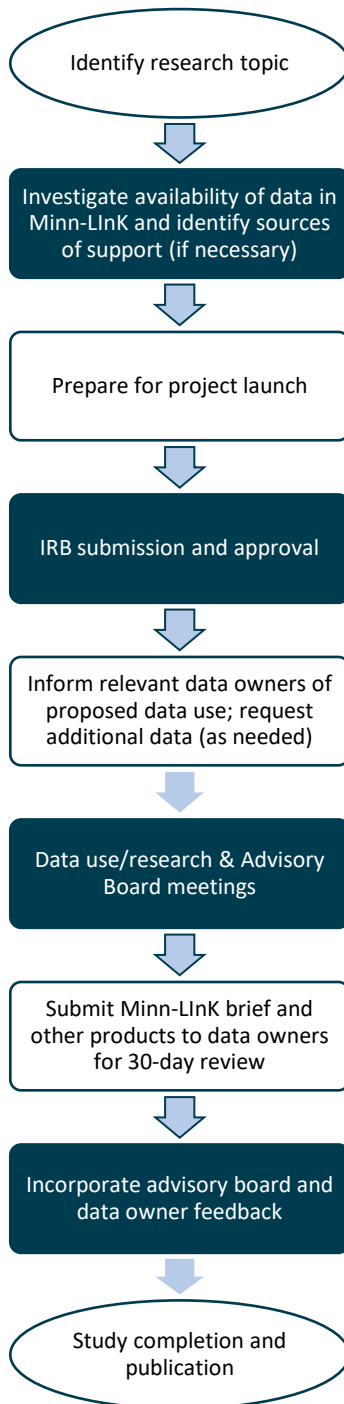


Minn-LInK Process



Minn-LInK Process Checklist

Stage	Description	Date Completed
1	Research concept/idea identified by researcher.	
2	Investigate availability of data in Minn-LInK. Review Minn-LInK materials on website and email the CASCW Director of Research and Evaluation (R & E) with information about research concept/idea to determine whether concept/idea fits within Minn-LInK scope.	
	Draft Study Prospectus and arrange follow-up meeting with the CASCW Director of R & E to finalize research plan.	
	Consultation (student projects only). Students using Minn-LInK for dissertations and other student projects should consult with their committee during this phase.	
	Finalize research plan. Submit final Study Prospectus to CASCW Director of (R & E); Minn-LInK team will develop a budget given scope of work identified in prospectus.	
	Identify and apply for funding to support research (if needed).	
3	Confirm project start dates and necessary contracts/agreements upon notification of funding award.	
4	Complete IRB application (template 595: data or specimen-only protocol) in conjunction with Minn-LInK researchers and submit through ETHOS. CITI and HIPAA training required for data access.	
5	Inform/notify data owner contacts of the start of a new Minn-LInK study upon IRB approval; this will be completed by Minn-LInK staff.	
	Develop data requests (as necessary) for study-specific data needs; this will be completed in conjunction with Minn-LInK staff.	
6	Invite advisory members to participate in study (optional). Work with Minn-LInK researchers to identify and invite relevant stakeholders, as needed.	
	Data access. Work with Minn-LInK researchers to gain access to the Minn-LInK server and calendar. Schedule an orientation session with Minn-LInK researchers; sign confidentiality and security agreements.	



Minnesota-Linking Information for Kids

	Conduct advisory board meeting. Describe concept to group; inquire about relevance of study to their work. Ask for feedback on other known research, similar interventions, etc. and provide an overview of the data to be used.	
	Begin research activities, incorporating advisory feedback. Data analysis in Minn-LInK research lab.	
	Analysis complete and draft versions of a Minn-LInK brief and/or other dissemination products are completed. Share draft dissemination product(s) with advisory group (and/or dissertation committee if applicable).	
7	Work with Minn-LInK staff to submit dissemination product(s) to data owners for 30-day review.	
8	Conduct final advisory meeting. Discuss dissemination products, incorporate feedback and interpretation into final dissemination product(s). Students should work with their dissertation committee and defend at this point.	
9	Finalization of the brief and other dissemination materials; post brief on website. Work with Minn-LInK researchers to finalize brief layout and dissemination strategy; submit journal manuscripts as needed.	