Included templates:

* Question Refinement Template
* Question Summary Template
* Final Refined Research Questions Template
* Literature Review Tracking Document

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| **Question topic area:** |  |

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| **Part I: Topic Group Data** |
| Question(s) as posed: |  |
| Outcomes of interest: |  |
| Populations of interest: |  |
| Other special concerns: |  |
| Research team input: |  |
| Quotes that help illustrate rationale and context of question: |  |
| Key words: |  |

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| **Part II: Literature Review** |
| **Studies that address the main question:** |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |
|  |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |

***\*add additional sections as needed\****

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| **Studies that address outcomes of interest:** |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |
|  |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |

***\*add additional sections as needed\****

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| **Studies that address specific populations of interest:** |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |
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|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |

***\*add additional sections as needed\****

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| **Studies that address patients with/at risk for [Health Issue].** |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |
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|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |  |
|  Main take-away: |  |

***\*add additional sections as needed\****

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| **Studies that address any other special concerns:** |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Main take-away: |  |
|  |
|  Citation: |  |
|  Population studied: |  |
|  Methodology: |  |
|  Results/findings: |  |
|  Research gaps: |   |
|  Main take-away: |  |

***\*add additional sections as needed\****

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| **Part III: Summary of the Literature**  |
| **What we know** | **What we need to know more about** |
| **Research on the main question** |
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| **Research on outcomes of interest** |
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| **Research on populations of interest** |
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| **Research on patients with/at risk of [Health Issue]** |
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| **Research on any other specific concerns** |
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| **Part IV: Research gaps? (Fill in where relevant)** |
| **Substantive** (e.g., Patient perceptions/knowledge, clinical care, interventions, outcomes (including long-term outcomes), comparative effectiveness, communication, education, policy) |  |
| **Methodological** (e.g., study design and methods)  |  |
| **Population** (e.g., Race, socioeconomic status, health status, geography, age, vulnerable populations, workers) |  |

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| **Part V: Refining original research question** |
| **Suggested re-wording of research question(s)** |
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| **Final research question(s) (after group’s feedback)** |
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| **Question(s) as posed by topic group:** |  |
| **Outcomes of interest:** |  |
| **Populations of interest:** |  |
| **Special concerns:** |  |
| **Research Team input:** |  |

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| **Literature Reviewed** |
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| **Re-worded questions:** |
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| **Question category:** |
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| **Question category:** |
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| **Question category:** |
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|  | **1. Status** | **2. Vetted through team** | **3. Met with topic expert** | **4. Finalized** |
| **[NAME]** |
| Q1:  |  |  |  |  |
| Q2:  |  |  |  |  |
| Q3:  |  |  |  |  |
| **[NAME]** |
| Q1:  |  |  |  |  |
| Q2:  |  |  |  |  |
| Q3:  |  |  |  |  |
| **[NAME]** |
| Q1:  |  |  |  |  |
| Q2:  |  |  |  |  |
| Q3: |  |  |  |  |
| **[NAME]** |
| Q1:  |  |  |  |  |
| Q2:  |  |  |  |  |
| Q3:  |  |  |  |  |

\* = Acknowledge as content expert in manuscript

Met with topic expert: to review final research questions to see if they were useful questions and targeted the “gaps in knowledge”