

IMPLEMENTATION SCIENCE ADVISORY BOARD

1. PURPOSE

This SOP will be used to help create and manage a DeWorm3 site Implementation Science Advisory Board (ISAB). The ISAB serves as an advisory panel for the implementation science research activities conducted in accordance with the Implementation Science Protocol. This advisory board is essential to the success of DeWorm3's implementation science work, which is aimed at developing and evaluating a community-wide STH mass drug administration (MDA) model that is sustainable and scalable.

2. INTENDED USER

Site Principal Investigators (PIs) and DeWorm3 site implementation science teams.

3. RESPONSIBILITIES

All study staff should understand and follow this SOP prior to establishing an ISAB and during the planning or execution of any ISAB activities. It is the responsibility of the site's PI to ensure that all study staff and ISAB members comply with this SOP.

4. DEFINITIONS

4.1. Implementation science: The scientific practice of identifying, testing, and scaling up effective interventions with high quality, fidelity, and efficiency. Implementation science aims to bridge the "know-do" gap and facilitate the translation of research findings into public health practice.

5. REQUIRED MATERIALS

5.1 ISAB membership bylaws template

5.2 ISAB meeting forms

- i. Meeting agenda template
- ii. Meeting minutes template
- iii. Attendance forms
- iv. Transportation allowance distribution forms

6. PROCEDURE

6.1 Membership

- a. Each study site should develop an ISAB comprised of approximately 5-10 individuals with relevant expertise in implementation science or related experience relevant to DeWorm3's implementation science work.
- b. Members can be drawn from local universities or other educational institutions, external research institutions, or non-governmental or community-based organizations.
- c. Relevant experience includes:
 - i. Conducting stakeholder analysis or managing programme partnerships or advocacy campaigns
 - ii. Implementing or evaluating a community-based or targeted MDA campaign against STH or lymphatic filariasis (LF)
 - iii. Conducting qualitative research (i.e. in-depth interviews or focus groups) and analysis
 - iv. Conducting organizational research
 - v. Conducting economic analyses (cost-effectiveness research)
- d. One member of the DeWorm3 implementation science study team should sit on the ISAB.

- e. After members of the ISAB have been selected and each member has agreed to participate, a secretariat consisting of a Chair, Vice Chair and a Secretary should be established through an election that takes place during the first ISAB meeting. These positions should not be held by any DeWorm3 staff and are one-year appointments.

6.2 Selection criteria

- a. Membership in the ISAB is voluntary. All selected members should:
 - i. Have a keen interest and competency to advise on relevant implementation science activities and provide feedback and updates to the larger study team
 - ii. Have a clear understanding of their roles and responsibilities and be willing to complete them successfully
 - iii. Be available to attend regular meetings

6.3 Member roles and responsibilities

- a. Members of the ISAB are expected to actively support ongoing implementation science research activities.
- b. Main responsibilities include:
 - i. Support the success of the implementation science research through an advisory role that provides feedback and guidance on the study's design as well as planning and implementation processes, including formative research outputs.
 - ii. Support the promotion and dissemination of information, specifically regarding implementation science activities, to the community.
 - iii. Attend all ISAB meetings to share implementation science research feedback. During the time between meetings, members are expected to collect feedback from their ongoing activities for sharing at the subsequent meeting.
- c. The ISAB Chair acts as the primary spokesperson for the ISAB within the study site, although members are also required to represent the ISAB in their communities. He/she is responsible for leading all meetings, guiding members to contribute quality community feedback for the study team, and serves as the primary point of contact to the site PI. In the absence of the Chair, the Vice Chair will lead the meetings.
- d. The Secretary is responsible for sending meeting invitation reminders, confirming attendance, and documenting/distributing meeting minutes (see Meeting Minutes section).
- e. With guidance from the site PI, the DeWorm3 staff member who holds membership in the ISAB is responsible for organizing board meetings. Other specific duties include:
 - i. Support the Secretary with sending invitation reminder to all members and confirming attendance before meeting
 - ii. Support the Chair and Secretary in finalizing meeting agenda and distributing previous meeting minutes in advance of meeting.
 - iii. Finalise all logistical details, including securing a venue, organizing refreshments, and any other necessary materials (e.g. writing materials).
 - iv. Ensure that funds are available for transportation allowances and refreshments according to the ISAB budget.
 - v. Facilitate distribution of funds including, transportation allowances and any other necessary payments (e.g. for venue, refreshments, materials, etc.)
 - vi. Manage ISAB budget and ensuring all financial reconciliation documentation is collected and submitted to the appropriate financial personnel
 - vii. Attend every ISAB meeting and provide feedback to the DeWorm3 team.
 - viii. Support the Secretary with finalizing meeting minutes after the meeting

6.4. Meetings

- a. Each ISAB will hold regular meetings at least once every three months.
- b. If necessary, members may call a meeting outside of the regular schedule in case of emergency (i.e. a serious adverse event) but should consult with the study team in advance.
- c. During the first ISAB meeting, a tentative schedule should be developed to confirm meeting frequency.
- d. During the first ISAB meeting, membership bylaws should be developed using the provided template.
- e. The study team should provide ISAB members with refreshments and transportation funds. No other compensation will be provided.
- f. It is important to note that while the local research team should take all ISAB feedback into consideration as guidance, these consultations are not considered official processes for study modification or approval.
- g. Minutes from each meeting should be drafted by the Secretary who then distributes them to all members for their review and initial approval within one week of each meeting. After their initial approval, the Secretary should then send the minutes to the Chairperson for final approval within two weeks of the meeting. Once final approval is received, the Secretary should send the minutes (on behalf of the Chair) to the DeWorm3 staff member who holds membership in the ISAB and the site PI who will then share the minutes with other relevant staff team members.

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<i>Example: I have reviewed and approve this SOP for implementation.</i>			
Principal Investigator	Signature	Date	
Site Principal Investigator	Signature	Date	

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1	24 July 2017	Claire Gwayi-Chore and Arianna Rubin Means



SITE NAME
Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP