**Getting to know your project:**

1. Why do you want to add cost analyses to your projects?
   1. Feedback to implementation partners
   2. Information and cost estimates for potential new adopting sites
   3. Cost of implementation
   4. Costs incurred by practices/settings, different types of staff/customers or patients, etc.
   5. Decision-making about continuation or funding
   6. Research publication
   7. Budget decisions
2. What is your delivery setting?
   1. Healthcare🡪
      1. Primary care
      2. Inpatient care
      3. Outpatient care
      4. Sub-specialty care
      5. Virtual care
   2. Community or Non-healthcare 🡪
      1. Public Health
      2. School/Education
      3. Workplace
      4. Community organization
      5. Virtual Program
      6. Therapeutic ???
3. Do you have staffing to help collect cost information? How many of each of the following roles?
   1. Research Assistants
   2. Administrative Staff
   3. Economists
   4. Project Manager
4. If considering using observation to collect your cost-data, do you have a travel budget?
   1. Yes
   2. No
5. How many research sites are included in your study?
   1. 0-3
   2. 4-7
   3. 8+
6. Are each of your research sites more-or-less the same (e.g., primary care practices) or do they vary significantly (e.g., in-person care vs. virtual service)?
   1. More-or-less the same
   2. The sites are either one type of setting or the other
   3. There are three or more different types of settings
7. If considering using observation to collect your cost-data, roughly how close are your research sites to each other and your place of work?
   1. 30 minutes or less
   2. 31-60 minutes
   3. 61-120 minutes
   4. > 120 minutes
8. At what stage in the project are you currently in?
   1. Planning
   2. Implementation
   3. Sustainment
9. Keeping in mind the time-burden you would be placing on your research staff, how frequently would your staff be able to collect cost information (either over interview, email, surveys, observations, etc.)?
   1. Daily
      1. All day
      2. 30 minutes or less
   2. Once a week (30 minutes or less)
   3. Once a month (30 minutes or less)
   4. At key moments (e.g., startup, implementation, end-of-project) (30 minutes or less)
   5. Only once at the beginning and end of project (30 minutes or less)
   6. Only at the end of the project (30 minutes or less)
10. Keeping in mind the time-burden you would be placing on your implementing staff, how frequently would you be able to collect cost information from your implementation sites (e.g., clinical staff at a practice; educators at a community health center)? Please consider the burden that your project is placing on this population in your answer.
    1. Daily
       1. All day
       2. 30 minutes or less
    2. Once a week (30 minutes or less)
    3. Once a month (30 minutes or less)
    4. At key moments (e.g., startup, implementation, end-of-project) (30 minutes or less)
    5. Only once at the beginning and end of project (30 minutes or less)
    6. Only at the end of the project (30 minutes or less)