Stages of a trial or rigorous study [7]

**Planning**
- Membership of:
  - Trial Development Group
- Consultation and collaboration with service user groups

**Development**
- Membership of:
  - Trial Development / Management Group
  - Trial Steering Committee
  - Trial Research Team
- Consultation with service user groups

**Feasibility and piloting**
- Membership of:
  - Trial Management Group
  - Trial Steering Committee
  - Trial Research Team
- Consultation with service user groups

**Preparation**
- Membership of:
  - Trial Management Group
  - Trial Steering Committee
  - Data Monitoring and Ethics Committee
  - Trial Research Team
- Consultation with service user groups

**Evaluation**
- Membership of:
  - Trial Management Group
  - Trial Steering Committee
  - Data Monitoring and Ethics Committee
  - Trial Research Team
- Consultation with service user groups

**Forums for involving service users**
- Consider reasons and processes for involving service users
- Draft Terms of Reference
- Provide training to researchers and service users
- Identify and prioritise research ideas
- Develop protocol and research bid as co-applicants where appropriate
- Consider recruitment of hard to reach service users
- Agree Terms of Reference
- Contribute to development of primary and secondary outcomes and all materials for trial participants

**Tasks to involve service users**
- Understand context for interventions
- Develop design, conduct, analysis and reporting of trial
- Consider ethics, consent, recruitment and retention and intervention – delivery, acceptability and compliance
- Develop the trial management plan including: marketing, systems and procedures for recruitment, retention, data collection and analysis
- Oversee and undertake data collection, analysis, reporting and dissemination