

# CAP Project

## Checklist to Assess Reporting Readiness for Cost Analyses

Before you dive into reporting the results of your cost analysis, take a moment to run through the list of questions below to check whether you are ready and have considered the best ways to reach your target audience. Many of these topics will be covered in [CAP Project Online Module 5](#). Not every consideration listed will apply to every reporting situation so some items may not be relevant for your study.

You can fill in the form on screen or print the list to help you and your collaborators remember what you still need to do or think about.

### Which audiences are you trying to reach?

*(Check all that apply)*

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Program implementers

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#### Education agency decision makers:

- School level
- District level
- State level
- Federal level
- Other?

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#### Policymakers:

- Principals
- School district leaders (superintendents and chief officers of divisions)
- School Board members
- State legislators
- Federal legislators

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#### Community/Workplace:

- Researchers
- Parents/family members
- Community members
- Community organizations/partners
- Employers

**Which are the best mediums to reach these audiences? (Check all that apply)**

**Media Outlet(s):**

- Social Media:
  
- Podcast
- Radio
- TV
- Press release
- Education news outlets (e.g. Education Week, The Chronicle of Higher Education, Inside Higher Ed, EdSurge, Chalkbeat)

**Website(s):**

- School website
- District office website
- State Education Agency Website
- Research organization website
- Other website:

**More Distribution:**

- Sliddeck
- Spreadsheets
- Blog
- Brief
- Conference presentation
- Brown bag session
- Webinar
- Workshop
- Seminar
- Poster
- Report
- Journal article
- Book
- Other medium:

**Are you planning to share your cost analysis spreadsheet publicly? (Check one)**

- Yes
- No
- Not sure yet

**If yes, did you obtain any permissions needed? (Check one)**

- Yes
- No
- Need to check!

**If yes, is the spreadsheet adequately de-identified? (Check one)**

- Yes
- No
- Need to check!

**Have you conducted sensitivity analyses and thought through the implications of each one? (Check one)**

- Yes
- No
- Not yet

**Have you decided which cost breakdowns to report? (Check all that apply)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Costs by year   | <input type="checkbox"/> Costs by site type (e.g., school, district office, state education agency, community partner) | <input type="checkbox"/> Costs by funding source (e.g., General funds, Title I, Title II, state grant) |
| <input type="checkbox"/> Costs by ingredient category (e.g., personnel, materials & equipment, facilities, other inputs) | <input type="checkbox"/> Costs by component  | <input type="checkbox"/> Fixed/Lumpy/Variable costs  |
| <input type="checkbox"/> Costs by site   | <input type="checkbox"/> Costs by program phase (e.g., development, startup, ongoing)                                  | <input type="checkbox"/> Costs by cost bearer  |
|  |  | <input type="checkbox"/> Direct/indirect costs   |
|  |  | <input type="checkbox"/> Other:  |

**Have you decided which summary metrics to report? (Check all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Total costs of each program (costs beyond business as usual) | <input type="checkbox"/> Incremental costs of Treatment program vs Control program | <input type="checkbox"/> Cost-effectiveness ratio |
|   | <input type="checkbox"/> Average cost per participant                              | <input type="checkbox"/> Other:                   |

**For CEA/CBA does the unit of analysis for the outcomes match the unit for analysis for costs? (Check one)**

- Yes  
 No

**Did you look for economic evaluation results of comparable interventions or of interventions targeting the same outcomes to contextualize your results? (Check one)**

- Yes  
 No, no plans for this  
 Not yet

**Have you reviewed how well your analysis meets the Standards for the Economic Evaluation of Educational and Social Programs? (Check one)**

- Yes  
 No, no plans for this  
 Not yet

*Click in the box to the left to clear all fields in this form and start over if needed.*