Inclusive research and evaluation checklist

Designing and delivering inclusive research and evaluation projects doesn't happen by chance. It requires thoughtful planning, an understanding of participants' needs, and a commitment to removing barriers. This checklist will help you to embed inclusion, accessibility, and ethical practices into every stage of your work. By following these tips, you can begin to create and conduct more inclusive research and evaluation projects.

1. **Plan inclusion early**: build accessibility and inclusion in from the start, allowing extra time and budget to meet everyone's needs.

2. **Understand your audience**: Get to know who you're involving and work together with disabled people to meet access needs, shape objectives and methods.

3. **Maintain ethical standards**: Follow codes of ethics and conduct to protect participants' rights, dignity, and wellbeing.

4. **Test for accessibility**: Test materials and methods with people who have diverse needs, addressing barriers before launch.

5. **Create a welcoming accessible environment**: Choose inclusive venues or accessible online platforms, ensuring they are easy to use and comfortable for everyone.

6. **Use inclusive and accessible communication**: Use clear and 'Plain English' language, make British Sign Language interpreters available when requested, add alternative text to images, and choose high-contrast colours so information is easy to read.

7. **Offer multiple formats**: Provide information in digital, Easy Read, audio, or large print so participants can engage in their preferred way.

8. **Provide participation options**: Offer various ways for people to take part. Online, in-person, verbally, or in writing – accommodating different access needs.

9. **Inform participants proactively**: Let people know about available support, ways to take part and accessibility options in advance, enabling them to prepare.

10. **Ensure accessible outputs**: Present your findings in a range of accessible formats so that everyone can benefit from the research and evaluation results.

For more information about inclusive research and working with disabled people, please email research@activityalliance.org.uk