

ACUMEN'S ULTIMATE RESEARCHER CHECKLIST



INITIAL RESEARCH SET UP

- Confirm research objectives
- Define what participants will be asked to do
- Ensure clear description of the research for participants
- Confirm recruitment updates & profile grids schedule
- Determine if over-recruiting is required & process for informing extra participants

ONLINE RESEARCH LOGISTICS

- Identify the platform to be used (Zoom, Teams, etc.)
- Check required device (mobile, laptop, etc.)
- Specify session type (text-based, audio, video)
- Confirm required web browser compatibility
- Set login requirements (e.g. 5-15 mins before for tech checks)
- Ensure tech requirements are included in the screener
- Confirm who is sending session links
- Verify if tech checks are needed & who is responsible

COMMUNITY RESEARCH CONSIDERATIONS

- Define start & end dates of the community
- Outline expected participant contribution frequency

USABILITY TESTING

- Identify tested devices
- Screen out participants based on criteria (e.g. glasses, health conditions)

PRE TASKS AND PREREQUISITES

- Confirm who sends pre-task details & when
- Define task format (app, document, written, etc.)
- Establish deadline & return process
Identify any additional participant requirements (e.g. app downloads, consent forms)





INCENTIVES AND PAYMENTS

- Confirm who is responsible for payment
- Define payment method (BACS, cash, PayPal, etc.)

MODERATOR AND F2F LOGISTICS

- Ensure full moderator availability is listed
- Confirm number of available moderators
- For face-to-face research:
 - Venue address & access instructions
 - Contact number at the venue
 - Moderator name & meeting point
 - Parking instructions

SCREENING AND GDPR COMPLIANCE

- Include GDPR checks & permissions in the screener
- Provide clear data usage explanation & privacy policy access
- Justify any sensitive data collection (e.g. health, ethnicity)
- Ensure re-contact consent is included
- Organise screener questions logically for a conversational flow
- Consider question types (open-ended, multiple choice, etc.)
- Avoid unnecessary personal questions

