



## Science of Engagement: Measurement Matters

### Steering Committee Charter

#### **Project Overview:**

The Science of Engagement: Measurement Matters (Measurement Matters) project is funded by Patient Centered Outcomes Research Institute (PCORI) Research Award. The Measurement Matters project seeks to study the “science of engagement,” including what elements make up good engagement and how “good” engagement impact research outcomes. We want to develop and validate a tool to measure engagement. For now, we are calling this tool the Patient Centered Outcome Research Engagement Measure (PCOR-EM).

Those most impacted by this measurement tool must inform our research process. To infuse the voices of those with diverse lived experience in engagement across our project, we will engage a Steering Committee to guide our activities.

The Steering Committee is guided by the Charter laid out below. Please note that this Charter is a living document and is subject to change based upon Steering Committee feedback and lessons learned throughout the project.

#### **Steering Committee Purpose:**

Steering Committee Members will be engaged at every stage of this project to guide our activities and deliverables. The Steering Committee seeks to:

- Enforce our project values and uplift principles of diversity, equity, and inclusion across our activities and products
- Inform our approach to and analysis of research activities, such as consensus methods, focus groups, and cognitive testing
- Identify potential participants for research activities, such as consensus methods, focus groups, and cognitive testing
- Make our messages accessible to more people and reach communities commonly left out
- Share what we create and what we learn with a wide range of people

#### **Steering Committee Voices:**

The Steering Committee will consist of approximately eight members that bring a range of experience in engaged research, including those conducting engaged research and those who are engaged as community partners. Our success hinges on diversity amongst Steering Committee Members’ lenses and experiences. This Committee seeks to support Members with lived experience as members of underrepresented communities, including those underrepresented in research.



### **Steering Committee Approach:**

The Steering Committee will meet every other month for approximately 8 meetings. All meetings will occur virtually using Zoom. Each meeting will last approximately 90 minutes. Members will receive meeting materials no less than three days prior to the meeting in the format they choose (e.g., large print, electronic, paper, etc.). Following meetings, members will receive access to a meeting recording as well as meeting notes detailing the themes of meeting discussions as well as next steps. Between meetings, members may receive additional communications including meeting action items and project newsletters.

### **Steering Committee Investment and Expectations:**

Steering Committee members may expect to spend between 2-3 hours per month on the Measurement Matters project, including meeting time and time to review project materials or updates between meetings. Members may receive 'action items' such as polls or brief surveys between meetings. Members may also receive requests for feedback or review of project deliverables. Whenever possible, the project team will budget time in Steering Committee meetings to review and discuss project activities and deliverables to balance workload between meetings and level set around complex project topics.

### **Steering Committee Decision-Making Processes**

The Measurement Matters project is guided by a multi-pronged engagement approach, including 1:1 engagement with Technical Advisors as well as bi-monthly meetings with our Steering Committee, to ensure a diverse range of lenses inform all project activities. Activities are also informed by project team members, requirements from our Funder, as well as other mandates, such as the requirements from the Institutional Review Board (IRB). The Steering Committee will act in an advisory capacity to inform decisions. The Steering Committee will not use voting or other consensus models to make decisions in meetings. Instead, the Project Team will document key themes and recommendations heard through the meetings and other communication pathways, such as surveys, email, and 1:1 conversations. Members will have the opportunity to review, critique, and validate how their feedback is incorporated into activities and deliverables during (and in between) Steering Committee meetings.

### **Steering Committee Assistance:**

We are here to help! Steering Committee members will receive orientation and any ongoing support needed to be successful. Steering Committee Members may request accommodations through our [Accommodations Request Form](#). Project staff will dedicate the time required to follow up with all accommodations requests and to support members to prepare for meetings and to perform any follow-up tasks requested. Caregiver stipends and/or technology support also is available.



### **Steering Committee Incentives:**

Members have an opportunity to guide innovative research and will receive recognition for their role, including through our project webpage as well as in presentations and reports on project findings. Steering Committee members not already compensated for their contributions (e.g., through their job) may choose to receive a \$1,200 USD honorarium in recognition of their time, paid in two installments over the course of the project. This honorarium incentive is voluntary. Steering Committee Members that wish to receive the honorarium must sign a Steering Committee Honorarium Agreement to confirm the details of payment, shared with Members by Sophia. Please note that all income, regardless of the amount, is subject to relevant tax laws and regulations. Please consult the appropriate tax authorities to ensure compliance. Collective Insight will work with Members to find experts to answer income and tax questions, if needed.

**For more information** on the Measurement Matters Steering Committee, please contact Sophia Webber, [sophia@collectinsight.com](mailto:sophia@collectinsight.com).