# Inclusive Research Practices Checklist

This checklist is designed to support equitable, respectful, and inclusive practices during user research. Use it to plan, conduct, and reflect on research activities with a lens on accessibility, diversity, and representation.

## 📋 Planning & Recruitment

[ ] Have you defined inclusion goals for your participant sample?

[ ] Are underrepresented voices deliberately included?

[ ] Are recruitment materials accessible and culturally sensitive?

[ ] Have you provided options for different participation formats (e.g., in-person, remote)?

## 🧑‍🤝‍🧑 Accessibility Considerations

[ ] Have you considered accommodations (e.g., captioning, interpreters, mobility access)?

[ ] Are all digital tools screen reader compatible?

[ ] Are written materials available in plain language?

[ ] Are research sessions structured to allow for breaks and flexibility?

## 🗣️ Conducting Research

[ ] Is your language welcoming and bias-free?

[ ] Are you prepared to adjust your questions based on participant needs?

[ ] Have you created a safe space for participants to share openly?

[ ] Are participants informed of their rights and data usage clearly?

## 🔍 Analysis & Reporting

[ ] Are participant voices represented authentically and respectfully?

[ ] Are you avoiding stereotypes or assumptions in interpretation?

[ ] Have insights been cross-checked for cultural relevance and sensitivity?

[ ] Are findings shared in a format accessible to all stakeholders?

## 🧭 Continuous Reflection

[ ] Have you gathered feedback on the inclusivity of your research process?

[ ] Have team members reflected on their own biases and assumptions?

[ ] Are lessons learned documented to inform future research?