Themed synthesis proposed workflow

Stage	Activity	Timeline
Stage one: Discovery and scoping	**Evidence gathering** Suppliers will be provided will a list of all historical research and associated outputs mapped to each of the three strategic priorities. These have been collated through responses from a survey of all historical award and contract holders to ascertain outputs from funded research.	
	Undertake additional evidence search Where no response or output data is provided by award or contract holders, the supplier will undertake a manual search of outputs to complete the evidence base	**May 2023**
	Inception meeting The supplier and Health Foundation project team will meet to establish an agreed approach and explore/agree requirements in greater detail	**May 2023**
	Strategic priority discovery workshops The supplier will facilitate three workshops, one with each strategic priority in order to draw out key lines of enquiry and better define the focus of the themed synthesis.	**June 2023**
	Synthesis outline The supplier will develop an outline for this work and submit to the Health Foundation project team for agreement before work commences.	**July 2023**
Stage two: Delivery	**Exploring the evidence base** The supplier will undertake an evidence search to identify relevant research and evaluate findings against each strategic priority.	
	Oversight meeting The supplier and Health Foundation project team will meet to review the breadth of evidence identified by strategic priority and any other themes identified that may have a strong evidence base. The Health Foundation project team will provide feedback as part of refining the focus of the synthesis based on the evidence presented.	
	Conduct and deliver synthesis The supplier will conduct the synthesis and deliver the following core outputs (see ITT for further detail): 1) Themed synthesis report 2) XLS file of outputs from additional evidence search 3) Presentation of findings and insights to internal groups Other outputs may be identified through discover workshops or oversight meetings and will be agree with the supplier as required.	**December 2023** **January 2024**
	Publications The supplier will produce three external publications, one for each strategic priority, of peer-reviewed journal standard that draws out the learning gained through the synthesis.	**Early 2024**
	Secondary publications The supplier and HF project team will discuss additional areas of interest/ themes that may have been surfaced through the synthesis that may warrant a separate publication.	