Brief summary: Process of developing SOPs with CBPR study teams:
1. Investigator/coordinators create an initial draft
2. Share with study team for discussion, feedback, edits
3. Update document as needed based on discussion/review outcomes and reshare finalized SOP with team
4. Re-share at annual meetings (or more frequently) to A) remind study teams of the SOPs and B) to review and update if needed. Easy to forget about these!

EXAMPLE
Standard Operating Procedures
Version: [DATE]

COMMUNITY RESEARCH COUNCIL (CRC) MEETINGS - GENERAL PROCEDURES

1. Meetings requested when feedback/Input is needed from CRC members.
2. Agenda materials are drafted and printed.
3. Agenda materials are packaged and mailed in hardcopy to all CRC members.
4. Notice is given to CRCs (often in a weekly email update to the entire study team) that agenda materials are on the way in the mail.
5. CRC Coordinators communicate to the study coordinator when/where/how the CRC plans to meet (in-person/Zoom).
6. Study coordinator records meeting date information, contacts and arranges meeting space and meal with venue (as needed), creates Zoom meetings (as needed), and sends Zoom calendar invite to relevant CRC teams as requested.
7. CRC Coordinators submit the meeting sign in sheet and minutes/outcomes to Study Coordinator within 48 hrs (fax, email, phone discussion as needed).
8. Study coordinator files and records meeting minutes from each CRC.
9. Study coordinator notifies Administrative staff that minutes/sign in for the meeting have been received and honorarium and mileage payment processing can be requested.
10. Study team responds to any CRC questions from minutes.
11. Study team at [LOCATION] office compiles all CRC feedback into one spreadsheet/document.

CRC MEETINGS - MEMBER EXPECTATIONS

1. CRC members are expected to arrive on time for meetings. In the event of an emergency, please contact the CRC Coordinator ASAP.
2. CRC members should review the meeting materials prior to the meeting and come with their comments prepared and ready to share for discussion. If a CRC member is unable to attend the scheduled meeting, they should email their referenced comments to the local coordinator within 24 hours.
3. To receive the honorarium, CRC members are expected to attend the entire duration of the meeting; however, to provide flexibility given vast drive times and unforeseen circumstances, payment will be provided for those attending at a minimum, 90% of the meeting time. Coordinators will communicate to [NAME] (by documenting on sign-in form, or within meeting summary/minutes), any CRC members who were not eligible for the honorarium.
4. Other study team members (Interviewers) may be asked to attend CRC meetings on occasion. Inclusion of other study team members at CRC meetings will be specified on the CRC agenda or communicated to coordinators via email by the PI or study coordinator. (Situations when interviewers would be invited to CRC meetings will typically revolve around times when interviewers provide progress updates to the CRC, and/or are asking the CRC for assistance in locating participants). Other study team members (who are not also CRC members) should sign in on the meeting payment form for record keeping purposes. Other study team members will be reimbursed for their time and mileage for CRC meeting attendance only by recording it on and submitting it on their next timesheet. (See Timesheet section for more information on time sheets).
5. ONLY CRC members/coordinators and study team members should attend CRC meetings in order to preserve confidentiality of participants who might be discussed.

6. There are times when the CRCs will need to meet more often (typically at the beginning of a project), and times when they can meet less frequently. We will reassess meeting schedules periodically and communicate any changes.
7. Unscheduled ("emergency") CRC meetings require pre-approval from [NAME] or [NAME].
8. Meeting format: Each CRC can determine as a group how they would prefer to format their meetings either "meet, then eat" or "eat, then meet".

CRC COORDINATORS

1. CRC Coordinators act as the main contact between their community project team and the [LOCATION] team.
2. Coordinators are expected to notify [NAME] when CRC meetings will be held, are cancelled, or need to be rescheduled. As always, please let [NAME] know if you would like him/her/them to help set up any meeting arrangements, send out meeting reminders, etc.
3. Coordinators should send in the CRC meeting minutes AND the CRC sign-in sheet to [NAME] together *and within 48 hours of the meeting*.
4. Meeting minutes should address each agenda item. Minutes can be brief and communicated via email/fax/ or if needed, via phone conversation.
5. In the event that a coordinator cannot submit CRC meeting documents to [NAME], they may designate an alternate CRC member to fax or email minutes and sign-in within the 48-hour timeframe. The coordinator should also communicate the alternate designation to [NAME] as soon as possible.
6. As the central point of communication at each site, coordinators will respond to project-related emails, phone messages, and/or text requests from CRC members/interviewers/staff within a reasonable timeframe (i.e., no more than 5 days).
7. Coordinators should notify [NAME] (via call, email, or text) as soon as possible if you have an injury, family event/emergency, or other situation wherein you will be temporarily unavailable to carry out tasks.

CRC PAYMENTS

1. Detail how payments are processed, timeframe for receiving payments, and pay/mileage rates.

INTERVIEWERS

1. Expected to attend Interviewer meetings.
2. Recruitment procedures – Expected to know and follow approved recruitment, interviewing and data safety procedures as discussed at training and/or as stated in official communication from [LOCATION] team.
3. Make every effort to recruit and complete interviews in a timely manner.
4. Contact the [LOCATION] team as needed when questions arise in the field.
5. Make attempts to confirm scheduled visits via phone/texts prior to driving to appointment.
6. Make reasonable number of attempts to schedule visits and use your judgment to determine whether or not additional recruitment efforts will result in enrollment and successful visit completion. Contact [NAME] if you find yourself in a situation where you aren't sure the best way to proceed.
7. Respond to email, phone message, and/or text requests within a reasonable timeframe (no more than 5 days) or by the specific response date if stated within the message.
8. Notify [NAME] (call, email, or text) as soon as possible if:
   a. You have an injury, family event/emergency, or other situation wherein you will be temporarily unavailable to carry out interviewer tasks.
   b. You have new contact information (new email/phone/address, OR a void email/phone/address).

TIMESHEET SUBMISSION (INTERVIEWERS)

1. Time sheets are due bi-weekly.
2. Timesheets will be accepted on due dates within the designated timeframe. [NAME] will send a reminder email each [DAY] before timesheets are due. The reminder email will include direct link to

complete and submit a timesheet for that time period. Study team members should either:
A) claim and submit time for hours worked within 2 weeks of the date when the work was performed OR
B) should submit a timesheet noting "no effort to report" if they did not work within the previous 2-week time period.
At most, dates listed on timesheets should not exceed 30 days from when it's turned in.

3. Hours/mileage will be compensated for tasks such as recruitment, completion of survey interview, drive time to and from an interview, and communication time with [LOCATION] team. Timesheets must include a brief summary of tasks completed and relevant participant ID#s within the description box on the timesheet.