

## What is the process for a researcher to meet with a Veteran engagement panel (VEP)?

The table below provides an overview of steps and expectations of researchers and other participants (Panel Staff and Veterans) in the Veteran engagement panel (VEP) meeting process.

Panel Staff	Researcher(s)	Veterans
<p><b><u>Before Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Request study information from Researcher</li> <li>2. Facilitate VEP planning meeting(s) to understand Researcher priorities</li> <li>3. Create both a tailored VEP meeting agenda and background materials to help VEP members prepare for meeting discussions</li> <li>4. Handle all meeting logistics:               <ol style="list-style-type: none"> <li>a. Confirm meeting time</li> <li>b. Send VEP the agenda and background materials one to two weeks beforehand</li> <li>c. Send out virtual meeting link, or in-person meeting location, and reminder to all attendees</li> </ol> </li> </ol>	<p><b><u>Before Meeting*</u></b></p> <ol style="list-style-type: none"> <li>1. <u>6 – 8 weeks before VEP meeting</u> <ol style="list-style-type: none"> <li>a. Provide study information to VE staff</li> <li>b. Attend VEP planning meeting with Staff</li> </ol> </li> <li>2. <u>2 – 3 weeks before VEP meeting</u> <ol style="list-style-type: none"> <li>a. Meet with Panel Staff to run through the meeting, finalize materials, and address any questions</li> </ol> </li> </ol> <p><i>* Structured preparation for the meeting enables Staff to facilitate a smooth and productive VEP meeting</i></p>	<p><b><u>Before Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. <u>1-2 weeks before VEP meeting</u> <ol style="list-style-type: none"> <li>a. Receive agenda and meeting materials</li> <li>b. Review materials prior to VEP meeting, if time</li> </ol> </li> </ol>
<p><b><u>During Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Facilitate meeting</li> <li>2. Take notes on Veteran feedback; copy the “chat” transcript</li> </ol>	<p><b><u>During Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Briefly introduce yourself</li> <li>2. Respond to clarifying questions</li> <li>3. Be fully present and interact with the VEP</li> </ol>	<p><b><u>During Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Be fully present</li> <li>2. Participate in activities and conversations</li> <li>3. Share lived experience</li> </ol>
<p><b><u>After Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Pay VEP stipends</li> <li>2. Collect Veteran Evaluations from the meeting</li> <li>3. Send meeting summary to Researcher               <ol style="list-style-type: none"> <li>a. Notes summarizing feedback</li> <li>b. “Chat” transcript from meeting</li> <li>c. Link to online researcher evaluation form</li> </ol> </li> <li>4. <u>About 6 months after meeting</u> <ol style="list-style-type: none"> <li>a. Contact Researcher for brief call about their experience</li> </ol> </li> </ol>	<p><b><u>After Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Complete an online evaluation*</li> <li>2. <u>About 6 months after VEP meeting</u> Share how you used feedback in your research plans during a brief phone call*</li> </ol> <p>* Optional</p>	<p><b><u>After Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Complete an online evaluation*</li> <li>2. <u>Feedback loops closed</u> <ol style="list-style-type: none"> <li>a. Staff share short-term outcomes at next meeting</li> <li>b. Staff share longer-term outcome highlights at a VEP meeting every ~6 mo.</li> </ol> </li> </ol> <p>* Optional</p>