

Supplemental File. I-Lab interview guide

We would like to learn from each i-lab about their focus, purpose, and formation to identify common “themes” and unique aspects of the different labs including the membership structure and different levels at which we ask/expect stakeholders to engage and how this aligns with the lab’s purpose. We plan to use this data to produce a manuscript comparing I-Lab purposes and formation processes. Your responses will be collected as field notes in a REDCap form.

Please indicate your lab’s purpose or focus. [check all that apply, indicate which are primary focus]

| | |
|---|--|
| <input type="checkbox"/> Cancer prevention | <input type="checkbox"/> Equity |
| <input type="checkbox"/> Cancer care | <input type="checkbox"/> Quality improvement |
| <input type="checkbox"/> Survivorship | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Health policy | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Community engagement | |

Is your I-lab built on an existing relationship (e.g., existing cancer network, hospital system or PBRN) or new relationships?

New: please describe _____

Existing: please describe _____

Tell us about how or what parts are new vs. existing?

Did the existing infrastructure have a research purpose or another purpose? Please describe

How do you define membership?

Is your I-Lab membership static or does the membership evolve over time (e.g., members coming and going)?

Briefly describe the activities of members in your lab:

In the prior Westat survey you listed [X] members or type of members [list members]

For each member or type of members, note whether they are new for this grant vs. established working relationships

| Member | Description of partnership with member: e.g., is it new for the grant or longstanding established research relationship |
|--------|---|
| | |
| | |
| | |
| | |

Do you have different categories of membership in your I-lab model? Y/N

If Y, how are the categories organized?

Probe:

- By type of organization (e.g., oncology, primary care, public health, CBO)
- By type of engagement (e.g., pilot study site, capacity building, CAB)
- Other _____

What aspects of your research do you plan to engage members in/have you engaged members in?

| | Primary care/FQHCs | Oncology, cancer centers | Hospitals and health systems | Public health, health departments | Community members & organizations | Other: _____ |
|--|--------------------|--------------------------|------------------------------|-----------------------------------|-----------------------------------|--------------|
| Identifying research priorities | | | | | | |
| Study planning | | | | | | |
| Study activities (e.g., data collection, study visits) | | | | | | |
| Data analysis and interpretation | | | | | | |
| Writing manuscripts/grants/other scholarly products | | | | | | |
| Dissemination of results | | | | | | |
| Capacity building | | | | | | |

Has your I-lab design changed at all from what you initially proposed/planned? Y/N
If yes, how, and why has it changed.

In what ways is your lab structured to address equity?

In what ways do your lab activities address equity?

How has your I-lab operationalized equity in your work?

Have your I-lab activities changed at all from what you initially proposed/planned? Y/N
If yes, how, and why have they changed.

What methods/tools do you use to foster strong relationships with your lab members?

Where does your lab data come from?

| | Primary care/FQHCs | Oncology, cancer centers | Hospitals and health systems | Public health, health departments | Community members & organizations | Other: _____ |
|---|--------------------|--------------------------|------------------------------|-----------------------------------|-----------------------------------|--------------|
| EHR data | | | | | | |
| Primary qualitative data | | | | | | |
| Primary survey data | | | | | | |
| Shared data platform/ data reporting systems | | | | | | |
| Case management or other client management software | | | | | | |
| Public health data systems | | | | | | |
| Public use data | | | | | | |
| Other primary research data _____ | | | | | | |
| Other secondary data _____ | | | | | | |

What methods/formats do you use for engaging stakeholders in identifying research priorities?

| | Established method | Newly created method |
|--|--------------------------|--------------------------|
| Think tanks | <input type="checkbox"/> | <input type="checkbox"/> |
| Workgroups | <input type="checkbox"/> | <input type="checkbox"/> |
| Community engagement studios | <input type="checkbox"/> | <input type="checkbox"/> |
| Needs assessments | <input type="checkbox"/> | <input type="checkbox"/> |
| Community coalitions | <input type="checkbox"/> | <input type="checkbox"/> |
| Advisory boards | <input type="checkbox"/> | <input type="checkbox"/> |
| Stakeholder interviews or focus groups | | |
| Regular communications (scheduled calls or meetings) | | |

What methods/formats do you use or plan to use for engaging stakeholders in dissemination of results?

- Learning collaboratives
- Talks and community forums
- Publications
- Web-based formats/products
- Social media
- Other _____

Tell us a little bit about why you chose this/these method(s) for dissemination?