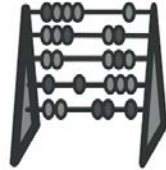


Community Engaged Research Abacus Tool Guide



What are the components of the abacus tool?

The sides: Each side, or section, represents the voice or power that each partner group has in the decision-making process.

The rungs: Each rung or bar represents the steps in the research process. They should be named to match the process and steps specific to your project.

The beads: Beads indicate power and collaboration responsibilities. More beads indicate more voice and commitment.

When should I use the abacus tool?

During initial discussions with (potential) partners—establish a basic understanding of what the steps are in the process.

When formalizing partnership agreements, including memoranda of understanding—to clarify who has decision-making power and collaboration responsibilities at each stage.

While grant-writing—to use as a visual to demonstrate proposed shared decision-making and collaboration responsibilities.

Mid-way through a project—to clarify how the collaboration is going and ask/reflect on whether initial decision-making and responsibilities might need to be shifted.

During project wrap up and final reporting—to depict how decision-making and collaboration responsibilities were actually divided (revisions may be needed).

When working with students—to help undergraduate and graduate students understand various stages in process and visualize shared decision-making and collaboration responsibilities with the community partners.

When writing a journal article about the methods, processes, partnership or engagement aspects of your community engaged scholarship—to clearly describe and illustrate the range of engagement and decision making in the research process.