

## Veteran Research Engagement Board – Investigator Presentations

Investigator/Lead Contact Name:

COIN or MIRECC (circle one)

Study/Project Name:

Preferred Month of Presentation:

Please provide the following research materials for review at least **1 month prior** to your scheduled meeting with the Board:

- 1) Abstract in plain English or Objective of Project:
  
  
  
  
  
  
  
  
  
  
- 2) Attach grant proposal and IRB protocol (if applicable) or other project documents
- 3) Attach the 5-7 slide presentation (including relevant information about the health topic at hand) that you will use to guide your verbal presentation to the Board.
- 4) 2-3 specific questions for the board that you would like feedback/help on:

## Denver VA Medical Center Veteran Research Engagement Board Monthly Survey

**Veteran Research Engagement Board:** We would like to know your feelings and thoughts about your interaction with the Veteran Research Engagement Board. Your responses are directly responsible for improving this board. All responses will be kept anonymous. Please feel free to skip any questions that you feel uncomfortable answering. Thank you for your time!

**PLEASE CIRCLE THE NUMBER THAT REPRESENTS YOUR AGREEMENT/OR LACK OF AGREEMENT WITH EACH STATEMENT**

	Strong Disagr	Disagr	Neutral No Opir	Agree	Strongl Agree
1. I felt comfortable sharing my opinions honestly.	1	2	3	4	5
2. People involved in this group seemed to trust one another.	1	2	3	4	5
3. I have a lot of respect for the other people involved in the group.	1	2	3	4	5
4. People communicated openly with one another.	1	2	3	4	5
Please respond by writing your thought					

**Please describe why you did or did not feel comfortable sharing your opinions with members of this group:**

	Strongly Disagree	Disagree	Neutral/ No Opinion	Agree	Strongly Agree
5. My profession will benefit from being involved in this collaboration.	1	2	3	4	5
6. Individuals relevant to my profession who are not part of the Board seem hopeful about what we can accomplish.	1	2	3	4	5
7. The people involved represent a cross section of those who have a stake in what we are trying to accomplish.	1	2	3	4	5
8. I have a clear understanding of what this collaboration is trying to accomplish.	1	2	3	4	5
9. My ideas about what we want to accomplish seem to be the same as the ideas of others in the group.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**How is our work benefitting the Veteran community?**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral/ No Opinion</b>	<b>Agree</b>	<b>Strongly Agree</b>
10. The power was shared equally in the group.	1	2	3	4	5
11. There was a clear process for making decisions.	1	2	3	4	5
12. The people who facilitate this group communicate well with the members.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**What causes power to be shared in the way it is?**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral/ No Opinion</b>	<b>Agree</b>	<b>Strongly Agree</b>
13. This work will benefit me individually.	1	2	3	4	5
14. This group has tried to take on the right amount of work at the right pace.	1	2	3	4	5
15. The individuals that belong to the group invest the right amount of time in our collaborative efforts.	1	2	3	4	5
16. The level of commitment among the participants is high.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**How is our work benefitting you individually?**

**IF THERE IS ANYTHING ELSE YOU WOULD LIKE TO SHARE (I.E. FUTURE IDEAS, COMPLAINTS, COMPLIMENTS)  
PLEASE DO SO IN THE SPACE BELOW**

**THANK YOU FOR COMPLETING THE SURVEY!!**

# Denver VA Medical Center Veteran Research Engagement Board Monthly Survey

**Veteran Research Engagement Board:** We would like to know your feelings and thoughts about the Veteran Research Engagement Board. Your responses are directly responsible for improving this board. All responses will be kept anonymous. Please feel free to skip any questions that you feel uncomfortable answering. Thank you for your time!

**PLEASE CIRCLE THE NUMBER THAT REPRESENTS YOUR AGREEMENT/OR LACK OF AGREEMENT WITH EACH STATEMENT**

	Strongly Disagree	Disagree	Neutral/ No Opinion	Agree	Strongly Agree
1. I feel comfortable sharing my opinions honestly.	1	2	3	4	5
2. People involved in this group always trust one another.	1	2	3	4	5
3. I have a lot of respect for the other people involved in the group.	1	2	3	4	5
4. There is a lot of flexibility when decisions are made; people are open to discussing different options.	1	2	3	4	5
5. People communicate openly with one another.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**Please describe why you do or do not feel comfortable sharing your opinions with members of this group:**

	Strongly Disagree	Disagree	Neutral/ No Opinion	Agree	Strongly Agree
6. My community will benefit from being involved in this collaboration.	1	2	3	4	5
7. Individuals relevant to my community who are not part of our Board seem hopeful about what we can accomplish.	1	2	3	4	5
8. The people involved represent a cross section of those who have a stake in what we are trying to accomplish.	1	2	3	4	5

9. I have a clear understanding of what this collaboration is trying to accomplish.	1	2	3	4	5
10. My ideas about what we want to accomplish seem to be the same as the ideas of others in our group.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**How is our work benefitting the Veteran community?**

	Strongly Disagree	Disagree	Neutral/ No Opinion	Agree	Strongly Agree
11. The power is shared equally in our group.	1	2	3	4	5
12. There is a clear process for making decisions.	1	2	3	4	5
13. I am informed as often as I should be about what goes on in this collaboration.	1	2	3	4	5
14. The people who facilitate this group communicate well with the members.	1	2	3	4	5

Please respond by writing your thoughts in the box below:

**What causes power to be shared in the way it is?**

	Strongly Disagree	Disagree	Neutral/ No Opinion	Agree	Strongly Agree
15. Our work will benefit me individually.	1	2	3	4	5
16. This group has tried to take on the right amount of work at the right pace.	1	2	3	4	5
17. The individuals that belong to our group invest the right amount of time in our collaborative efforts.	1	2	3	4	5
18. The level of commitment among the participants is high.	1	2	3	4	5
19. I understood the topic presented today.	1	2	3	4	5

20. My awareness of the topic was increased today.

1

2

3

4

5

Please respond by writing your thoughts in the box below:

**How is our work benefitting you individually?**

**IF THERE IS ANYTHING ELSE YOU WOULD LIKE TO SHARE (I.E. FUTURE IDEAS, COMPLAINTS, COMPLIMENTS)  
PLEASE DO SO IN THE SPACE BELOW**

**THANK YOU FOR COMPLETING THE SURVEY!!**

Denver VAMC Veteran Research Engagement Board –  
Monthly Facilitator Self-Assessment

<b>Organization, Rules and Procedures</b> How would you rate yourself at...		Unsuccessful		Successful		
		1	2	3	4	5
Keeping the flow of agenda items moving smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holding people accountable to a set of group guidelines or guiding principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developing an effective plan for managing behavior issues and conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with the other support staff in the room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Positive Relationships/Meeting Culture</b> How would you rate yourself at...		Unsuccessful		Successful		
		1	2	3	4	5
Maintaining a positive, energetic demeanor that shows you are able to complete your role as facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Getting to know the participants in the room and incorporating their comments and interest into the discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building a meeting culture that insists on respect and mutual support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designing a meeting culture that calls for high levels of collaboration, discussion, interaction and shared decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Showing you care about participants as individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modeling behaviors you want the participants to feel comfortable emulating, like asking tough questions, holding each other accountable to the ground rules, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Celebrating accomplishments at appropriate times and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Engagement</b> How would you rate yourself at...		Unsuccessful		Successful		
		1	2	3	4	5
Developing rapport with participants in the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engaging quiet participants in the conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encouraging all participants to share the discussion space and time with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promoting discussion among the participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employing a wide variety of tools and strategies to address the needs of different participation styles, like small group or pair discussions, large group discussions, writing thoughts on sticky notes, narrowing tools, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivating participants to become engaged in the process for the long-term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Probing, extending and clarifying participant responses using effective questioning techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paraphrasing participant responses or ideas to gain more clarification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encouraging discussion, dialogue and debate around important ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

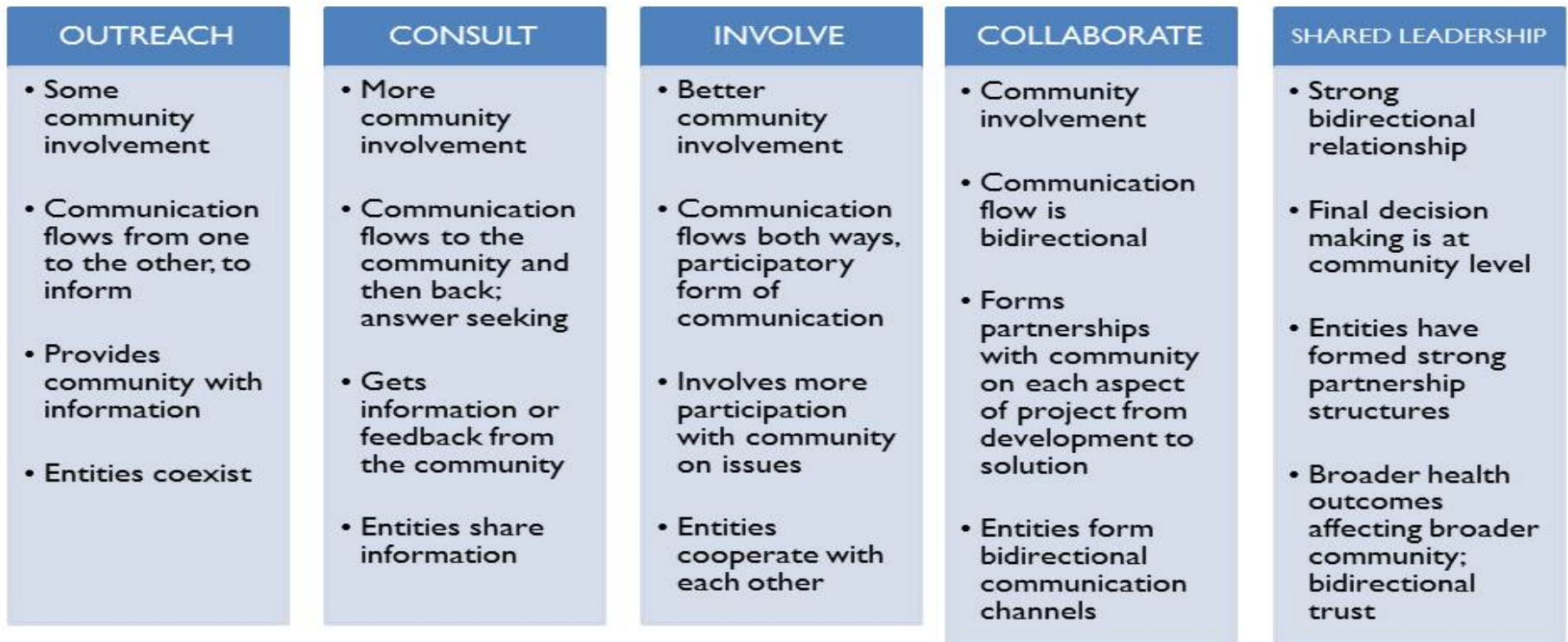


<b>Decision Making and Task Completion</b> How would you rate yourself at...		Unsuccessful		Successful		
		1	2	3	4	5
	Helping participants develop insights into the products they will be creating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assuring that the ideas generated and decided upon are truly participant-generated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pushing back all decision making on participants, rather than on the facilitator. Helping participants own the process and outcomes of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Helping participants assemble big ideas and concepts through note taking, summarizing and asking others to help summarize concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Checking perceived decisions with group by re-stating decision and asking for agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building agreement through consensus with group members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Providing participants opportunities to process new information deeply through questions, discussion and critical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Providing participants' opportunities to look back on all information brainstormed so they can make generalizations, develop new insights or formulate new questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

# Community Engagement Continuum

Increasing Level of Community Involvement, Impact, Trust, and Communication Flow



Reference: Modified by the authors from the international Association for Public Participation

Utilized by the Denver COIN / MIRECC Veteran Research Engagement Board: Additional examples developed by Veteran members available.

The following are relevant examples for each stage of the Community Engagement Continuum to be used to guide decision-making in determining where on the continuum an investigator falls before meeting with the board and after.

#### OUTREACH:

- Investigator presents a project to the Board. Investigator does not ask the Board meaningful questions or try to obtain feedback from the Board. Information flows from the investigator to the Board and not vice versa.

#### CONSULT

- Investigator presents a project to the Board. Investigator asks questions and seeks feedback from the Board. Information flows both ways.

#### INVOLVE

- Investigator presents a project to the Board. Asks questions and seeks feedback. Incorporates feedback into the project and makes changes to the project based on interactions with the Board.

#### COLLABORATE

- Investigator presents a project to the Board. Asks questions and seeks feedback. Incorporates feedback into the project and makes changes to the project based on interactions with the Board.
- Investigator asks for and RECEIVES further help from 1 or more interested Board members outside of the Board meeting. During these interactions the investigator collaborates with the Veterans through mutual idea generation, decision making, and project planning and implementation. Investigator and Veterans work together meaningfully for the duration of the project.

#### SHARED LEADERSHIP

- Veteran Board member(s) partner with an investigator on a research idea of mutual interest and work together as co-investigators for the duration of the project.

Pre Post Continuum Survey

Investigator: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Attendance: \_\_\_\_\_

Where on the Continuum did the Veterans feel the Investigators Engagement fell after being presented with the material and Engaging with the Investigator?

Outreach	Consult	Involve	Collaborate	Shared Leadership
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Additional Notes:

Where on the Continuum did the Veterans feel the Investigators Engagement fell after they received Investigator Modifications?

Outreach	Consult	Involve	Collaborate	Shared Leadership
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Additional Notes:

## **Research Veteran Engagement Board – 1 Week Investigator Follow-Up**

Investigator Name:

Date of Research Review with Board:

Title of Project:

- 1) Please list the specific changes you made to your study based on your interaction with and recommendations received from the Board:

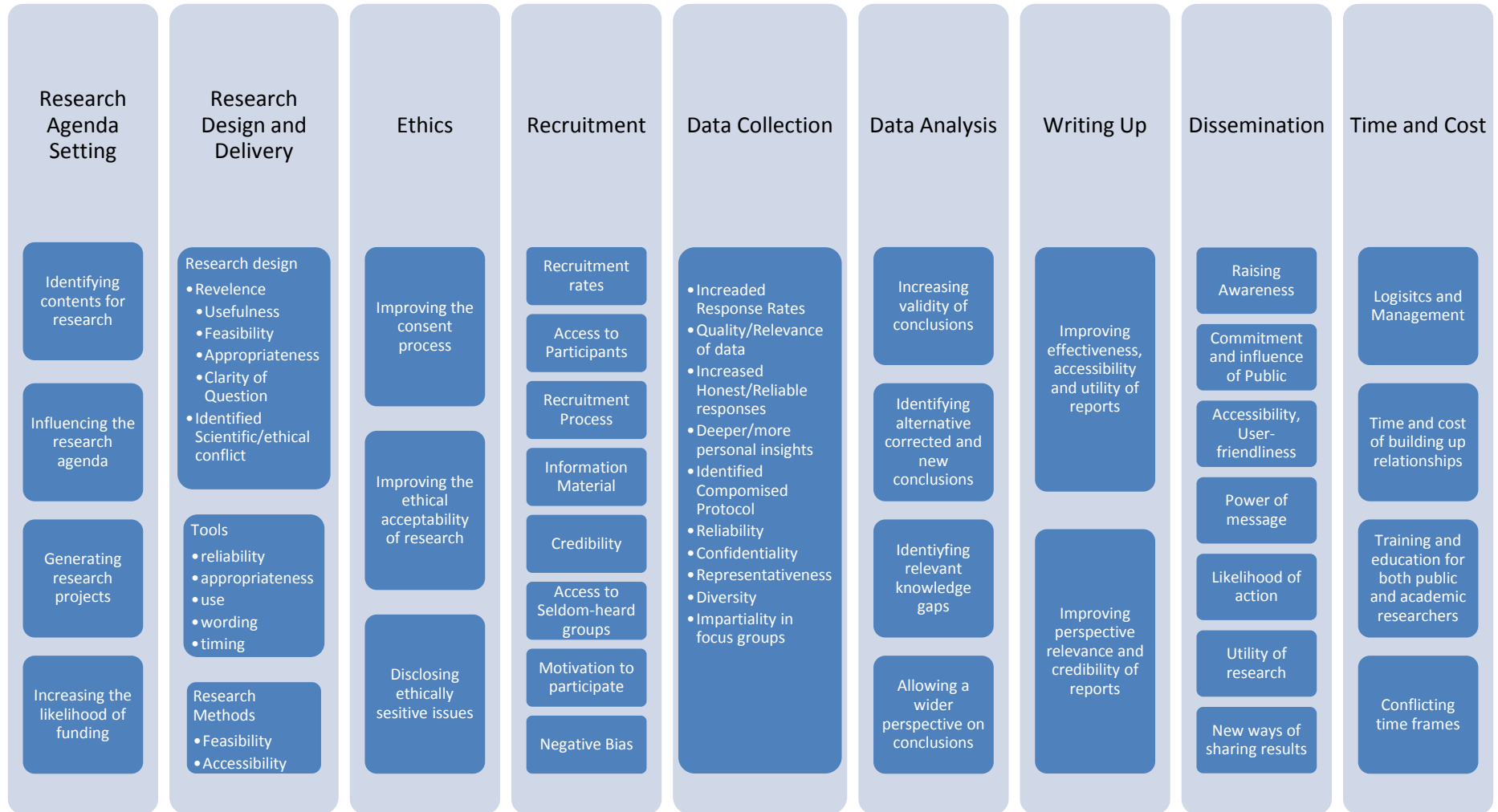
- 2) If there was feedback the board gave that that you are not acting on, please explain why.

3) On a scale of 1 to 5 with 5 being very helpful and 1 being not helpful, rate how helpful you found the interaction with the Vet Board to be for your research.

1	2	3	4	5
Not Helpful				Very Helpful

4) Please explain your rating:

5) If any of the below areas of the research project were informed or impacted by the board engagement please circle all that apply:



Please Describe:



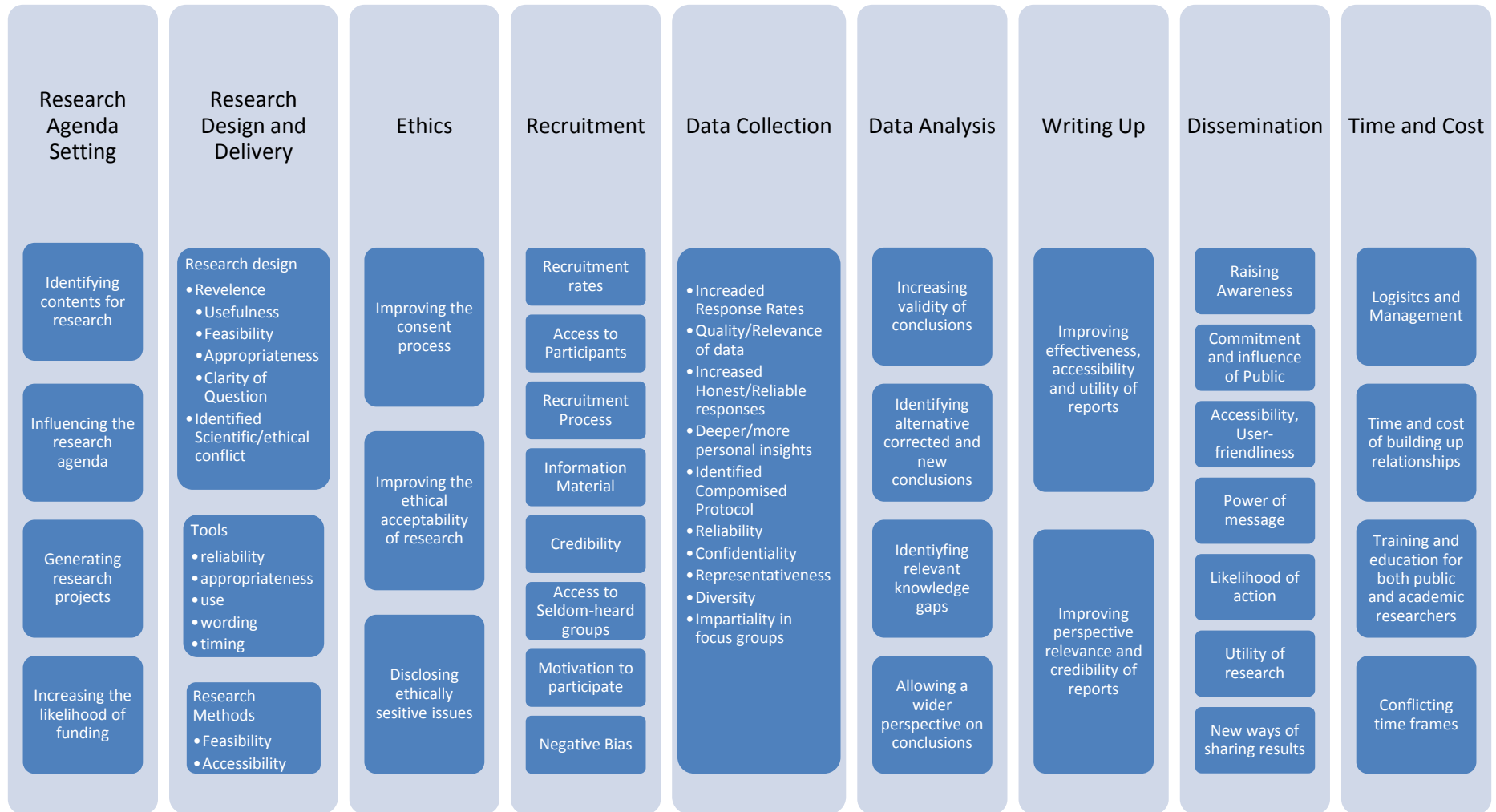


3) On a scale of 1 to 5 with 5 being very helpful and 1 being not helpful, rate how helpful you found the interaction with the Vet Board to be for your research 6 months after your interaction with the Board?

1	2	3	4	5
Not Helpful				Very Helpful

4) Please explain your rating:

5) If any of the below areas of the research project were informed or impacted by the board engagement please circle all that apply:



Please Describe:

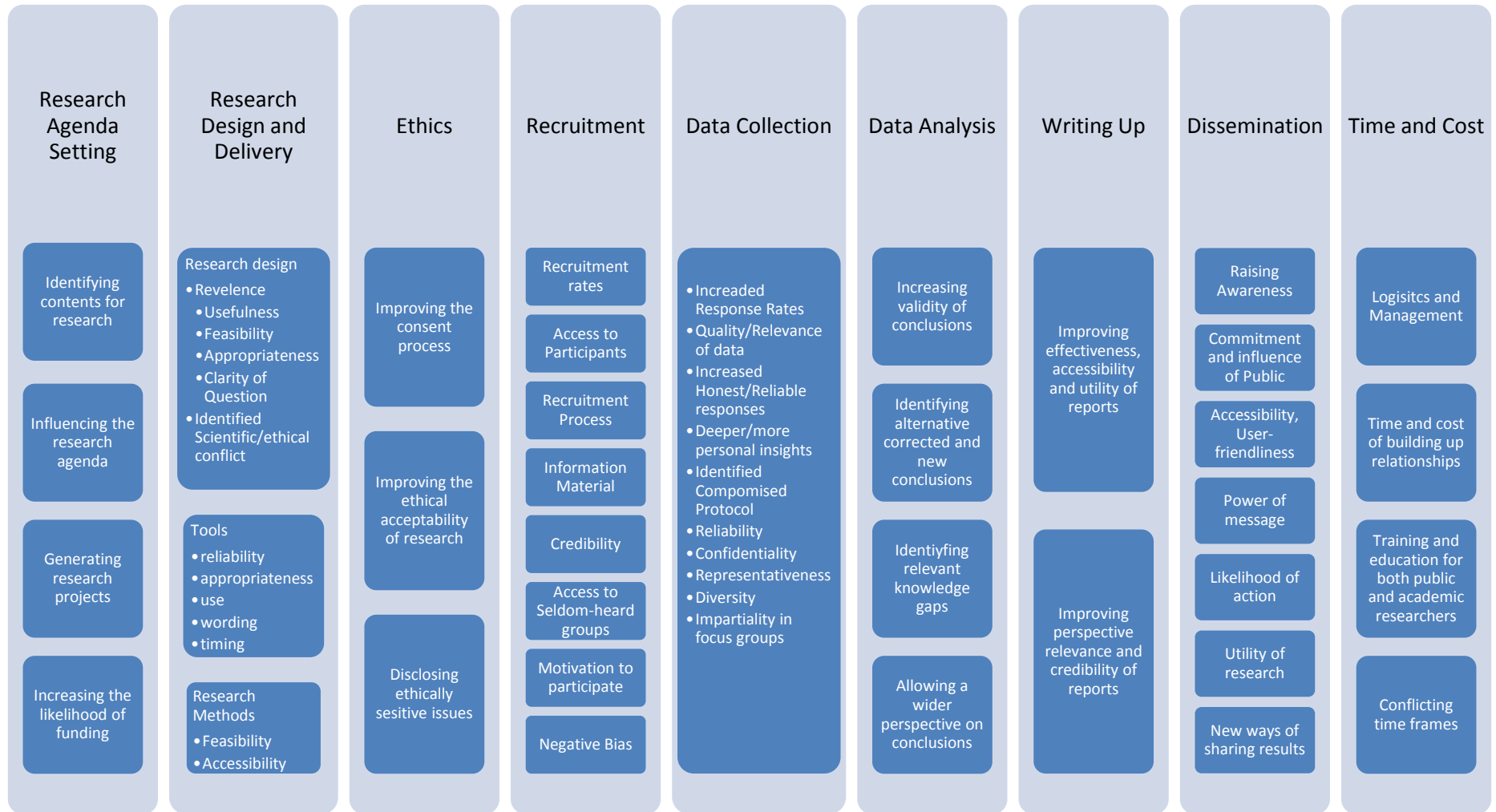


3) On a scale of 1 to 5 with 5 being very helpful and 1 being not helpful, rate how helpful you found the interaction with the Vet Board to be for your research 12 months after your interaction with the Board?

1	2	3	4	5
Not Helpful				Very Helpful

4) Please explain your rating:

5) If any of the below areas of the research project were informed or impacted by the board engagement please circle all that apply:



Please Describe: