



## CITIZEN SCIENTIST PROGRAM

### APPENDIX C: CHECKLIST OF ITEMS TO SEND AFTER MEETING WITH THE CITIZEN SCIENTISTS

- ✓ Always thank the citizen scientists at the end of the meeting. It is nice to follow up with an email or note.
- ✓ Provide the citizen scientists with information on how their feedback was incorporated into the study design. The citizen scientists want to know their contribution to science was valuable. This can be done either with the citizen scientists directly or through the Citizen Scientist Program Manager Deborah Morrison. You can expect a follow-up from the program manager to request this information. This feedback should be provided within two weeks of the meeting.
- ✓ It is crucial that you inform the citizen scientists whether the study was funded, met recruitment goals, or any other feedback on the outcomes of your collaboration. This is one of the most frequent requests made by citizen scientists: they very much want to know about the ultimate funding decisions and subsequent updates on how the research is progressing. The Citizen Scientist Program manager will follow up with you periodically to request this information. The citizen scientists will understand that it may take months or years to know the final outcome.
- ✓ If in the course of meeting with citizen scientists for project development you meet a particular individual that you would like to invite to be a member of your study team, you should notify the program manager. You will be asked to provide a rough idea of monthly time commitment and to provide information as to role and travel expectations. Keeping in mind that this time effort will appear as a budget line on your proposal submission, be prepared to tell the individual what you plan to offer in return for their commitment to your project.