

Full list of Toolkit files available for download

#	AREA of SEED Method	ITEM
1		Introduction to SEED Method and Toolkit
Community Research Team		
2	1	Community Research Team - Introduction/instructions
Community Research Team – Templates		
3	2	Timeline(excel)
Community Research Team – Trainings		
4	3	Focus Group facilitation,
5	4	Conducting Key Informant Interview,
6	5	Notetaking (ppt)
Community Research Team Meeting materials		
7	6	Research team project overview
8	7	Research team agenda items,
9	8	Research team meeting agenda template
10	9	Research Team kickoff presentation template
Community Research Team Activities:		
11	10	Informational interview script template
12	11	Stakeholder matrix facilitation guide template
13,14,15	12	Stakeholder Matrices - Matrix 1, 2, 3 templates (excel)
Community Research Team - Examples		
16	13	SEED one page summary
17	14	Timeline example
18	15	Research Team kickoff presentation example
19	16	Topic group planning examples
20	17	Stakeholder Matrix 3 example
Topic Group		
21	1	Topic Group Introduction/instructions

Topic Group Templates and Meeting Materials		
22	2	Stakeholder participant overview,
23	3	List of agenda items,
24	4	Topic Group full schedule template
25	5	Topic Group meeting agenda template
Topic Group Facilitated Activities:		
26	6	Topic Group Facilitation Scripts
27	7	Facilitated activity objectives
28	8	Facilitated Activity Script – Conceptual Model Training
29	9	Facilitated Activity #1 Script – Building Conceptual Models
30	10	Brainstorming factors worksheet
31	11	Domain worksheet
32	12	Facilitated Activity #2 Script – Creating Research Questions
33	13	Conceptual models – unique and similar factors Worksheet
34	14	Writing research questions document
35	15	Facilitated Activity #3 Script – Prioritizing Research Questions
36	16	Facilitated activity #1 presentation
37	17	Facilitated activity #2 presentation
38	18	Creating research questions training presentation
39	19	Facilitated Activity #3 presentation
Topic Group Examples:		
40	20	Topic group meeting schedule example
SCAN		
41	1	SCAN Introduction/instructions
SCAN Templates		
42	2	Focus group cover sheet template
43	3	focus group guide template
44	4	key informant interview cover sheet template,
45	5	key informant interview guide template

SCAN Examples		
46	6	Focus group guide example
47	7	Key informant interview guide example
48	8	Focus group recruitment flyer example
Literature Review Templates		
49	1	Literature Review Introduction/instructions – Guide for SEED Method Step 6
50	2	Question refinement template
51	3	Question summary template
52	4	Final refined research questions template
53	5	Literature review tracking template
Literature Review Examples		
54	6	Question refinement example, Final refined
55	7	Question summary example
56	8	research questions example
57	9	Research agenda example
Evaluation Module		
58	1	Introduction/instructions
59	2	Evaluation matrix and constructs
60	3	Instruments and Questionnaires
61	4	SEED ID document
62	5	Group Readiness questionnaire
63	6	Group Dynamics questionnaires
64	7	Research Team
65	8	Group Dynamics
66	9	Questionnaires – Topic Groups
67	10	Training Satisfaction questionnaire
68	11	Stakeholder Matrix document
69	12	Stakeholder Matrix QQ – Administrative Team
70	13	Stakeholder Matrix QQ – Research Team

Observation logs – Topic group facilitated activities:		
71	14	Conceptual model training observation log
72	15	Facilitated Activity #1 observation log
73	16	Facilitated Activity #2 observation log
74	17	Facilitated Activity #3 observation log
Activity logs – Topic group facilitated activities:		
75	18	Conceptual model training activity log
76	19	Facilitated Activity #1 activity log
77	20	Facilitated Activity #2 activity log
78	21	Facilitated Activity #3 activity log
79	22	Facilitated Activity Satisfaction Questionnaire
80	23	Personal information questionnaire
81	24	After Action Review guide
82	25	End of project interview guide
83	26	Research Agenda Evaluation questionnaire
84	27	Conference Evaluation Questionnaire
85	28	Meeting notes template
86	29	Example – Observation log example
Action Planning and Implementation Resources		
87	1	Presentation from first community stakeholder meeting PowerPoint
88	2	The Logic Model template
89	3	Template for developing outcomes statements
90	4	Checklist for outcome statements
91	5	Two templates for developing workplans
92	6	Mini-proposal template