The KIQNIC research project is conceived as being a participatory research-to-action project. We envision the research team, the NAQC workgroup members, and NAQC staff to work collaboratively on any and all aspects of the research process, as time, interest, and resources allow. Participation is intended to be fully bi-directional, with learning and knowledge transfer occurring for all parties. It is only through such engaged participation that the full potential of this project will come to fruition.

Participation on the workgroup is anticipated to require at most participation in one conference call per month (up to 90 minutes). Between-meeting work will be kept to a minimum.

Research team members will be responsible for cleaning and conducting preliminary analyses of the survey data. These findings will be consolidated and presented to the Workgroup members via powerpoint and conference call. Workgroup members will be asked to respond to the findings by providing context, confirming or modifying the research team’s interpretations of those findings. In addition, the workgroup members will give the research team guidance on how best to present the findings to the larger NAQC membership and quitline community. Potential vehicles for communicating the findings could include individual organizational reports, quitline reports, member-wide conference calls, conference presentations, fact sheets, “dashboard” reports, and/or interactive web-based reports.

The workgroup will be convened regularly, and the reporting of findings will evolve as an iterative collaborative process. The final step in this process will be working collectively to determine how best to engage the broader quitline community to use the study findings to improve communications and, eventually, quitline quality and practice. The same iterative process will be used to present materials and tools to the workgroup, get their feedback, and make changes to those tools and materials before presenting them to the larger NAQC membership. Workgroup members are expected and encouraged to be as creative and proactive about their engagement in this process as they have time and interest to be.

Guiding principles

- The workgroup’s activities will be primarily data-driven. Present the findings first, and workgroup members can then help determine the appropriate interpretation of findings, and the best mechanisms and formats to present those findings to NAQC members and the broader quitline community for maximum impact. Alternative ways to use the findings, and to engage the larger membership to improve the ways that it operates, are other possible goals for this process.

- Research team members respect that workgroup members are volunteers, and are participating out of their own interest and a desire to learn and contribute to the field. Work external to workgroup meetings will be kept to a minimum unless workgroup members specifically request greater involvement. This increased level of involvement is encouraged, but is not a requirement for participation. Workgroup meetings will be focused and be efficient uses of everyone’s time. Research team members will strive to
present materials for each meeting that are clear, concise, and user-friendly. Specific questions will be posed at each meeting to help guide discussion.

- Workgroup members will be engaged in the process, and participate in meetings fully. If schedules and workloads make full participation difficult, workgroup members can opt to receive information only about the project, or discontinue formal involvement altogether. Workgroup members provide the voice of the NAQC membership and the larger quitline community. When the research team presents ideas, interpretations, or questions that take the group in a direction that is counter-productive, it is the responsibility of the workgroup to speak up and change the direction of activity and focus.

- NAQC staff have the responsibility for facilitating the dialog between researchers and the workgroup members. It is their role to ensure that all voices are heard during workgroup meetings, and to keep the meetings to time and on task.

- All perspectives will be heard and respected. Disagreement is expected and respect is essential.

**Timeline:**

**November 3**
- Workgroup meeting: final review of the conceptual framework document; review of collaborative process scope and timeline (this document); generate next steps and roles/responsibilities for finalizing conceptual framework for distribution to NAQC membership and for publication; Sneak preview of CONFIDENTIAL DRAFT PRELIMINARY data.

**November – January**
- Research team conducts analysis, develops a powerpoint of preliminary findings for presentation to the workgroup in January

**January**
- Workgroup meeting: review of preliminary analyses, discuss implications, how these findings might be used by the quitline community, suggest additional items for analysis, brainstorm ideas for formats and mechanisms for sharing this information. (focus on multiple venues, not just one conference call?)

**January – March**
- Research team continues analysis based on feedback from workgroup, develops draft presentation for April conference call, develops draft list of materials for dissemination of findings for discussion at next workgroup meeting

**March**
- Workgroup meeting, review draft presentation, review and revise list of materials for dissemination of findings.

**April**
- Conference call, research team continues development of dissemination materials

**May**
- Workgroup meeting, final review of materials for dissemination