Research team completes intake form

FER Team receives email of FER request

FER Co-lead evaluates appropriateness of request for FER

If yes, then

Coordinator sends researcher with form and Mirror Image

FER Team meets with researcher to review needs and walk through FE Mirror Image and PPT template

Identify FAC Date/Schedule

If FAC, then

FER Team reviews template with researcher to discuss objectives, template, format and plan for FAC

FER Team reviews template with researcher at meeting #2; Final slides sent along with FAC tip sheet

Present at FAC

Coordinator writes meeting summary and sends to researcher

Surveys and ongoing monitoring

If no, then

Recruit new Family Advisor

Onboard Family Advisor to Sala Institute

Is Sala Family Advisor(s) available/appropriate?

If Ad Hoc or Embedded Family Advisor, then

Family Consultant (FE in R Co-lead) orients FA to Family in Engagement in Research Initiative

For Family Advisor:

FE-FA meeting; Review broad research terms; Mirror Image

Coordinator sends FA research study materials

Meeting of Family Advisor(s), research team hosted by FER Team at One Park

Coordinator writes meeting summary (with incorporated FA comments) and sends to research team

Follow-up with Family Advisor(s) to track hours and work done post-meeting, if applicable

Immediate Post Surveys: Family Advisor(s) Researchers

Ongoing Surveys: 3, 6, 9/etc. months

FER Team reviews and makes edits if needed

For Research Team:

Research team returns template to FER Team

FER Team reviews and makes edits if needed

FER Team reviews template with researcher at meeting #2; Final slides sent along with FAC tip sheet