



# Washington State Liquor and Cannabis Board

## Standard Operating Procedures Research Briefs

July 2024

### LCB Research Program

The Research Program at the Washington State Liquor and Cannabis Board (LCB) is a non-partisan, transparent resource focused on public health and safety outcomes related to the products, policy, and regulation of alcohol, cannabis, tobacco, and vapor products.

### Purpose

This document describes the standard operating procedures related to the development and process of research briefs within the LCB Research Program.

### Contact

For further information about the Research Program and its work, please visit: [lcb.wa.gov/research\\_program](https://lcb.wa.gov/research_program).

For specific questions, please email the Research Program at [lcbresearch@lcb.wa.gov](mailto:lcbresearch@lcb.wa.gov).

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### **What are research briefs?**

Research briefs are short (about 2-3 pages), non-technical summaries of scientific literature, government reports, policies, and other credible sources of information on a specific topic. Research briefs have topics that are narrow in scope but broad enough to provide an overall snapshot of the topic.

### **What is and is not included in research briefs?**

<b>What Might Be Included</b>	<b>What Is NOT Included</b>
Credible, evidence-based information usually gathered from scientific manuscripts or government reports	Opinions
Best practices or possible solutions	Any official position of LCB
Information that may or may not align with current practices, policies, or rules at LCB	Action statements that require, mandate, or imply LCB will make changes to current practices, policies, or rules
A high-level overview of the evidence on a specific topic	An exhaustive review and analysis of all evidence on a specific topic

### **Why are research briefs important?**

The goal of research briefs is to help the LCB and other stakeholders (e.g., legislature, government agencies, license holders, public health, prevention, community members, etc.) make informed decisions for increasing the health and safety of Washington communities. The Research Program plans to build a library of research briefs available on our public website.

### **How does the Research Program decide on research brief topics?**

There are several ways the Research Program selects which research briefs to write. Requests that come from LCB leadership are prioritized. The Research Program also monitors which research briefs may be needed to promote public safety and health related to the products, policy, and regulation of alcohol, cannabis, tobacco, and vapor products. Ideas and suggestions for research briefs are welcome from anyone.

### **How long does it take to create a research brief?**

The length of time a research brief takes to complete depends on factors including: the breadth of literature that needs to be reviewed, other projects/priorities that the Research Program is currently involved in, the urgency for the requested research brief, and the review/approval process. In general, the estimated time to complete a research brief is two months.

### **What is the process for creating a research brief?**

There are nine basic steps for creating a research brief. Depending on the nature of the request, the following steps are subject to change.

**Step 1.** A research brief is either requested by an LCB team or is determined by the Research Program.

**Step 2.** A Research Program team member will review the request and meet with the requestor(s) to discuss:

- (1) Whether a formal research brief is needed (sometimes a less formal review is more appropriate);
- (2) What specific question(s) are being asked and the potential impact that a research brief may have on internal and external stakeholders;
- (3) Internal subject matter expert(s) on the topic who will be consulted during the research brief development;
- (4) Expectations about the timeline to complete the request; and
- (5) Goals for the brief once completed.

**Step 3.** A draft research brief is developed. During this process, a Research Program team member will:

- (1) Review the evidence on the topic including scientific literature, government reports, policies, internal resources, and other credible information sources;
- (2) Develop a draft research brief based on the review; and
- (3) Discuss the draft research brief with internal subject matter expert(s) identified in *Step 2* for consultation.

**Step 4.** The draft research brief will be reviewed by Research Program team members and will undergo revisions based on feedback.

**Step 5.** Once the draft research brief has been approved by the Research Program manager, it will be sent to the Director of Policy and External Affairs for review and approval.

**Step 6.** The approved draft research brief will then be shared to requestors for review and feedback. The Research Program will discuss any concerns expressed and ensure findings remain non-biased and reflect the current evidence base.

**Step 7.** Once approved, the research brief will be finalized with the Communications team to ensure formatting is standardized, aligns with LCB branding, and meets LCB guidelines for publications.

**Step 8.** The finalized brief will then be sent to the Agency Director and emailed to all employees.

**Step 9.** Unless otherwise agreed upon, the final research brief will be uploaded to the public Research Program webpage with the appropriate Consumer Information Brochure Number (CIB) and shared with the Board. Additional presentations may be made to other internal and/or external stakeholders.

**Will the Research Program do anything else with research briefs?**

The Research Program values sharing research and may send briefs or sections of the brief to relevant stakeholders, such as state agencies or other researchers. We may also use information from a brief in subsequent projects.