

## Accountable Health Communities 4Ls: Liked – Learned – Longed For – Lacked

### Liked – *things we really liked about the process*

- Collaborators put the application need(s) ahead of organizational or self-interest to present the strongest product
- Fostered an environment where collaborators could freely share their ideas—privately and with the team—and act on those ideas
- Conducted a self-assessment and wrap up at the end of the process and memorialized lessons learned for future collaborations
- Celebrated victories and milestones—even small ones

### Learned – *things we learned...*

- Sample budgets are important and should be discussed as soon as feasible with all collaborators (remember that no budget = no project)
- Consult with the legal department, institutional review board and government collaborators immediately, particularly on contracts, MOUs, etc.; research protocols and any political issues and letters of support
- Select a single POC to consistently answer questions, make requests, manage assignments, facilitate calls/meetings and handle internal communications
- Draft a short description of the application/grant to share with frontline collaborators, such as clinics, community partners, etc.; this document should include a POC with contact information
- Must identify and engage stakeholders ASAP in the planning process (i.e., convene interested parties)
- Forget pre-conceived notions about collaborators; they may (often frequently) surprise you 😊
- Assign each collaborator an application section or task that aligns with their organizational and/or professional strength(s) and skill set

### Longed For – *things we desired or wished for...*

- Identify tools such as Sharepoint and Google Docs to allow collaborative editing/commentary and process flow
- Create a project management plan for the application and the possible award (i.e., prepare for success)

### Lacked – *things we saw the team doing, but could have done better...*

- Ensure materials developed for outreach, such as MOUs, model letters of support, etc. are shared internally with all collaborators
- Set firm yet manageable deadlines and ensure the whole team knows what these are
- Allow at least one week to review final details of the application
- *Most collaborators* should be willing to contribute to writing the application—not just edit or provide comments
- Create a culture of transparency and respect by providing all collaborators a copy of the application and related materials at the conclusion of the process