Included templates:

* Stakeholder participant overview
* List of agenda items
* Topic group full schedule template
* Topic group 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 seeking persons with personal or professional experience managing [health topic]. These stakeholder participants will take part in a series of meetings and facilitated exercises to develop and prioritize research questions, meeting [number of meetings] times over a [time frame].

**Role of Stakeholder participants:**

Responsibilities include: planning focus groups and individual interviews, analyzing and discussing findings, and participating in facilitated meetings to develop research questions. Additional activities are available outside of regular meetings, for those interested in participating. These include: undergoing research training, participating in focus groups and interviews, helping with final presentations and other dissemination activities towards the end of the project.

**Time commitment:**

Project participation lasts from [date range], with a total of [number} meetings.

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

**Compensation**

Stakeholder participants will be compensated a total of [dollar amount] for their involvement, which will be paid out in [number] installments of [dollar amount].

**List of Agenda Items**

* Kickoff – orientation to project
* Review health topic and demographic information
* Review focus group and interview (SCAN) data
* Decide on additional focus group and interview participants (optional)
* Conceptual model training
* Conceptual model activity
* Research question training
* Research question development
* Research question prioritization
* Team celebration – reconvening to thank participants and review findings (optional)

**List of Evaluation items (if using Evaluation module)**

* Personal Information (Demographics) questionnaire
* Group Readiness questionnaire
* Group Dynamics questionnaire
* Training Satisfaction questionnaires (x3)
* After Action Reviews (x3)
* Observation Logs (x3)
* Activity Logs (x3)

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Meeting Location** | **Agenda** |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |
| [date] | [time frame] | [location] | [Agenda items] |

**Total Time Commitment:** [hours]

**Other optional activities:**

* **Focus groups:** [date range]
* **Presentations/Other dissemination activities:** [date range]

**[Meeting location/building name]: [Address]**

**Stakeholder Meeting [#]**

**AGENDA**

[DAY] [DATE]

[TIME]

[LOCATION]

[BUILDING ADDRESS]

 **[TIME] [Agenda Item #1]**

* Sub-point – agenda items]

 **[TIME] [Agenda Item #2]**

* Sub-point – agenda items]

 **[TIME] [Agenda Item #3]**

* Sub-point – agenda items]

 **[TIME] [Agenda Item #4]**

* Sub-point – agenda items]

 **[TIME] [Agenda Item #5]**

* Sub-point – agenda items]

**Next Meeting: [DATE, TIME, LOCATION]**