Best Practices in Creating Successful Collaborations: *Lessons Learned from the National Girls Collaborative Project*

PREPARE *to collaborate*

1. Reflect on past collaborations and the characteristics of successful or ineffective collaborations.

2. Create a short summary of your research findings/program products, and services for easy sharing when you first meet potential collaborators.

3. Identify your program/institutional strengths and challenges.

4. Identify the program/institutional resources you have to offer.

5. Identify the program/institutional/research needs you have.

LOOK *for collaborators*

6. Locate the "home" for the audience who can benefit from your research findings/program products, and services.

7. Identify assistance or guides that can help you.

8. Network with purpose.

PLAN *for a successful collaboration*

9. Be flexible and patient.

10. Be explicit about project benefits for each partner.

11. Create a collaboration agreement.

BUILD *a successful collaborative project*

12. Communicate frequently to move the work forward.

13. Adapt as project personnel, plans, and needs change.

14. Celebrate successes.

15. Debrief the collaboration.

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