**Supplemental Material 1**

**Researcher instructions and preparation for the PCAB review session.**

*Dear Dr. X,*

*Thank you for submitting a COVID-19 Research Patient and Community Advisory Board (PCAB) consultation request for your study, XXX. I would be happy to arrange a free 1-hour review session for your study and other aspects you might like to think through with the help of a diverse group of patient and community research advisors.*

*To help you prepare for the session, I am requesting a few items to help inform our COVID PCAB members and prepare them to engage with you during your session:*

* ***1 to 2 pages of a plain language summary of your study*** *(including the background and any aims or objectives). The summary should also briefly address key study methods where applicable such as – study recruitment and incentive, key study procedures including what and how data will be collected, and how the study findings could contribute to improvements in health (the “so what” question)*
* ***2 to 3 focused consultation questions for the PCAB’s specific input***
* ***Please include one or two sentences regarding******the stage of your study*** *(i.e., ideation, protocol development, grant proposal, funded have not started, funded, and have started, etc.)*
* ***What (if any) community engagement have you already included in your research study?***

**Supplemental Material 2: PCAB Review Sessions Facilitator Guide**

**UCSF COVID Research Patient and Community Advisory Board**

***Core Team Roles for Review Sessions***

**Preparation**

**PCAB Faculty Roles/Responsibilities**

1. Help researchers prepare plain-language summary, questions, and other materials. This might take several rounds of email.
2. Help researchers understand how to maximize their time with the PCAB
3. Communicate availability to chair or facilitate (lead or backup) review sessions

**PCAB Staff Roles/Responsibilities**

1. Track consultation requests
2. Respond to requests with protocol and respond to follow up questions
3. Help researchers prepare plain-language summary, questions, and other materials. This might take several rounds of email.
4. Help researchers understand how to maximize their time with the PCAB
5. Coordinate core team (faculty and staff) roles for sessions
6. Determine PCAB member availability
7. Manage PCAB panel recruitment and scheduling
8. Distribute study materials to PCAB members
9. Prepare researchers for review sessions, explain PCAB purpose, composition, processes, session flow as needed, ask for presentation slides (3-5 mins for start of review session)
10. Remind research team re: presentation slides (or prepare slides and confirm with research team)
	1. Background
	2. Questions
	3. Time per question during the session
11. Request feedback from PCAB members who were not selected for the review panel
12. Abby will assign Erica or Paula as Zoom co-host

**Plain Language Summary Request**

1. Background
	1. Recruitment plan details/populations
	2. Compensation
	3. Phase of study
	4. Prior community stakeholders/organizations
	5. Dissemination plans
	6. Policy implications
2. Consultation Questions
3. Other Community Engagement Activities
4. Timeline/Upcoming Deadlines

**Meetings**

**PCAB Meeting Chair**

1. Welcome everyone
2. Facilitate introductions
3. Explain the flow of the meeting (summary presentation and questions, PCAB advice, synopsis)
4. Explain roles (chair, facilitator, backup facilitator, note takers)
5. Explain that the research team should hold off on responding to the advisors until the end of the session, when they will have a chance to recap and reflect on PCAB input
6. Please feel free to rephrase: Please be aware that some of the issues you are bringing up today may be stressful or evoke triggers associated with cultural, racial, and/or historical trauma for PCAB members
7. Ask PCAB members to wait until after the summary and questions are complete **before commenting in the chat**
8. Ask permission to record the session (Abby will hit record)
9. Remind researchers that we will be taking notes and we will provide a chat transcript
10. Turn it over to the facilitator
11. About 5 minutes before the end of the meeting, summarize PCAB discussion takeaways
12. After the meeting, stay on Zoom for a few minutes for a debrief

**PCAB Meeting Lead Facilitator**

1. Request project summary and consultation questions (The researcher/requester will present a brief power point presentation to frame the session with the overview of the study and consultation questions)
2. Facilitate PCAB input/feedback
3. With help of co-facilitator, track chat comments and feedback queue
4. With Chair, summarize PCAB recommendations / themes at the end of discussion
5. Facilitate researcher response
6. Remind PCAB members to email comments, ideas, suggestions to Abby and Paula
7. Remind everyone that we’re evaluating the PCAB, and they’ll receive evaluation surveys (PCAB if you haven’t already)
8. Close meeting
9. After the meeting, stay on Zoom for a few minutes for a debrief

**PCAB Meeting Backup Facilitator / Host**

1. Add affiliations to participant names in Zoom
2. Monitor chat and alert facilitator to unattended comments, questions, requests to speak
3. Recommend probes or questions to facilitator
4. Communicate with PCAB about meeting flow or content when necessary
5. After the meeting, stay on Zoom for a few minutes for a debrief

**PCAB Meeting Notetaker (Abby w/Erica backup)**

1. Create a record of attendance and discussion
2. Copy/paste chat thread
3. Email link to notes and chat thread to Paula
4. After the meeting, stay on Zoom for a few minutes for a debrief

**PCAB Meeting Chat Monitor (Erica w/Backup Facilitator)**

1. Follow chat thread and communicate PCAB member requests and needs to facilitator
2. Copy/paste chat (backup) for notes
3. After the meeting, stay on Zoom for a few minutes for a debrief

**Follow-Up**

1. Lead facilitator proofreads/edits and emails notes, chat thread and follow-up comments from PCAB members to research team
2. Paula and Abby manage any follow-up meetings if necessary to address PCAB recommendations
3. Evaluation (TBD)

**Supplemental Material 3: PCAB member experience and satisfaction survey**

COVID Patient and Community Advisory Board: Evaluation Questions

The purpose of this survey is to assess your experience being part of the COVID PCAB. The findings will lead to improvements in how we set up and prepare patients and community members to serve as consultants to researchers, and ways to improve this process.  Please try to answer all the questions as best you can, whether you are a patient, advocate, or community partner.

Did you feel you were a contributing partner during the most recent PCAB consultation?

* No (1)
* Yes (2)

How much did you feel shared-learning (between you and the researchers) while working on the PCAB consultation?

* 1- Not at all (1)
* 2- A little bit (2)
* 3- Somewhat (3)
* 4- A great deal (4)
* Don't know or Not applicable (5)

How prepared did you feel to contribute to this PCAB consultation?

* 1- Not at all (1)
* 2- A little bit (2)
* 3- Somewhat (3)
* 4- A great deal (4)
* Don't know or Not applicable (5)

What, if any, additional information would you have liked before participating in the most recent PCAB consultation?

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|  |  | On a scale of 1 (strongly disagree) to 5 (strongly agree), please rate the following statements:  |  |
|  | Strongly Disagree | Disagree  | Neutral  | Agree  | Strongly Agree  | Not Applicable  |
| So far, I am satisfied in my role as a COVID PCAB member. (1)  |  |  |  |  |  |  |
| COVID PCAB meetings are productive and a valuable use of my time. (2)  |  |  |  |  |  |  |
| The meeting times are convenient. (3)  |  |  |  |  |  |  |
| My opinions are listened to and valued. (4)  |  |  |  |  |  |  |
| The COVID PCAB staff are available to me. (5)  |  |  |  |  |  |  |
| I am involved with the work of the COVID PCAB to the degree that I would like. (6)  |  |  |  |  |  |  |
| My expectations on the PCAB is what I expected. |  |  |  |  |  |  |
| Researchers who present to the PCAB actively listen to my experiences and suggestions. (8)  |  |  |  |  |  |  |
| The most recent PCAB consultation I participated in had diverse representation among the PCAB members. (9)  |  |  |  |  |  |  |

Would you please indicate your race/ ethnicity (select all that apply):

* Hispanic or Latino (1)
* African American of Black (2)
* American Indian or Alaskan Native (3)
* Asian or Asian American (4)
* Native Hawaiian or Other Pacific Islander (5)
* White (6)
* Other (7)
* Decline to answer (8)

What is your sex or current gender? (select all that apply)

* Male (1)
* Female (2)
* TransMale/ Transman (3)
* TransFemale/ Transwoman (4)
* Genderqueer (5)
* Additional category (please specify) (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Decline to state (7)

What sex were you assigned at birth?

* Male (1)
* Female (2)
* Decline to state (4)

As a PCAB member, what affiliations are you representing? (Check all that apply)

* Non- profit community- based organization (1)
* Faith-based organization (2)
* Educational organization (3)
* Community clinic (10)
* Health care system (7)
* Patient perspective (8)
* Community perspective (9)
* Other (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the highest level of education you completed?

* Less than high school (1)
* High school graduate or GED (2)
* Post high school training other than college (vocational or training) (3)
* Some college (4)
* College graduate (5)
* Post graduate (6)
* Decline to answer (7)

Years of experience on patient/ community advisory boards?

* none (7)
* <1 year (1)
* 1-2 years (2)
* 2-3 years (3)
* 3-4 years (4)
* 4-5 years (5)
* >5 years (6)

What is your age?

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Do you have a disability of impairment, as defined by the Americans with Disabilities Act (e.g., a person with a physical or mental impairment that substantially limits major life activity)?

* yes (1)
* no (2)
* decline to state (3)

Your views are very valuable to us. We welcome any additional thoughts, information, or stories about your experience with this project.

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**Supplemental Material 4: Evaluation Survey for UCSF Researchers accessing PCAB**

Evaluation Questions for UCSF funded COVID Researchers (following consultation--23 questions total)

The purpose of this survey is to assess your experience of receiving a consultation from the COVID PCAB. The findings will lead to improvements in how we set up and prepare researchers to participate in a consultation and receive feedback from patients and community members who serve on the PCAB, in addition to ways to improve this process overall.  Please try to answer all the questions as best you can.

How and when did you learn about the COVID PCAB?

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At what phase of your study did you come to the PCAB?

* Proposal development (1)
* Project set-up (post-funding/ pre-data collection) (2)
* Data collection (3)
* Data analysis (4)
* Other-- please specify: (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why did you present your research to the COVID PCAB?

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How will you incorporate the feedback you received?

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How do you feel about working with a PCAB or stakeholders in the future?

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How satisfied were you with the turnaround time to complete the work in preparation for the consultation? (e.g., lay summary)?

* 1- Very dissatisfied (too slow) (1)
* 2- Dissatisfied (2)
* 3- Neutral (5)
* 4- Satisfied (3)
* 5- Very satisfied (quick) (4)

How well did our services meet your needs?

* 1- Not at all (1)
* 2- Slightly (2)
* 3- Moderately (3)
* 4- Very (4)
* 5- Extremely (5)

How satisfied were you with the time taken to schedule your consultation?

* 1- Very dissatisfied (too slow) (1)
* 2- Dissatisfied (2)
* 3- Neither/ neutral (3)
* 4- Satisfied (4)
* 5- Very satisfied (5)

My expectations for feedback from the PCAB were met?

* 1- Strongly disagree (1)
* 2- Disagree (2)
* 3- Neutral/ undecided (3)
* 4- Agree (4)
* 5- Strongly agree (5)

To what extent did you obtain the information you needed from this consultation?

* 1- Not at all (1)
* 2- A little (2)
* 3- Somewhat (3)
* 4- Quite a bit (4)
* 5- To a great extent (5)

How valuable was the COVID PCAB in providing useful suggestions that helped advance your project?

* 1- Not at all valuable (1)
* 2- Slightly valuable (2)
* 3- Moderately valuable (3)
* 4- Very valuable (4)
* 5- Extremely valuable (5)
* Not Applicable (6)

How satisfied were you with your experience with the PCAB consultation?

* 1- Very dissatisfied (1)
* 2- Dissatisfied (2)
* 3- Neither satisfied nor dissatisfied/ neutral (3)
* 4- Satisfied (4)
* 5- Very satisfied (5)

I learned principles from this consultation that I can apply to other research.

* 1- Strongly disagree (1)
* 2- Disagree (2)
* 3- Neutral/ undecided (3)
* 4- Agree (4)
* 5- Strongly agree (5)

Q15 What additional information do you wish you had known about the COVID PCAB prior to presenting?

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What would have improved the consultation you received from the PCAB?

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What did you like about the consultation you received?

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Would you please indicate your race/ ethnicity (select all that apply):

* Hispanic or Latino (1)
* African American or Black (2)
* American Indian or Alaskan Native (3)
* Asian or Asian American (4)
* Native Hawaiian or Other Pacific Islander (5)
* White (6)
* Other (7)
* Decline to answer (8)

What is your sex or current gender? (select all that apply)

* Male (1)
* Female (2)
* TransMale/ Transman (3)
* TransFemale/ Transwoman (4)
* Genderqueer (5)
* Additional category (Please specify): (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Decline to state (7)

What sex were you assigned at birth?

* Male (1)
* Female (2)
* Decline to state (3)

Years of experience working with patient/ community advisory boards or community engaged research?

* None (1)
* <1year (2)
* 1-2 years (3)
* 2-3 years (4)
* 3-4 years (5)
* 4-5 years (6)
* >5 years (7)

What is your age?

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Do you have a disability of impairment, as defined by the Americans with Disabilities Act (e.g., a person with a physical or mental impairment that substantially limits major life activity>

* Yes (1)
* No (2)
* Decline to state (3)

Your views are very valuable to us. We welcome any additional thoughts, information, or stories about your experience with the PCAB.

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**Supplemental Material 5: List of research and policies reviewed by PCAB**

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| **Project** |
| 1. California Pandemic Consortium - The Track COVID General Population Public Health Surveillance Study
 |
| 1. Natural History of SARS-CoV-2 Infection Among Exposed Individuals of Understudied, Special Populations in San Francisco
 |
| 1. Colchicine Coronavirus SARS-CoV2 Trial
 |
| 1. Socioeconomic and geographic disparities in COVID-19 infections in San Francisco
 |
| 1. Pregnancy CoRonavIrus Outcomes RegIsTrY
 |
| 1. UCSF Clinical Research Policy
 |
| 1. COVID-19 Multi-phenotyping for Effective Therapies Study
 |
| 1. CO-ACIT: COVID-19 Associated Coagulopathy, Inflammation and Thrombosis
 |
| 1. Impact of Air Pollution on COVID-19 Case and Death Risk in California
 |
| 1. UCSF Clinical Operations (IRB scope)
 |
| 1. A Phase III Randomized, Double-blind, Placebo-controlled Multicenter Study in Adults to Determine the Safety, Efficacy, and Immunogenicity of AZD1222, a Non-replicating ChAdOx1 Vector Vaccine, for the Prevention of COVID-19
 |
| 1. Adaptive Platform Treatment Trial for Outpatients with COVID-19
 |
| 1. University of California Deliberative Democracy Initiative to Inform COVID-19 Policy Development (UNITE)
 |
| 1. The SELECT Study: Safe, Equitable, Learning Environments for Children during The COVID-19 Pandemic
 |
| 1. Acceptability of COVID-19 immunization through the Emergency Department - Targeting vulnerable populations whose only care occurs in the ED
 |
| 1. COVID-19 and fatty liver disease: Assessment of risk and liver disease severity and the impact of telehealth healthcare delivery on disease management among the underserved population
 |
| 1. University of California (system wide) and UCSF involvement in the “National COVID Cohort Collaborative (N3C)"
 |
| 1. CenteringPregnancy Oral Health Promotion (CPOP) Clinical Trial
 |
| 1. COVID-19 telemedicine evaluation in the public health network
 |
| 1. Long term health effects of COVID-19 on Asian Americans
 |
| 1. PROmotion of COVid-19 VA(X)ccination in the Emergency Department - PROCOVAXED(follow-up consultation) consulted with the same PCAB members from Oct 2020 session
 |
| 1. Presentation/engagement: American Thoracic Society on the importance of the patient/community voice in clinical research
 |
| 1. Building Capacity for Patient Centered Research Related to COVID-19
 |