**TOOL INSTRUCTIONS:** Please modify this tool to fit the goals of your project. Where noted, fill in the name of the Community Research Team. We also recommend adapting the questions used in this guide to best suit your needs.

**Goal of interview:** These interviews focus on participant expectations and experiences, personal and project outcomes, the CBPR process, and future plans for community engagement. Results focus on identifying successful features of the project, challenges to overcome in similar projects, and the range of experiences reported by members of the Community Research team.

**Participants:** Research Team Members

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**Introduction:**

“This end of project interview will help us to better understand [Community Research team name]’s experience with the SEED method. The information gathered from these interviews will be used to evaluate and improve this project.

In this interview, we want to hear your opinions and experiences being a part of [Community Research team] and the SEED method. Please feel free to speak how you like; there are no right or wrong answers. Your response will be kept confidential and will only be used to improve the SEED method. Any questions before we begin?”

**Interview Questions:**

1. **Personal Reflection**
2. What have you liked about participating in the SEED project? What have you disliked?
3. How do you feel you have personally grown by participating in this project?
	1. Have your skills and knowledge increased as a result of working on this project? How so? Can you give an example?
4. What do you think has been your strongest contribution in this project so far?
5. How satisfied are you with this contribution? Is there something you didn’t get a chance to participate in?
6. How do you feel about your involvement in the project? Has it been adequate – why or why not?
7. **Group Dynamics and Processes**
8. How would you describe the relationships within the [Community Research team name] team?
	1. What types of problems or conflicts come up in the group? How are the conflicts addressed?
9. Can you remember a time when the group dealt with a conflict or difficult issue? Were you satisfied with the team’s response? Do you think it could have gone better?
10. Has the group been effective in achieving its goals? Why or why not?
11. How much trust and openness exists between [Community Research team name] members? Has the amount of trust changed at all since the kick-off meeting?
12. What has helped you understand your responsibilities as a team member? What has confused you regarding your responsibilities?
13. To what extent are roles and tasks shared by other [Community Research team name] members?
14. **The SEED Method**
15. If you had the opportunity, how would you improve the SEED process?
	1. How do you feel about the timeline of the project? Has it been appropriate?
	2. How was the pacing of the project? Did the project move too fast or too slow?
16. Did you feel prepared for each step of the process?
17. **Final Reflection**
18. What was the most rewarding or memorable experience for you during this project?
19. Looking back, is there anything that you would do differently or change?