develop appropriate strategies for individual projects at different stages of research cycle

- List of <u>discussion questions</u>, and <u>resources</u> in three key areas:

  - People management and relationships

  - Research activities and outputs

  - Contracting and resource management

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# EquiPar Tool Domains across project research cycle



People management and professional relationships

Research activities and outputs

Contracting and resource management

Governance arrangements

Roles and expectations

Staffing arrangements

Mutual capacity strengthening

Developing relationships

Evaluating partnerships

Before starting research

Research design phase

During research

Completing research

Proposal development

Ethical obligations

Co-production

Data ownership, storage, access

Publishing other dissemination and policy impact

Contracts

Looking to the future

Budgets and payment
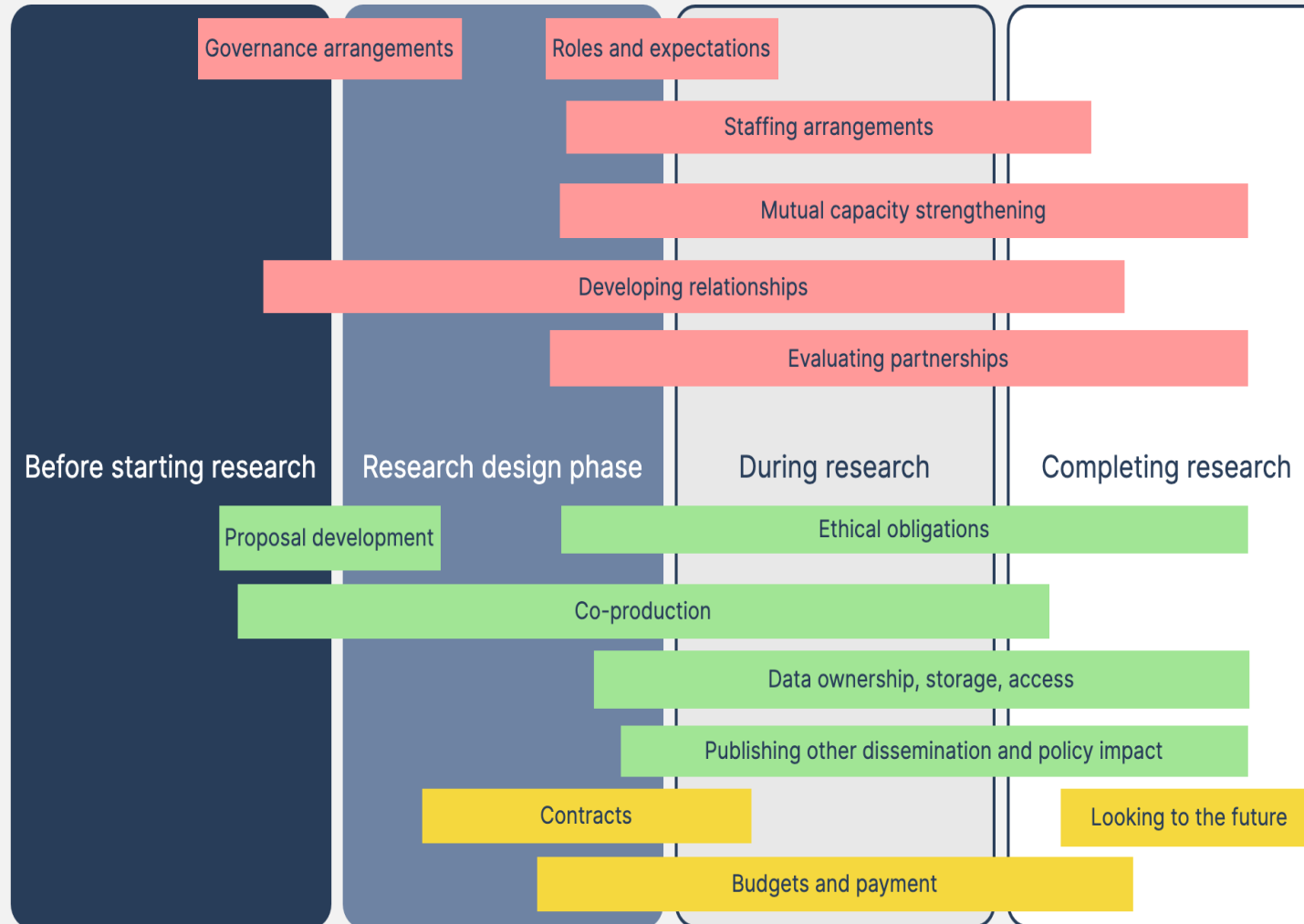
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# People Management and Professional Relationships

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❖ What are our governance arrangements?

❖ Have we jointly agreed on the roles and expectations of each partner?

❖ What is our plan for mutual capacity strengthening?

❖ What considerations have we made for equitable staffing arrangements?

❖ What activities will we use to develop our relationships?

❖ How will we evaluate how well our partnership is working?

- *Have we considered opportunities for distributed leadership?*
- *How we will communicate?*
- *What principles/approaches will we follow to foster transparency in our partnership?*
- *How will we deal with any conflicts/concerns that may arise?*
- *Do partners know who to contact at LSHTM if feel concerns not addressed properly?*

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# Research Activities and Outputs

❖ How can we maximise opportunities for all partners to <u>contribute to proposal development</u>?

❖ What opportunities exist to introduce elements of <u>co-production</u> into the project?

❖ How will we manage <u>ethical</u> obligations during this partnership?

❖ Do we have an equitable plan for <u>publishing, other dissemination and policy impact</u>?

❖ How can we ensure equitable <u>ownership, storage, access and use of data and samples</u>?

- *How will we decide which outputs to produce and who does what?*
- *Have we agreed authorship principles?*
- *Have we agreed on a set of principles for other dissemination e.g. internet, press, social media?*
- *Are outputs accessible to people with different types of disabilities?*

# Contracting and Resource Management

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❖ Budget & payment

❖ Contractual arrangements

❖ Looking to the future

- *Do all partners have adequate resources for what they've been asked to do, both financially and in kind?*
- *Does the budget cover key aspects of equitable partnerships such as co-production, capacity strengthening, writing up time and publication costs?*
- *Have overheads been included fairly for each institution?*
- *Has an appropriate payment schedule been draw up? Will partners receive advances where necessary?*

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# Resources

**Resources: Research activities and outputs**

❖ **Publication and other outputs**

- E-pharmacy template for Publication Guidelines and Plan (on MS teams)

- AMFm Dissemination Principles (on MS teams)

❖ **LSHTM documents and guidance on data management:**

- General LSHTM guidance on Research Data Management

- LSHTM guidance on data protection and GDPR – Go to - Service Desk / Legal, Research contracts & data protection / Data Protection and GDPR

- LSHTM Data Storage Options

❖ **Co-production Resources:**

- NIHR Guidance on co-producing a research project (Feb 2019)

- NIHR Reflective questions to support co-produced research (May 2020)

- Lokot & Wake, The co-production of research between academics, NGOs and communities in humanitarian response: a practice guide. LSHTM 2021

- BMJ Special Issue on co-production, 2021

# How to use the EquiPar Tool

❖ Research teams can use the tool in any way that suits them

- No requirement to complete a checklist/ report, though they may choose to document their own discussions internally

❖ Can be used throughout research cycle

- At the beginning, to set expectations and set up procedures

- Events (breakdowns, challenges, opportunities)

- Closure and looking to the future

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# Ideas about How to Use EquiPar Tool



❖ Include in a proposal OR use it to develop proposal (checking partners are also interested to use it, developing the 'how to')

❖ EquiPar sessions in key project workshops, including starting workshop where tool could be introduced

❖ Facilitated reflection & identifying what is needed/prioritized for partnership and project

❖ Could use a traffic light tool as part of this process

❖ Identify an EquiPar champion

❖ Develop action plan to monitor regularly in project meetings

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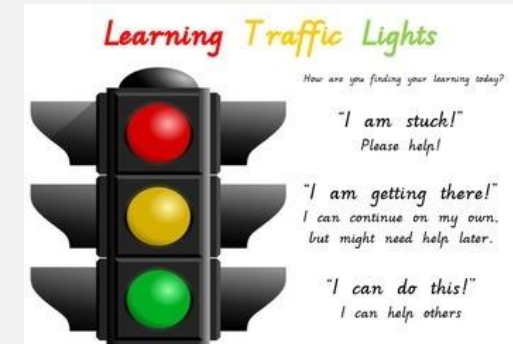
# Example of making EquiPar Operational: E-Pharmacy Traffic Light Tool

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Theme | Criterion | Time of review (mm of project) | How are we faring (score out of 3, with 3 being best performance) |
| 2 | People management & professional relationships | Governance arrangements | | 3 |
| 3 | People management & professional relationships | Roles and expectations | | 3 |
| 4 | People management & professional relationships | Staffing arrangements | | 2 |
| 5 | People management & professional relationships | Mutual capacity strengthening | | 1 |
| 6 | People management & professional relationships | Developing relationships | | 1 |
| 7 | People management & professional relationships | Evaluating partnerships | | 2 |
| 8 | Research activities and outputs | Proposal development | | 2 |
| 9 | Research activities and outputs | Ethical obligations | | 1 |
| 10 | Research activities and outputs | Co-production | | 3 |
| 11 | Research activities and outputs | Data ownership, storage and access | | 3 |
| 12 | Research activities and outputs | Publishing, dissemination and policy impact | | 3 |
| 13 | Contracting and resource management | Budget and payment | | 3 |
| 14 | Contracting and resource management | Contractual arrangements | | 3 |

# Example of making EquiPar Operational: Another example

**Post-Survey Action Points**

Agreed by [e.g. Steering Committee Group] on [date]

Next review date: [date]

| Area | Immediate priorities | Short/Medium-term priorities | Nice-to-haves/long-term actions |
|---|---|---|---|
| e.g. Communications | [Action, who to action, date for completion]<br><br>e.g. review and rationalise project meetings schedule – [who] – [completion date] | e.g. create monthly newsletter for project team – [who] – [completion date]. | e.g. update project website – [who] – [completion date] |
| e.g. Management structures and decision-making | | | |
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# Accessing the EquiPar Tool

**https://www.lshtm.ac.uk/equipar-pilot-evaluation**