

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

