

Step	Action Items	No. of minutes CRAG	No. of minutes PRAG
	Allow for 240 mins of CRAG meetings and 200 mins outside-meeting review/work	440	
	Allow for 250 mins of PRAG meetings + 170 mins outside-meeting review/work		420
Pre-launch pre-meeting tasks	Pre-meeting: Email link to Pre-trial Survey to participants	5	5
	Pre-meeting: Email 'additional info' to participants	5	5
1st CRAG/PRAG combined meeting: Pre-launch Step	Introduction to what The Kid's Trial is and what randomised trials are** and discussion of Pre-Trial Survey	10	
	Goals for CRAG/PRAG	3	
	Expectations and guidelines**	2	
	Role discussion: CRAG secretary, CRAG chair, PRAG liaison, PRAG chair, PRAG secretary	5	
	Compensation plan discussion	5	
	Logo, colour scheme, and videos introduction and discussion.	10	
	Video review: What is TKT? What are RCTs?	10	
	Final questions/ thoughts	5	
Pre-launch post-meeting tasks	Post-meeting: Colour scheme poll to be completed by next meeting	5	5
	Post-meeting: Logo design ideas to be emailed to SL by next meeting	25	5
	Post-meeting: Videos to be emailed to participants, poll for videos to be completed by next meeting	5	5
Total time:	45 mins in meeting + 45 mins CRAG outside-meeting work +25 mins PRAG outside-meeting work	90	70
Meeting #2 Pre-Meeting tasks	Pre-meeting: Send out PILs for r/v	10	10
	Pre-meeting: Send out Step 1a, 1b, 1c videos	15	
2nd CRAG/PRAG combined meeting: Pre-launch/Step 1	Colour scheme, video polls R/V	5	
	Review submitted logo options and decide how we will come to a consensus, ie. Voting anonymously, mixing logos	15	
	Final Pre-Trial Survey agreed	5	
	R/V Step 1a, Step 1b, Step 1c Videos	10	
	Discuss voice overs for videos	5	
	Discuss PIL and the language in them	5	
	Final questions/thoughts/role change?	5	
Meeting #2 Post-meeting tasks	Post-meeting PIL poll	5	10
	Post-meeting Step 1a, 1b, 1c videos poll	10	10
Total time:	50 minutes in meeting + 40 mins CRAG outside-meeting work + 45 mins PRAG outside-meeting work	90	95
Meeting #3 (CRAG only) Pre-meeting	Pre-meeting: Send out final logo poll	10	
	Pre-meeting: Send out Step 2 video for R/V	10	
3rd CRAG meeting (Stand-alone): Pre-launch/Step 1	PIL, Step 1a, 1b, 1c videos poll R/V	10	
	Discuss logo decision	10	

	View website together for initial impressions and thoughts	10
	R/V Step 2 video	5
	Final questions/thoughts/role reassignment	5
Meeting #3 Post-meeting tasks	Post-meeting: send Step 2 video & poll	10
Total time:	40 mins + 30 mins outside-meeting work	70
3 rd PRAG meeting (stand-alone) Pre-meeting tasks	Pre-meeting: Send out Step 2 survey for R/V	5
	Pre-meeting: Send out Step 2 video for R/V	5
3rd PRAG meeting (Stand-alone): Pre-launch/Step 1	R/V PIL, Steps 1a, 1b, 1c videos feedback	15
	Discuss social media recruitment routes	10
	R/V step 2 video	5
	R/V step 2 survey	5
	Update on CRAG logo decision	5
	Final questions/thoughts/role reassignment	5
3 rd PRAG meeting (Stand-alone) post-meeting tasks	Post-meeting social media ad feedback poll	5
	Post-meeting: Step 2 video poll	5
Total time	45 mins +20 mins outside-meeting work	65
4 th CRAG meeting (stand-alone) pre-meeting tasks	Pre-meeting: Send out Steps 3, 4 videos for R/V	10
	Pre-meeting: Send out Surveys 4b, 4c for R/V	10
4th CRAG meeting (stand-alone): Step 2	R/V Step 2 video poll	5
	R/V Steps 3, 4 videos	10
	R/V Surveys 4b, 4c	15
	Final questions/thoughts/role reassignment	5
	Post-meeting: Survey 4b, 4c polls	10
	Post-meeting: Steps 3, 4 video polls	10
Total time:	35 mins + 40 mins outside-meeting work	75
4 th PRAG meeting (stand-alone) pre-meeting tasks	Pre-meeting: Send out Steps 3, 4 videos for R/V	10
	Pre-meeting: Send out Surveys 4b, 4c for R/V	10
4th PRAG meeting (stand-alone): Step 2	R/V social media ad, Step 2 video polls	10
	Discuss social media changes if necessary/ r/v soc med polls	10
	R/V Steps 3, 4 videos	10
	R/V Surveys 4b, 4c	10
	Final questions/thoughts/role reassignment	5
4 th PRAG meeting (stand-alone) post-meeting tasks	Post-meeting: Survey 4b, 4c polls	10
	Post-meeting: Steps 3, 4 video polls	10
Total time:	45 mins + 40 mins outside-meeting work	85
5 th CRAG meeting (stand-alone) pre-meeting tasks	Pre-meeting: Send Step 5 video for R/V	5
	Pre-meeting: Send Step 5 Survey for R/V	5
5th CRAG meeting (stand-alone): Step 3/ Step 4	R/V Steps 3, 4 Videos & Surveys 4b, 4c polls feedback	15
	R/V Step 5 video	5
	R/V Step 5 survey and discuss options of sharing results	15
	Final questions/thoughts/role reassignment	5

5 th CRAG meeting (stand-alone) post-meeting tasks	Post-meeting: step 5 video poll	5	
	Post-meeting: Step 5 survey poll	10	
Total time:	40 mins + 25 mins outside-meeting feedback	65	
5 th PRAG meeting (stand-alone) pre-meeting tasks	Pre-meeting: Send out Step 5 video for R/V	5	
	Pre-meeting: Send out Step 5 Survey for R/V	5	
5th PRAG meeting (stand-alone): Step 3/ Step 4	R/V Steps 3, 4 Videos & Surveys 4b, 4c polls feedback	15	
	R/V step 5 video	5	
	R/V Step 5 survey	10	
	Final questions/thoughts/role assignment	5	
5 th PRAG meeting (stand-alone) post-meeting tasks	Post-meeting: Step 5 video poll	5	
	Post-meeting: Survey 5 poll	5	
Total time:	35 mins + 20 mins outside-meeting feedback	55	
6 th CRAG/PRAG meeting (combined) pre-meeting tasks	Pre-meeting: Send out interview expression of interest forms	10	
	Pre-meeting: Send out post-CRAG/PRAG Experience Survey	10	
6th CRAG/PRAG meeting (combined)	R/V Step 5 video & survey poll results	10	
	R/V Interview expression of interest forms	5	
	R/V CRAG/PRAG experience Survey	10	
	Discuss whether another meeting is desired	5	
Total time:	30 mins + 20 mins outside-meeting feedback	50	
	Total	440 mins = 7.33 hrs	420 mins = 7 hrs
	Number of days at 7.5h per day	0.98	0.93
	At €170 per DAY (quoted from NIHR all day cost of PPI contribution of £170/day/person) = 193.10 euro	€189.30	€179.58
	Payments to children may need to be made through the caretaker/parent. At 8 children and 8 adults: (8 x 189.30 = 1,514.40) + (8 x 179.58 = 1,436.66) = €2,951.06 total		
Should budget for additional 1-2 hours per person in case of needed amendments			