

Shared Research & Practice Framework Template

Use this at the start of a project to support alignment among researchers, educators, and partners by making goals, roles, and processes explicit.

1. Project Overview

Briefly describe the project's focus, target audience, and overarching aims.

2. Shared Goals and Definitions

Define the shared goals for the project and clarify key terms that may have multiple meanings. This section helps ensure common understanding among all partners. Example prompts:

- What are the central research and practice goals?
- How do we define success for students, teachers, or systems?
- What indicators or evidence will we use to gauge progress?

3. Theory of Change or Logic Model

Sketch a simple logic model or theory of change that shows how project activities are expected to lead to desired outcomes. Suggested elements:

- Underlying assumptions or hypotheses
- Inputs (resources, partnerships, expertise)
- Key activities (design, PD, data collection, dissemination)
- Short-, medium-, and long-term outcomes

4. Partner Roles and Responsibilities

Clarify each partner's role in the project. Consider including:

- Lead researchers and their primary responsibilities
- Teacher or practitioner partners and their contributions
- External collaborators, advisory boards, or community partners
- Decision-making and communication protocols

5. Contextual Considerations

Describe contextual factors that influence implementation and outcomes. Prompts:

- What contextual factors could shape implementation?
- How will we document and adapt to contextual differences?

6. Communication and Check-In Plan

Outline how the team will maintain communication and continuous improvement throughout the project. Include details such as:

- Meeting frequency and format (virtual/in-person)
- Decision-making processes
- Documentation of decisions and adaptations
- Reflection and revision schedule for this framework

Tip: Revisit and update this framework periodically to reflect changes in project scope, staffing, or context. This living document can serve as both a planning and reflection tool throughout the life of your project.