COMMUNITY-LED RESEARCH PROJECT

Guide for preparing a research report

The following headings provide guidance for preparing a
research report. How you choose to do this is up to you, but ensure that you cover the areas
highlighted. This structure will help you to generate an overall report which you can then use in
different ways to share with your audiences.

Title – think about a short punchy title reflecting the message of the report. Also include a more
detailed sub-heading.

Background to the research

*Use this section to say how the research project came about and why. You may include evidence or
gaps from previous research and/or local data that supports why this research was needed.*

Research purpose and key questions

Use this section to state the aims, purposes and key questions of your research.

About your organisation – a short description e.g. history, activities, aims. Why was this research
project of interest to your organisation? Also acknowledge who carried out the research - the team.

Research approach or methodology
- Describe how you carried out your research – the questions, the methods and the target groups.
- How the community researcher team were involved and supported.
- The challenges and/or limitations to your research.

Research findings
- Describe the people/groups you spoke to – how many, age ranges, gender, etc.
- Present your findings in an appropriate way. This may include quotes, pictures and/or video.
- Your data might include a) what you collected during your interviews/focus groups and b) data
  that reflects the views and experiences of the community researchers. In this case it is important
  to identify where your data has come from and to keep these different viewpoints separate.

Discussion
- Discuss what your findings mean and make links to the overall research questions.

Conclusion and Recommendations – what happens next?
- Write 1-2 paragraph/s that summarises your findings in relation to your research aims/purpose.
- Identify actions for your organisation, your local community and/or wider change issues.
- What is important here is that you are realistic!

Appendices – this is a good place to include additional materials that don't fit in your main report
e.g. the questions you used to gather your data.