

Agreement on project scope & generic protocol

- The client defines the information that it is seeking from the project
- The client provides approximate timelines and budget estimates
- GroundWork develops a protocol that is scientifically rigorous but does not yet contain operational details (data collection teams, laboratory analysis)
- The client provides feedback and amendments are made

Operational protocol & ethics

- GroundWork conducts an assessment of in-country institutional capacities
- Based on the assessment and further discussions, GroundWork proposes an operationalized protocol, containing collaborating partners, detailed budgets, and survey instruments
- Finalization of review process and submission to ethics committee in-country

Project preparation & implementation

- Preparatory steps are undertaken: logistics plan, finalization of survey instruments, field manual, data entry and management
- Supplies and field logistics are set up; recruitment of field teams
- Training of teams, pre-testing of survey instruments
- Implementation of field work

Data analysis & reporting

- Laboratory analyses are organized and conducted
- Data entry and cleaning
- Statistical analysis
- Reporting of the findings, including client's feedback
- If applicable, preparation of manuscripts for publication