# Appendix B4: In-depth interviews

In-depth interviews can be conducted in person, via phone, or virtual platform. While this method is very laborious for the researcher and time-consuming for the participant, the data gathered and the experience itself is highly beneficial. To reduce fatigue, we used both quantitative and qualitative type questions in an interview (avoiding sending out a follow-up survey).

Interview 1 is an example of questions and flow of an in-depth interview that would be conducted at the beginning of the project’s *Community Building Phase*. Interview 2 is an example of questions and flow of an interview conducted at the end of the project during *Output and Interpretation Phase*. Interviews can be conducted during the incubation phase, but consider bandwidth because collaboration tends to be more intense during that time and respondents may be fatigued by additional project-related expectations for interaction. You can reuse questions so that ideas can be compared overtime OR you can use modified questions from surveys to get a deeper understanding of participant experiences and expectations.

**INTERVIEW 1**

Interview goals

* How did participants get incorporated into the project. The role they have (think they have) at this point and expectations. Initial evaluation of trust
* Integrating participant experience and ideas into initial process and planning.

Review IRB protocol with participant

**Warming up to the conversation**

Thinking back to the last workshop, can you describe a moment, conversation, activity that stuck out in your memory?

**Expectations and Roles**

1. Why do you think you were asked to be on a part of [Insert project]. What is your history with the development of this project?
2. Can you tell me the story of why you are involved with [insert project].
	1. What do you contribute to the project? What do you bring to this group? Why are you part of the group?
	2. What do you hope to get out of your participation/accomplish because of your participation in the project?
		* What aspect of the project is most interesting/important to you?
		* What aspect of the project is most interesting/important to your work or community?

**Trust: Confidence in the people, process, and project outcomes/products**

1. People: Trust in Project Coordinators/Scientists/Researchers

	1. On a scale of 1-5 (1 being least confident and 5 having the highest level of trust and confidence), what is your current trust in the Project Coordinators and Scientists/Researchers?
		* Can you discuss the reason for this answer/elaborate on this answer?
	2. On a scale of 1-5; how well do you think the Project Team members/Researchers are integrating (stakeholder) input?
		* Can you discuss the reason for this answer/elaborate on this answer?
2. People: Trust in Community Members/Participants/Resource Managers

	1. On a scale of 1-5, what is your current confidence in the stakeholders?
		* Can you discuss the reason for this answer/elaborate on this answer?
3. Process and Products: Trust in what is being produced and how

	1. Thinking back on [development of a project deliverable]… on a scale of 1-5, how confident are you in…
		* The process that led to the results presented
			1. Can you discuss the reason for this answer/elaborate on this answer?
		* The results (themselves) that were presented
			1. Can you discuss the reason for this answer/elaborate on this answer?

**Participation and Feedback**

1. Were you part of the development of [insert key activity]? Y/N
	1. Could you describe the steps of how/when you participated (in webinars, other meetings etc.)?
	2. In your view, was it a valuable investment of time? Why? What were the key outcomes?
	3. Was there anything that you wanted included? Did you raise issues that you wanted to see incorporated.
	4. How satisfied are you with the current products?
	5. Were all the right people engaged in these discussions?

**Community: Communication, Relationship building, and Networking**

1. Are there specific people (or types of people) within the group that you go to for clarity or deeper information?
	1. Has this changed since we began the project?
2. Are there specific people (or types of people) within the group that you would like to connect with (maybe for clarity or deeper information), but don’t feel comfortable reaching out to?
	1. Has this changed since we began the project?
	2. How can we better facilitate communication (answers to questions, information, etc.) for you?
	3. What would work well for you? (considering time management)

***These questions are for Project Coordinators and Scientists/Researchers***

1. Consider a situation when you needed information or input from a stakeholder, what was your preference for how that connection should be made or initiated?
2. Consider a situation when you received input, what part of the input was valuable, what was missing?
3. How has this input related to your goals in the project?

**Closing questions**

1. Can you describe something that was surprising- what did you next expect to see at this point in the project?
2. Where do you see gaps in either the process or results thus far? What is missing?
3. Anything else we should know or consider moving forward?

**INTERVIEW 2**

Interview goals

* What was the experience of being a part of the project? How do current outputs and products align with participant expectations? Final evaluation of trust
* What are the desired next steps for this project?

Review IRB protocol with participant

**Warming up:**

Can you describe a favorite memory or event associated with this project?

**Outputs and Personal Expectations**

1. What do you think we achieved in this project?
2. How are these outcomes of value to your work?
3. Will this project live on in your work or in your institution? Yes/No
	1. How so? (Is there utility to the outcomes / methods or network beyond project closure?)
4. Overall, would you say that your expectations were met in [insert the name of your project here]? Y/N/Unsure
	1. How so?
5. Were you disappointed in any way?

**Expectations Compared**

*You gathered a list of expectations during the first interview and potentially during Surveys. Compile a list of those expectations and ask which of these were met, which were not, and if they are still important to this participant.*

1. When we look back at the project proposal and early input on expectations, we had several goals in mind. We’d like to assess whether you think we achieved them.

**[Goal or Stated Expectation]**

* 1. Did we achieve this goal/expectation? Y/N/unsure
		+ - If yes: How so? Can you tell me more about that or offer an example?
			- If no: Was that an important goal? How did not achieving this goal impact the project?

*Repeat with other goals*

**Trust: Confidence in the people, process, and outcomes/products**

1. People: Trust in Project Coordinators/Scientists/Researchers
	1. On a scale of 1-5 (1 being least confident and 5 having the highest level of trust and confidence), what is your current trust in the Project Coordinators and Scientists/Researchers?
		1. Can you discuss the reason for this answer/elaborate on this answer?
		2. Has your level of trust changed since the beginning of the project? And in what ways?
	2. On a scale of 1-5; how well do you think the Project Team members /Researchers are integrating (stakeholder) input?
		1. Can you discuss the reason for this answer/elaborate on this answer?
		2. Has your level of trust changed since the beginning of the project? And in what ways?
2. People: Trust in Community Members/Stakeholders
	1. On a scale of 1-5, what is your current confidence in the stakeholders?
		1. Can you discuss the reason for this answer/elaborate on this answer?
		2. Has your level of trust changed since the beginning of the project? And in what ways?
3. Process and Products: Trust in what is being produced and how
	1. Thinking back on [development of a project deliverables]… on a scale of 1-5, how confident are you in…
		1. The process that led to the results

Can you discuss the reason for this answer/elaborate on this answer?

Has your level of trust changed since the beginning of the project? And in what ways?

* + 1. The results (themselves) that were presented

Can you discuss the reason for this answer/elaborate on this answer?

Has your level of trust changed since the beginning of the project? And in what ways?

1. Did you notice / experience any erosion in trust over time?
	1. Y/N/unsure
	2. Can you elaborate?
2. Do you think that the trust established within the project will translate beyond that small circle moving forward?
	1. Y/N/unsure
	2. Are there examples of how you are extending the trust built in this project to other aspects of your work? (Do you see evidence of “transmission” / “transferal” beyond this project?)

**Influence**

*Create a timeline of the project showing the important steps and milestones. Explain to the participant that* “the timeline represents how this project unfolded over time. During the focus groups we asked respondents to identify the moments in which they had the most influence on the collaborative process. [Insert #] broad roles/ types of influence emerged from our analysis. Participants assumed several roles during this project. We want to check back in with you on this issue of influence”.

1. Please identify the ways you were able to contribute and have influence
2. Identify moments when you had the most influence
3. Identify moments when you did not have influence
4. Did some groups or individuals influence the project more than others? Was this positive influence or did their influence disrupt the process and outcomes?

**Reflection and Closing**

1. What do you wish would have been done differently in this project?
2. Considering the costs and the benefits, would you say co-production done in this way is/was worth it?
	1. Y/N/Unsure.
	2. Would you do it again? Y/N/Unsure.
	3. What piece of advice would you offer a team embarking on a co-production project like this?
3. Is there anything we have not asked you that we should have? Any final thoughts you’d like to share with us?

**Interview questions for participants who never or rarely participated**

1. We have your name on the participant list, but we recognize that you only attended one meeting or were unable to come at all. / How would you characterize your relationship with [insert project]?
2. What is your understanding of the goals of the project?
3. What were some of the reasons why you were unable to join (or continue with) the project? Did you experience barriers to participating? (institutional, personal perspective)
4. Do you participate in other research projects? What motivates you to participate?
5. How could the [Insert project] have engaged you better?