Your ethical AI checklist

1. Audit your current research workflows

Identify where AI is already present, where it's invisible in tools, and where it could be implemented

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2. Create documentation on AI usage

Explain how AI is used (e.g. recruitment, screening, question generation, analysis, storage) and what has access to that data

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3. Update your participant recruitment

Offer consent tiers reflecting different levels of AI data processing, consider whether intentional bias-balancing is needed e.g. recruitment from underrepresented groups

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4. Regularly review your AI tools

Understand how they process data, what data they have access to, who can see it, and how it's stored

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5. Develop ethical guardrails for AI usage

Consider best practices based on your research workflow, then circulate these with your team

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6. Establish evaluation criteria and implement a human review process

Decide what AI outputs you want to review, how often, and what criteria you'll measure against; this process may evolve as your AI tools learn or you introduce new guardrails

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7. Dedicate time to testing and refining AI

Explore prompt engineering and encourage your team to develop their skills and critically evaluate outputs

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8. Monitor participant feedback

Seek out feedback from participants on the AI elements of your research workflow to understand their user experience

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9. Regularly re-evaluate your tool stack

Create a regular cadence to assess your AI tools, workflow, and documentation to assess the value-risk balance of AI across different research functions

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10. Introduce transparent communication

Build a culture of trust and honesty by surfacing AI documentation and openly discussing the success and failures of AI implementation

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