Included templates:

* Research team project overview
* Research team agenda items
* Research team meeting agenda template

**SEED Project Description**

**Purpose:**

[Organization name] is conducting a study in [city/location] to actively engage diverse stakeholders – such as patients, caregivers, advocates, and health professionals - in developing research questions around [health topic].

**Project Goals:**

* To actively engage community stakeholders in identifying and prioritizing research questions surrounding [health topic]
* To generate a relevant research agenda that addresses the concerns, needs, and values of diverse stakeholder groups
* To disseminate the research agenda to the community, researchers, policymakers, funding organizations and those in power to affect change

**SEED Project Roles and Responsibilities**

**Project Participants:**

* We are hiring community researchers to be members of the [Community Research team name] team. [Community Research team name] is a [description of team and mission]. [Community Research team name] will lead the [timeframe] project throughout all phases of the project.

**Role of Community Researchers ([Community Research team name]) on this project:**

Responsibilities include: identifying and recruiting stakeholders, planning and conducting focus groups and interviews, reviewing data, and analyzing and disseminating results.

**Time commitment:**

Project participation lasts from [date range], with weekly meetings occurring on [day and time of meeting]. There are flexible additional fieldwork hours outside of regular weekly meetings available. These activities include:

* Conducting informational interviews with community organizations
* Recruiting research participants
* Conducting focus groups
* Conducting interviews
* Attending stakeholder meetings

**The official Kickoff meeting is on [date and time].**

**Compensation**

Team members will be compensated [amount or hourly rate] for their involvement.

**Contact**

To learn more about the SEED study or to get involved, please contact [Project Coordinator name and contact information; Principal Investigator name and contact information].

**STEP 1: IDENTIFY AND ENGAGE**

* Choose/reconfirm health topic
* Kickoff meeting:
  + Orientation to project
  + Consent
  + Review timeline
  + Roles/responsibilities
  + Project logistics
* Human Subjects Research Training and certification
* Review health topic/demographic information
* Informational interviews:
  + Planning/signing up for informational interviews
  + Conducting informational interviews
  + Reporting back to group on findings
* Complete stakeholder matrices:
  + Identify Topic group participants, SCAN participants
  + Recruitment planning for Topic groups, SCAN participants

**STEP 2: CONSULT**

* SCAN planning and facilitation:
  + Focus Groups (FGs)
    - Design Focus Group recruitment flyers
    - Recruitment plan
    - Focus Group facilitation training
    - Logistics
    - Create Focus Group guides, consent forms, etc.
    - Conduct focus groups
  + Key Informant Interviews (KIIs)
    - Design Key Informant Interview recruitment flyers
    - Recruitment plan
    - Training on conducting one-on-one interviews
    - Create Key Informant interview guides, consent forms, etc.
    - Conduct interviews
  + Compile findings – prepare summary for Topic groups
  + Conduct additional FGs/KIIs based on Topic group’s feedback (OPTIONAL); compile findings
* Topic group planning and facilitation:
  + Design Topic group recruitment flyers
  + Topic group recruitment plan
  + Recruitment practice
  + Roles/responsibilities
    - Additional trainings: facilitating meeting, notetaking, etc.
  + Develop meeting schedule and agendas
  + Coordination and logistics of all Topic group meetings (includes securing building space for meetings,
  + Logistics for Facilitated Activity #1

**STEP 3: CONCEPTUALIZE**

* Training on conceptual models/path diagrams
* Review ‘Domains worksheet’ and make edits, deletions, additions (this will be used in Facilitated Activity #1 with Topic groups)
* Provide feedback on Topic groups’ conceptual models (after Topic group facilitated exercise #1) and prepare models for next facilitated exercise
* Logistics for Facilitated Activity #2

**STEP 4: GENERATE QUESTIONS**

* Training on Creating Research Questions
* Review Topic groups’ research questions and add to list
* Logistics for Facilitated Activity #3

**STEP 5: PRIORITIZE QUESTIONS**

* Review Topic groups’ prioritized research questions; feedback and refinement of final questions ahead of literature review step

**STEP 6: DISSEMINATE**

* Plan for dissemination events
* Question refinement/Literature review

**[Research Team Name]: Team Meeting (#)**

**AGENDA**

**[Date]**

**[Time]**

**East District Family Resource Center**

**[Time] Team Check-in**

**[Time] [Agenda Item #1]**

* [Sub-point – agenda items]

**[Time] [Agenda Item #2]**

* [Sub-point – agenda items]

**[Time] Break**

**[Time] [Agenda Item #3]**

* [Sub-point – agenda items]

**[Time] [Agenda Item #4]**

* [Sub-point – agenda items]

**[Time] Logistics and Reminders**

**Homework (if relevant):**

**Upcoming SEED Events and Reminders (if relevant):**