

## Dissemination Checklist

This document has been produced by the NCRI CLG to assist researchers and consumer representatives who may be undertaking reviews of trial proposals or working as members of trial management groups. The aim is to ensure that plans and arrangements are in place to ensure dissemination of research results to participants and to the wider public as well as the research community. The document is necessarily brief and non-prescriptive. It aims to draw attention to important factors as a means of encouraging positive and innovative practice development in this area.

### Essential Principles

1.	Trial results, whether successful or unsuccessful and irrespective of outcome, should be disseminated as widely as possible to maximise their value to commissioners, to clinicians and to patients and to ensure the effective future use of research resources
2.	Trial results should be disseminated in a variety of ways so that they are easily accessible to all stakeholders and relevant constituencies, for example on a central public register
3.	An important priority in any dissemination plan is that of updating trial participants or their representatives on developments as the trial proceeds and to inform them of trial results promptly, or to inform them how and when they may access the results themselves
4.	Patient and public interests are best served by ensuring that results are available in an accessible Plain English form. Particular attention should be paid to disseminating the information to, or enabling access to it, for those patients and members of the public affected by the aims and circumstances of the research and by its outcomes.
5.	Trial participants and those with experience of trial participation are uniquely qualified to assist with the planning and dissemination of trial findings and provision should be made for their involvement in this task

### Checklist

Researchers are subject to an ethical imperative to ensure that all trial findings are disseminated widely to research participants and the relevant constituencies and institutions within the communities in which they work. Dissemination is the crucial step in the effective application of trial outcomes and should therefore be planned in detail, drawing on the necessary expertise, at the outset of any research undertaking.

1.	Is there a plan for the dissemination of trial findings built into the research proposal including outline costings?	Yes/No
2.	Have people with the experience of research participation contributed to the dissemination plan and is there provision within the research proposal to support the involvement of people with experience of research participation in the management of dissemination activities?	Yes/No  Yes/No
3.	Does the dissemination plan incorporate arrangements that ensure that trial participants or their representatives are updated on developments as the trial proceeds and promptly informed of the trial's results?	Yes/No
4.	Does the dissemination plan provide for communication in a differentiated form with a range of relevant audiences: <i>Scientific?</i> <i>Clinical Practice?</i> <i>Commissioners?</i> <i>Trial participants?</i> <i>Those affected by the circumstances/aims of the research??</i> <i>The wider public?</i>	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
5.	Does the dissemination plan provide for the widespread communication of results irrespective of outcome?	Yes/No

This checklist emerged from discussions that took place at the Dragons' Den Workshop at the National Cancer Research Institute (NCRI) Conference in Liverpool in 2013. The discussions included contributions from researchers and from members of the NCRI Consumer Liaison Group (CLG).

The Dragons' Den Workshop at the NCRI Conference brings together researchers and lay people (patients, carers and others whose lives have been touched by cancer), known as Consumers in the NCRI context. The Workshop provides the opportunity for cancer researchers to present prospective studies to or to discuss topics and themes with an informed lay audience and to benefit from discussions on issues raised.