## **HEALTH AND CARE RESEARCH WALES EVIDENCE CENTRE** | Processes and timescales

The involvement of an **engaged, named stakeholder** is required throughout the review.

You may wish to involve a wider stakeholder group in discussions, including key colleagues or topic experts from other organisations.

Estimated stakeholder time commitment over the course of the review is 10 - 12 hours - detailed in red below.

The full process (from asking your question to dissemination) takes around 6 months.



**START** Approx. 3 - 4 months

Calls for questions

The Evidence Centre launch a call for questions roughly every 6 months.

Ask a question By completing and submitting our 'evidence need' template, we'll get a feel for the theme and scope of the question you wish to ask.

We will review this with the team and get back to you.

If a brief conversation on this would be helpful, please contact us via email.

\*An overview and synthesis of the international academic literature on the topic. See our

website for more info.

research offering.\*

Focus the question

meet with you (30

ensure your

our standard

question can be

Join the Work

Our expert team will **Programme** If agreed, your minutes duration) to question will be added to our work programme. answered as part of Our admin team will

> introductory meeting (1 hour duration) so you can talk in more depth with our researchers about the specific details of your question.

schedule an

**Preliminary searches** 

The research team will run some quick searches to see what type of evidence is readily available and to refine your question further.

They will present this to you at an 'interim' meeting (1 hour duration, there may be more than one of these), scheduled by our admin team.

Main review

Our research team will work in close contact with you to complete a 'rapid review' of the available evidence to answer your question as best they can.

If they have queries in this time, they may contact you via email.

Additional 'interim' meetings can be scheduled in this period if needed (usually no more than 2 x 1 hour slots)

**Study findings** 

presentation The results of the study will be presented to you at a 'Findings and Knowledge Mobilisation' meeting (1 hour duration).

A draft of the report will be made available to you at this point.

Other helpful resources

Finalise the report

chance to read and

You will have a

comment on the

report (allow 2-3

hours for this)

before finishing

touches are made.

Once the report is

finalised, we will

make it publicly

available online.

At this point we will also produce an executive summary and infographic to help you share key messages.

These resources will also be made available on our website.

Dissemination **Impact** 

With your help (1 hour meeting) will develop a bespoke **Knowledge** Mobilisation plan to ensure the work is disseminated to the most appropriate people.

We plan online briefing sessions (typically 1 hour) to facilitate quick and easy dissemination.

We will continue to stay in touch with you in the months that follow the publication of your final report to understand how the work has been used and the overall impact it's had.

This usually takes the form of an email or brief meeting (30 minutes).

