

## SEED Evaluation Matrix

SEED Study Activity	Evaluation Instrument/Activity	Administration		Construct Measured
		When	Participants	
<b>RESEARCH TEAM</b>				
Research Team Trainings	Satisfaction Questionnaire (Trainings)	After Trainings (CITI, Focus groups, Interviewing)	All research team members	Participant Satisfaction
Research Team Meetings	Group Readiness Questionnaire	After team meeting #4	All research team members	Group readiness
	Meeting Notes/Audio Recording	During each meeting	Research team (Admin members only)	Group decision making process
				Group dynamics
				Participant engagement
Participant Personal Information	During first team meeting	All research team members	Participant recruitment	
Research Team Meetings	Group Dynamics Questionnaire	After research team meetings (recommended: Meetings #10 and #23)	All research team members	Group activities
				Demographics
				Prior history with health topic
				Group decision making process
				Group dynamics
Stakeholder Matrices (Patient Stakeholder Identification, Patient Recruitment, Service Provider Stakeholder, Other Stakeholder)	Completed Matrices	After meeting	All research team members	Participant engagement
				Participant recruitment
	Matrix Activity Log	Immediately after meeting	Facilitator (research team member)	Group decision making process
				Participant engagement
				Activity implementation
	Matrix Observation Log	During meeting	Member from research (Admin.) team	Strengths/Weaknesses of activity
Future recommendations				
Participant engagement				
Activity implementation				

Stakeholder Matrices	<b>Matrix Document</b>	After using set of Stakeholder Identification and Recruitment Matrices	Research Team (All Admin members)	Effectiveness of matrices
	<b>Matrix Questionnaire</b>	After using set of Stakeholder Identification and Recruitment Matrices (around meeting #7)	All research team members	Usefulness of Matrices
Mid-way through project	<b>Interim Project Interviews</b>	Mid-way through project (around Week 17)	All research team members	Group decision making process
				Group dynamics
				Participant engagement
Last Research Team Meeting	<b>Group Dynamics Questionnaire</b>	End of project (Week 34 )	All research team members	Participant satisfaction
				Group decision making process
				Group dynamics
				Participant engagement
				Participant satisfaction
Last week of project	<b>End of Project Interview</b>	End of project (Week 34)	All research team members	Benefits/costs of participating
				Familiarity with SEED method
				Group decision making process
				Group dynamics
				Participant engagement
<b>TOPIC GROUPS</b>				
Research Trainings (OPTIONAL)	<b>Satisfaction Questionnaire (Trainings)</b>	After Trainings (Focus groups, Interviewing)	Topic group members	Participant Satisfaction
Topic meetings	<b>Group Readiness Questionnaire</b>	During Topic group meeting BEFORE Facilitated Activity #1	All Topic group members	Group readiness
	<b>Meeting Notes/Transcripts</b>	During each meeting/ Facilitated Exercises	Research Team (Admin)	Group decision making process
				Group dynamics
				Participant engagement
<b>Participant Personal</b>	During one Topic group meeting (recommended)	All Topic group members	Demographics	

	Information	meeting (recommended: Meeting #1 or #2)	All Topic group members	Prior history with health topic
Conceptual mapping Exercise (Facilitated Activity #1)	After Action Review	Immediately following study activity	Topic group #1 - Led by Evaluation Committee member; Staff/Research Team of other two Topic groups	Group decision making process Group dynamics Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#2 and #3)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #1	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #1	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in indicators, pathways across conceptual models
Question development Exercise (Facilitated Exercise #2)	After Action Review	Immediately following study activity	Topic group #2 - Led by Evaluation Committee member; Staff/Research Team of other two Topic groups	Group decision making process Group dynamics Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#1 and #3)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #2	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #2	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in questions across groups
			Topic group #3 - Led by Evaluation Committee	Group decision making process Group dynamics

Question prioritization Exercise (Facilitated Exercise #3)	After Action Review	Immediately following study activity	Evaluation Committee member; Staff/Research Team of other two Topic groups	Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#1 and #2)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #3	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #3	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in contributions across groups
Last Topic meeting	Group Dynamics Questionnaire	During last Topic group meeting	All Topic group participants	Group decision making process Group dynamics Participant engagement Participant satisfaction Benefits/costs of participating Familiarity with SEED method
<b>SCAN PARTICIPANTS</b>				
Focus Groups	Focus Group Notes/Summaries	Immediately following focus group	Research team member completes	Group dynamics Group activities
	Participant Personal Information	Immediately following focus group	Focus group participants	Demographics Prior history with health topic
Interviews	Participant Personal Information	Immediately following interview	Interview participants	Demographics Prior history with health topic
<b>OTHER</b>				
Post-study evaluation	Research Agenda Evaluation	After dissemination of research agenda	Community Partner organizations, diverse stakeholders	Effectiveness of research agenda (understandable and informative) Stakeholder involvement (Satisfaction with stakeholder participation) Future Work (Intention and ability to incorporate research agenda into future

				work)
Post-conference presentation	<b>Research Conference Evaluation</b>	After conference presentation	Conference attendees	

<b>Key Terms</b>				
	Research Team = Community Researchers, Administrative members			
	Topic groups = Groups of stakeholder participants			
	SCAN participants = Focus group and interview participants			

<b>Construct Measured (What we are measuring)</b>	<b>Conceptualization (How we define and interpret construct)</b>
Group readiness	Factors that influence a group's ability, willingness, or capacity to work in groups.
Group decision making process	Factors that influence a group's ability, willingness, or capacity to work with groups; process of making decisions within group
Group dynamics	Behaviors and processes that occur within a group, such as: Leadership, communication, management, problem solving
Participant engagement	Involvement and participation of participants in study activities
Participant recruitment	How participants were recruited to participate in study activities; Effectiveness of recruitment strategies
Group activities	What activities were or were not carried out; Were agenda items met?
Participant satisfaction	How satisfied participants are with their involvement in the study; Satisfaction with trainings and facilitated exercises
Benefits/costs of participating	Barriers and benefits/incentives to participating in the study
Familiarity with SEED method	Participants are knowledgeable about and comfortable with the SEED method
Usefulness of Matrices	Usefulness and effectiveness in both identifying and recruiting stakeholders; Ease of use; Recommendations or changes to make to matrices
Changes made to training	Any changes or deviations that were made to facilitated trainings and training guides
Future recommendations	Recommendations and suggestions related to SEED method, evaluation process, tools, etc.
Training implementation	The extent to which training was implemented as intended
Differences in indicators, pathways across conceptual models	Comparison of model components and relationships (e.g., unique variables and pathways); relate differences in the models to 1) pertinent Topic group characteristics and 2) process factors that may be related to the development of the models
Differences in questions across groups	Comparison of questions across Topic groups; match the contribution of new/unique research questions with characteristics of the Topic group that created them; identify relevant factors related to the group processes that may have facilitated those contributions.
Differences in contribution across groups	Assess the contribution of the Topic teams in creating a research agenda that is innovative and assess how the processes used throughout the study facilitated those contributions
Satisfaction with stakeholder participation; satisfaction with final product	Stakeholders are satisfied with their involvement in the study; Report satisfaction with prioritized research questions/agenda
Effectiveness of research agenda (understandable and informative)	The extent to which the prioritized research questions and agenda is understandable and informative
Intention to incorporate research agenda into future work	Stakeholders and community partner organizations likelihood of using research agenda in their future work