

Appendix A: Coding schedule

APPLICATION FORM

Application number

Intended completion date

Question 1: Research area

Please select **as many options as apply**

1. Cancer control
2. Cardiovascular disease
3. Diabetes mellitus
4. Dementia/Alzheimers/cognitive function
5. Mental health/psychological distress/wellbeing
6. Obesity/Physical activity
7. Asthma and respiratory conditions
8. Musculoskeletal health
9. Injury prevention
10. Not stated
11. Other (Please specify)

Specify

Please proceed to question 2

Question 2: Funding source

Please record the name of **each funding source**

1. Name of funding source 1
2. Name of funding source 2
3. Not stated
4. Other (Please specify)

Specify

Please proceed to question 3

Question 3: Is a policy or practice impact mentioned?

Please select **only one** option

1. Yes
2. No
3. Other (Please specify)

Specify

If yes, proceed to question 4

If no, go to question 7

Question 4: If yes, what kind of policy or practice impact is expected?

Please select **as many options as apply**

1. A change to a policy or program*
2. A change to a clinical practice or process
3. A change to a clinical guideline or manual
4. A change to the delivery of a health service
5. A change to an organisational system or process
6. A change to a commercial arrangement
7. A change to legislation or regulations
8. Not stated
9. Other (please specify)

Specify

**e.g. change, influence, inform, develop, or evaluate a policy or program*

Please proceed to question 5

Question 5: How will this policy or practice impact be achieved?

Please select **as many options as apply**

1. By meeting, interaction or exchange with policymakers
2. By planning or designing research or interventions with policymakers
3. By lobbying government ministers or departments
4. By advocating for change in hospitals or organisations

By sharing findings:

5. at conferences or in journals
6. by teaching, training, seminars, webinars
7. using plain English summaries, or information resource
8. in a discussion paper or report
9. using media and social media platforms
10. using blogs, e-journals, e-newsletters or other platforms
11. Not stated
12. Other (please specify)

Specify

Please proceed to question 6

Question 6: With whom were the findings shared?

*Please select **as many options as apply***

1. With Ministers of ministerial officers
2. With policymakers or program managers
3. With hospital or health service administrators
4. With health practitioners or clinicians
5. With patients or families
6. With consumer organisations
7. With journalists
8. Not stated
9. Other (Please specify)

Specify

Please proceed to question 7

Question 7: Is there a progress report for this study?

*Please select **one** of the options below.*

1. Yes
2. No

*If yes, please proceed to the **next worksheet (tab)** for progress report 1.*

If no, please proceed to question 8

Question 8: Is there a final report for this study?

*Please select **one** of the options below.*

1. Yes
2. No

*If yes, please proceed to the **worksheet (tab)** called 'Final'.*

If no, please proceed to the next study and begin from Question 1 in the Application Form

PROGRESS REPORT 1

Progress report number

Question 9: Is there an expected date of completion?

*Please select **one** of the options below.*

1. Yes
2. No

If yes, record the expected date of completion here and proceed to question 9.

If no, proceed to Question 10

Question 10: Has the project been discontinued?

*Please select **one** of the options below.*

1. Yes
2. No

If yes, please record the reason in the word document Table 7: Discontinuation
If no, please go to question 11

OUTPUTS FROM THE PROJECT

Question 11: Were any journal articles published or planned?

Please select up to two options, as appropriate

1. Yes
2. No
3. No, but an article is planned

If published, how many journal articles were published?

If planned, how many journal articles were planned?

If published or planned, list citation(s) in the word document Table 1A: Journal citations published or 1B: Journal citations planned

If no, please go to question 12

Question 12: Conference presentations delivered or planned?

Please select up to two options, as appropriate

1. Yes
2. No
3. No, but a conference presentation is planned

If delivered, how many conference presentations were delivered?

If planned, how many conference presentations were planned?

If published or planned, list citations in the word document Table 2A: Conference presentations made or Table 2B: Conference presentations planned

If no go to question 13

Question 13: Reports, discussion papers, books, book chapters published or planned?

Please select up to two options, as appropriate

1. Yes
2. No
3. No, but a report (or other document) is planned

If published, how many reports (or other documents) were published?

If planned, how many reports (or other documents) were planned?

If published or planned, list titles in the word document Table 3A: Published reports or Table 3B: Planned reports

If no, proceed to question 14.

Question 14: Was media or publicity delivered or planned or was an event held?

Please select up to two options, as appropriate

1. Yes
2. No
3. No, but media is planned

If published or held, how many media reports or events were published or held?

If planned, how many media reports or events were planned?

If published or planned, list citations in the word document Table 4A: Media published or held or Table 4B: Media planned

If Yes, go to question 15

If no, go to question 16

Question 15: What kind of media or publicity was planned, published or held?

*Please select **as many as apply***

1. TV interview or mention
2. Radio interview or mention
3. Newspaper article or mention
4. Research organisation website or platform
5. Policy or practice organisation website or platform
6. Social media announcement or message
7. NGO website or online platform [CC, doctors]
8. Electronic article or mention [e.g. conversation]
9. Other (please specify)

Specify

If yes, record the number

If no, proceed to question 16

Question 16: Was a policy or practice impact achieved in this report?

Please select up to two options, as appropriate

1. Yes
2. No
3. No, but impact is planned

If achieved, write details provided in the word document Table 5: Policy and practice impacts achieved and continue to question 17

If planned, write details in the word document Table 5: Policy and practice impacts planned, and continue to question 17

If no, go to question 20

Question 17: What kind of policy or practice impact was achieved?

*Please select **as many as apply***

1. Change to a policy or program*
2. Change to a clinical practice or process
3. Change to a clinical guideline or manual
4. Change to the delivery of a health service
5. Change to an organisational system or process
6. Change to a commercial arrangement
7. Change to legislation or regulations
8. Not stated
9. Other (please specify)

Specify

**e.g. change, influence, inform, develop, or evaluate a policy or program*

Please continue to question 18

Question 18: How was this policy or practice impact achieved?

*Please select **as many as apply***

1. By meeting, interaction or exchange with policymakers
2. By planning or designing research or interventions with policymakers
3. By lobbying government ministers or departments
4. By sharing findings:
5. at conferences or in journals
6. by teaching, training, seminars, webinars
7. by circulating a discussion paper
8. using plain English summaries, or information resources
9. using media and social media platforms
10. Using blogs, e-journals, e-newsletters or other platforms (record the number)
11. Not stated
12. Other (please specify)

Specify

Please continue to question 19

Question 19: With whom were the findings shared?

Please select **as many as apply**

1. With Ministers or ministerial officers
2. With policymakers or program managers
3. with hospital or health service administrators
4. with health practitioners or clinicians
5. with patients and families
6. with consumer organisations
7. with journalists
8. Not stated
9. Other (please specify)

Specify

Please continue to question 20

Question 20: Was additional funding received for this same study?

Please select **one** of the options below.

1. Yes
2. No

If yes, what was the funding source?

If yes, what was the amount? (please specify)

If no, go to question 21

Question 21: Additional funding received for (new) future projects related to this study?

Please select **one** of the options below.

1. Yes
2. No

If yes, name funding source 1

Record the amount of funding from funding source 1

If yes, name funding source 2

Record the amount of funding from funding source 2

If no, go to question 22

PROJECT CONDUCT

Question 22: Were any events or issues reported that were internal to the project, that affected progress?

Please select **one** of the options below.

1. Yes
2. No

If yes, provide details in the word document Table 6: Issues affecting progress

If no, proceed to question 23

Question 23: Were any events or issues reported that were external to the project, that affected progress?

Please select **one** of the options below.

1. Yes
2. No

If yes, provide details in the word document Table 6: Issues affecting progress

If no, proceed to question 24

Question 24: Is there another progress report for this study?

Please select **one** of the options below.

1. Yes
2. No

If yes, please proceed to the next progress report (tab)

If no, please proceed to the question 25.

Question 25: Is there a final report for this study?

Please select **one** of the options below.

1. Yes
2. No

*If yes, please proceed to the worksheet (tab) called **final report**.*

*If no, please proceed to the **next study**.*

FINAL REPORT

Final report number

OUTPUTS FROM THE PROJECT

Question 26: New journal articles published since last report?

Please select **one** of the options below.

1. Yes
2. No
3. No, but a journal article is planned

If published, how many journal articles were published?

If planned, how many journal articles were planned?

If published or planned, list citation(s) in the word document Table 1A : Journal citations published or Table 1B:

Journal citations planned

If no, Proceed to question 27

Question 27: New conference presentations made since last report?

1. Yes
2. No
3. No, but a conference presentation is planned

If presented, how many conference presentations were made?

If planned, how many conference presentations were planned?

If made or planned, list citation(s) in the word document Table 2A : Journal citations published or Table 2B:

Journal citations planned

If no, proceed to question 28

Question 28: New reports, discussion paper, books, book chapters since last report?

Please select **one** of the options below.

1. Yes
2. No
3. No, but a report (or other document) is planned

If published, how many reports, or other documents were published?

If planned how many reports, or other documents were planned

If published or planned, list citation(s) in the word document Table 3A : Journal citations published or Table 3B:

Journal citations planned

If no, proceed to question 29

Question 29: New media or publicity published or events held since last report?

Please select **one** of the options below.

1. Yes
2. No
3. No, but media or publicity is planned

If published or events held, how many media reports or events were published or held?

If planned, how many media reports or events are planned?

If held or planned, list citation(s) in the word document Table 4A : Journal citations published or Table 4B:

Journal citations planned

If held or planned, please continue to question 30

If no, go to question 31

Question 30: What kind of media or publicity was issued or planned?

Please select **as many options as apply**

1. TV interview or mention (record the number)
2. Radio interview or mention (record the number)
3. Newspaper article or mention (record the number)
4. Research organisation website (record the number)
5. Policy or practice organisation website (record the number)
6. Social media announcement or message (record the number)
7. Electronic article or mention [e.g. conversation]
8. NGO website or online platform (record the number) [CC, doctors]
9. Other (please specify)

Specify

Continue to question 31

Question 31: Was a policy or practice impact achieved in this report?

Please select **one** of the options below.

1. Yes
2. No
3. No, but impact is planned

If achieved, write details provided in the word document Table 5: Policy and practice impacts, and use the information to answer question 29.

If planned, write details provided in the word document Table 5: Policy and practice impacts, and use the information to answer question 29.

2Then proceed to question 31

If no, go to question 35

Question 32: If yes, what kind of policy or practice impact was planned or achieved?

Please select **as many options as apply**

1. Change to a policy or program*
2. Change to a clinical practice or process
3. Change to a clinical guideline or manual
4. Change to the delivery of a health service or intervention
5. Change to an organisational system or process
6. Change to a commercial arrangement
7. Change to legislation or regulations
8. Not stated
9. Other (please specify)

Specify

**e.g. change, influence, inform, develop, or evaluate a policy or program*

Please continue to question 33

Question 33: How was this policy or practice impact achieved (or will be achieved)?

Please select **as many options as apply**

1. By meeting, interaction or exchange with policymakers
2. By planning or designing research or interventions with policymakers
3. By lobbying government ministers or departments
- By sharing findings:
 4. at conferences or in journals
 5. by teaching, training, seminars, webinars
 6. in a discussion paper
 7. using plain English summaries, or information resources
 8. using media and social media platforms
 9. Using blogs, e-journals, e-newsletters or other platforms
 10. Not stated
 11. Other (please specify)

Specify

Please continue to question 34

Question 34: With whom were the findings shared?

Please select **as many options as apply**

1. With Ministers or ministerial officers
2. With policymakers or program managers
3. With hospital or health service administrators
4. With health practitioners or clinicians
5. With patients and families
6. With consumer organisations
7. With journalists
8. Not stated
9. Other (please specify)

Specify

Please continue to question 35

Question 35: Was additional funding received for this same study?

Please select **one** of the options below.

1. Yes
2. No

If yes, what was the funding source?

If yes, what was the amount? (please specify)

If no, proceed to question 36

Question 36: Additional funding received for (new) future projects related to this study?

Please select **one** of the options below.

1. Yes
2. No

If yes, name funding source 1

Record the amount of funding from funding source 1

If yes, name funding source 2

Record the amount of funding from funding source 2

If no, proceed to question 37

PROJECT CONDUCT

Question 37: Were any events or issues reported that were internal to the project that affected progress?

Please select **one** of the options below. Place an 'X' in the excel spreadsheet against the option you select.

1. Yes
2. No

If yes, provide details in the word document Table 6: Issues affecting progress

If no, continue to question 38

Question 38: Were any events or issues reported that were external to the project that affected progress?

Please select **one** of the options below.

1. Yes
2. No

If yes, provide details in the word document Table 6: Issues affecting progress

*If no, proceed to the **next study***