

Checklist to Guide PRC-HAN Project Dissemination Decisions

The PRC-HAN Research Dissemination and Practice Group (RDPG) developed this checklist to assist PRC-HAN members and partners with decisions about the dissemination of the results of PRC-HAN aging-focused health promotion research. By results we mean items and activities such as interventions, programs, and publications. Decision criteria include assessments of:

1. alignment with PRC-HAN and RDPG missions,
2. utility and readiness,
3. implementation, and
4. resources.

This checklist is not designed as a scorecard but rather as a tool to guide discussions and decisions by stakeholders.

The first section of the checklist requests basic descriptive information to summarize the proposed project for those not directly involved in its development. The second section, the actual checklist, provides criteria to assist decisions about dissemination.

I. Abstract/Summary of Proposal

1. **Name of proposed project:** _____
2. **Person or (work) group proposing the project:** _____
3. **Type of project:**
 - a) Implementation or dissemination of a program or intervention
 - b) Publication
 - c) Education and training
 - d) Other: _____
4. **Target audience:** _____
 - a) Race/ethnicity/culture: _____
 - b) Geography (rural, urban, specific region, general): _____
 - c) The intended reach of the project:
 - i) Within PRC-HAN partner communities (or other specific communities) to build on formative research
 - ii) Wider regional or national dissemination of proven project or product
5. **“Closeness” of the proposed project to the intended community:**
 - a) Proximal (close), e.g., to create or expand current programs
 - b) Intermediate, e.g., to create program capacity and provider competence
 - c) Distal (distant), e.g., to disperse and maintain programs more broadly
6. **Anticipated duration of proposed project:** _____

II. Checklist

1. ALIGNMENT WITH PRC-HAN AND RDPG MISSIONS AND COMPETENCIES

- a. The PRC-HAN's mission is "to better understand the determinants of healthy aging in older adult populations; to identify interventions that promote healthy aging; and to assist in the translation of such research into sustainable community-based programs throughout the nation."

Does the proposed project or activity align well with the PRC-HAN's mission?

- Yes, definitely Moderately No

- b. The mission of the Research Dissemination and Practice Group (RDPG) is "to serve the Healthy Aging Research Network by disseminating research-based evidence, translating research into community practice, and sharing expertise on healthy aging, through strong partnerships between researchers and the public health and aging services networks."

Does the proposed project or activity align well with the RDPG's mission?

- Yes, definitely Moderately No

- c. The RDPG has identified its core competencies. A project that draws on those competencies may be a better fit with other RDPG dissemination activities and offer a more beneficial use of limited resources than one that does not.

Which, if any, of the following RDPG core competencies does the proposed project or activity utilize?

- a) Multidisciplinary, ecological perspective – a broad, inclusive view
 b) Research expertise, including translational research
 c) Knowledge of public health and aging perspectives, internally and through external partners
 d) Experience working with diverse communities, facilitating and sustaining partnerships, promoting community outreach, and convening groups

- **DECISION POINT 1: Overall, does the proposed project align well with PRC-HAN and RDPG missions and competencies?**

- Yes, definitely Moderately No

2. READINESS AND UTILITY

- a. How much of the proposed project is ready for dissemination?

- a) The whole project is ready for dissemination.
 b) Selected parts of the project are ready for dissemination (e.g., results of formative literature review, results of formative qualitative research)

- b. Is there sufficient demonstrated need for this project?

- a) Unquestionably yes
 b) Maybe; evaluate further based on competing demands for available resources
 c) Yes, but in populations too specialized or limited to merit broad dissemination
 d) No
 e) The evidence is insufficient for assessment

➤ **DECISION POINT 2: Is enough of the project ready for “prime time” with sufficient assessed need to proceed with dissemination?**

- Yes No Maybe; continue assessment

3. IMPLEMENTATION

a. What are the roles of the PRC-HAN as a whole?

- a) Formal yes/no decision-making responsibilities
 b) Leadership and supervision by a Workgroup
 c) Advisory role
 d) Evaluation
 e) None; please explain: _____

b. What are the roles of RDPG members?

- a) Primary dissemination leadership and supervision responsibilities for specific PRC-HAN project (e.g., JAG series)
 b) Oversight and/or advisory activities for other PRC-HAN groups (e.g., Active Options, conference planning)
 c) Secondary support to another external group (e.g., Livable Communities)
 d) Evaluation
 e) None; please explain: _____

c. What are the roles of non-HAN RDPG partners?

- a) Leadership and supervision
 b) Advisory role
 c) Sustainability
 d) Evaluation
 e) None; please explain: _____

d. What are the roles of the recipient communities?

- a) Leadership and supervision
 b) Advisory role
 c) Sustainability
 d) Evaluation
 e) None; please explain: _____

➤ **DECISION POINT 3: Are the roles of the various partners well-defined?**

- Yes, definitely Moderately No

4. RESOURCES

a. What resources are needed for this project?

- a) Funding
 b) Project-specific personnel
 c) Materials and equipment
 d) Consultants
 e) Space

- f) Travel
- g) Other: _____

b. What resources currently exist for this project from various partners (specify)?

- a) PRC-HAN sources: _____
- b) Non-PRC-HAN RDPG partners' sources: _____
- c) Non-PRC-HAN, non-RDPG partners' sources: _____
- d) Recipient community's sources: _____

c. What additional funding and other resources are needed (specify)?

- a) _____
- b) _____
- c) _____

d. What potential sources of funding and other resources have been identified (specify)?

- a) _____
- b) _____
- c) _____

e. Who will be responsible for acquiring additional funding and other resources?

- a) PRC-HAN
- b) Non-PRC-HAN RDPG partners
- c) Non-PRC-HAN, non-RDPG partners
- d) Recipient community
- e) Other (specify): _____

➤ **DECISION POINT 4a: Have the needs for resources been clearly defined?**

- Yes, definitely Moderately No

➤ **DECISION POINT 4b: Have realistic actual and potential sources for resources been identified?**

- Yes, definitely Moderately No

SUMMARY DECISION POINT: IS THIS PROJECT READY FOR DISSEMINATION?

- a) Unquestionably yes
- b) Maybe; need more information (specify): _____
- c) No, doesn't sufficiently meet the criteria