Research Team and Other Project Documents

INSTRUCTIONS: The following section contains materials for recruiting, organizing, and facilitating Research Team meetings and activities in the SEED Method. The Research Team is a multidisciplinary partnership composed of stakeholders and researchers, such as a community-based participatory research (CBPR) team, to collaboratively lead the research process. The Research Team will be responsible for choosing the project's health topic, conducting informational interviews with local service providers, identifying Topic Group members and SCAN participants, facilitating stakeholder meetings, conducting data collection, and assisting with project dissemination activities.

We recommend working with Research Team members with the following attributes: well-connected to the target population; ability to commit to regular meetings and outside work throughout the duration of the project; an interest in developing or utilizing research skills; comfortable talking to groups of people and facilitating meetings; and a willingness to share and contribute to the project. Team members may bring expertise in areas such as knowledge of the community or target population, expertise on the health issue, or research experience. The Lead Investigator and Project Coordinator may or may not be included as members of the Research Team.

MATERIALS: You'll find the following Research Team and project coordination materials included in this section of the Toolkit:

Templates
- Timeline (excel)
- Trainings (all): FG, KII, and notetaking (ppt)
- Meeting materials:
  - Research team project overview
  - Research team agenda items
  - Research team meeting agenda template
  - Research Team kickoff presentation template (ppt)
  - Roadmap template (ppt)
- Research Team activities:
  - Informational interview script template
  - Information interview sign-up sheet
  - Stakeholder matrix facilitation guide template
  - Topic group planning templates
  - Stakeholder Matrix 1, 2, 3 templates (excel)

Example documents (PDF)
- SEED one page summary
- Timeline example
- Research Team kickoff presentation example
- Topic group planning examples
- Stakeholder Matrix 3 example
- Selected meeting agendas and materials, including:
  - Health demographics handout
  - Diabetes/hypertension information sheet
  - Local health resources handout

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