

Rapid Group Analysis Process (Rap-GAP): Instructions & templates

This document provides instructions, templates, and tips for leading a Rap-GAP. It includes step-by-step instructions for technical tasks as well as example emails, agendas, and instructions for Rap-GAP participants. We encourage users to adapt these instructions and processes as needed. See “Rapid Group Analysis Process (Rap-GAP): a Novel Approach to Expedite Qualitative Health Research” for more information about this method.

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To easily add notes/themes identified by participants to Miro, select, right click, and copy the cells in Excel and paste them (using Ctrl + V) onto the appropriate frame. If prompted by Miro, select “Paste as sticky notes” to add the notes/themes as individual sticky notes. You may choose to color-code the sticky notes to indicate different team members or differences in data sources (e.g., characteristic of interviewees).

Figure 3. Example of copying the notes/themes from Excel.

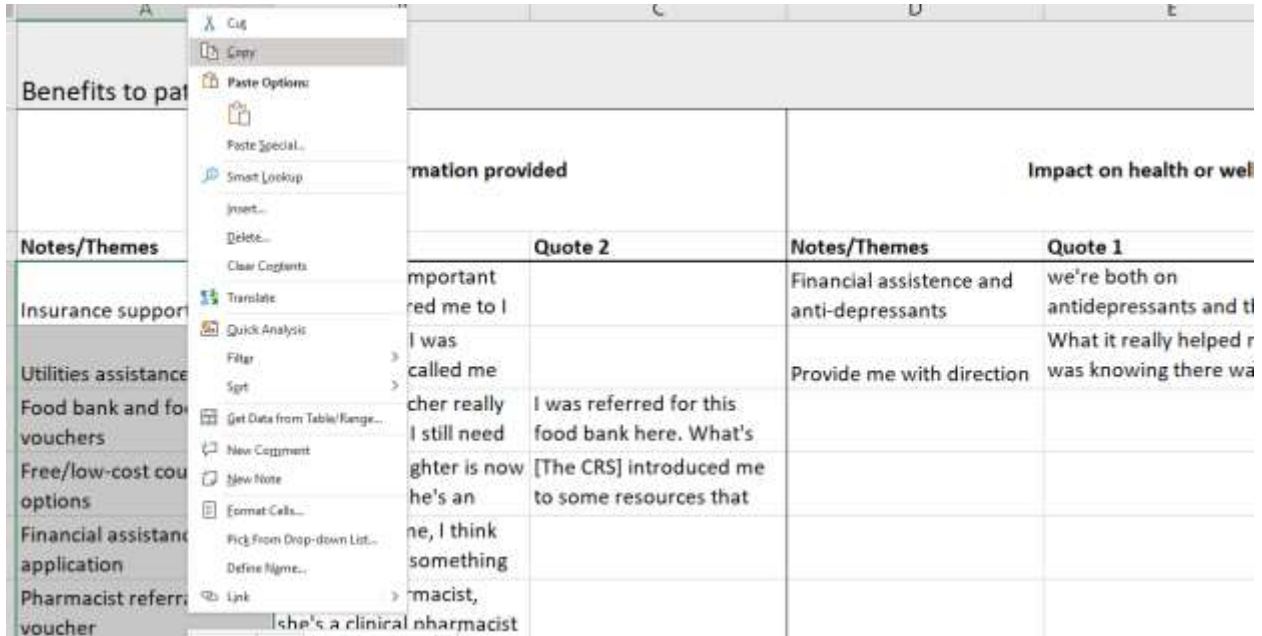
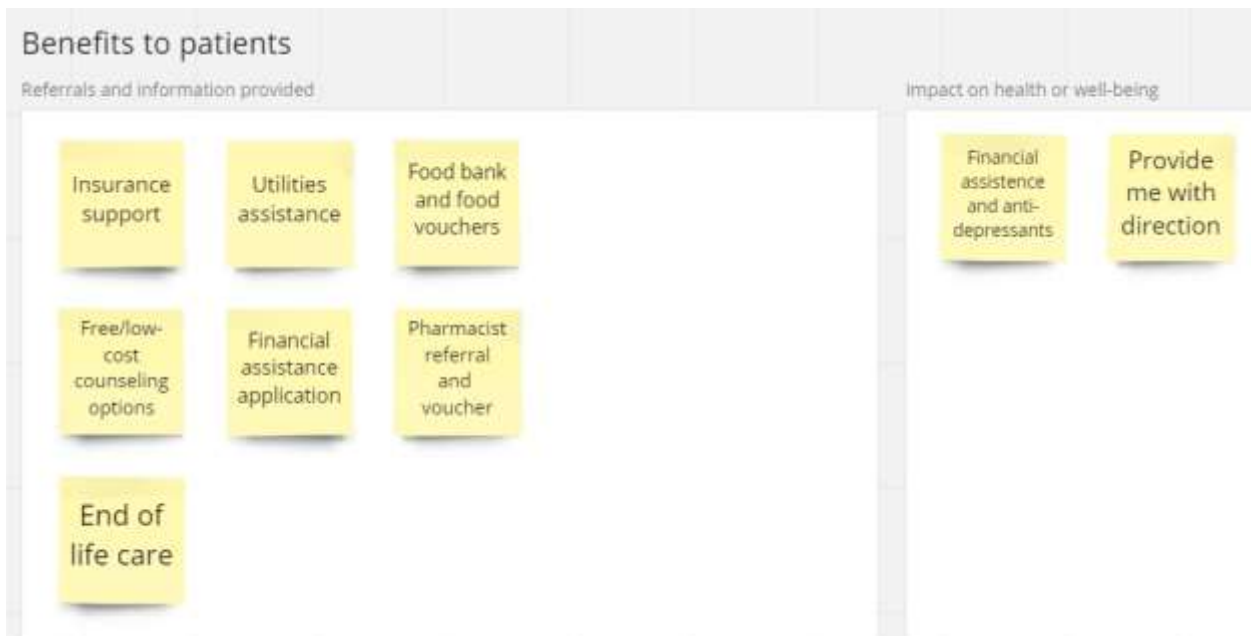
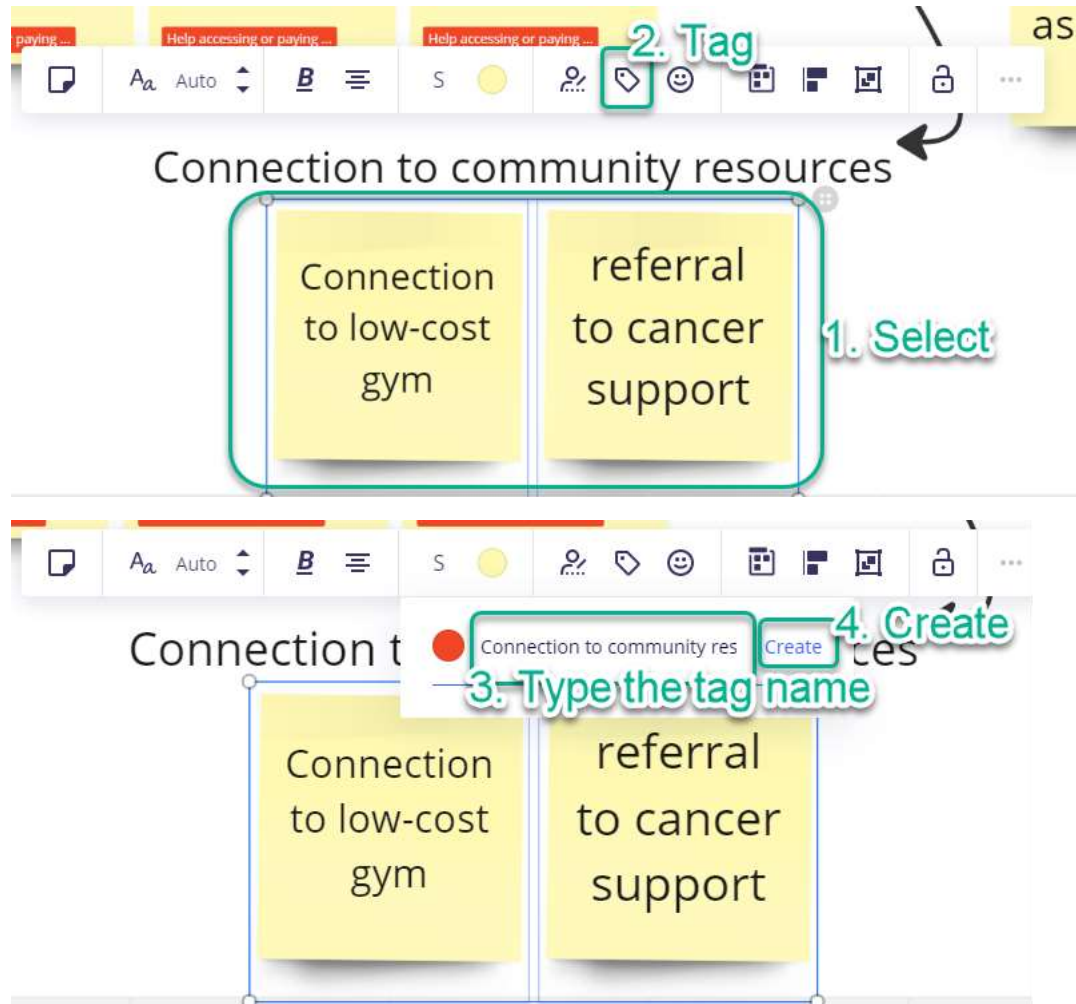


Figure 4. Example of themes/notes added within frames on the Miro board.



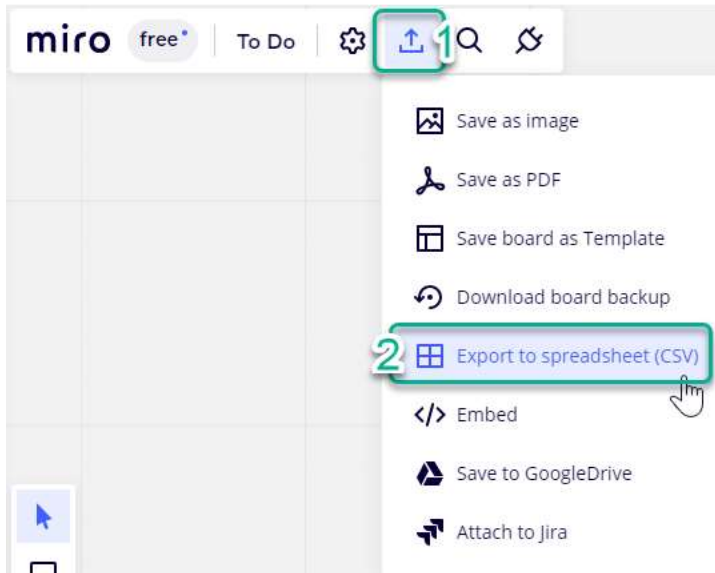
After Rap-GAP Step 3, label themes grouped during the analysis process with “tags” in Miro.

Figure 5. Steps for labelling sticky notes with tags in Miro.



After all sticky notes are labelled with tags, export the board as a spreadsheet.

Figure 6. Steps for exporting the board as a spreadsheet.



When a board is downloaded as a spreadsheet, Miro automatically creates columns for frames (i.e., domains), sticky notes (i.e., notes/themes), and tags (i.e., themes groups). The Rap-GAP lead(s) will need to manually create separate tabs for domains as needed, add columns for quotes which are associated with notes/themes, and add the quotes to the final summary document. We recommend using Excel’s filter/sort feature to organize themes into theme groups.

Figure 7. Example of final collated data set after analysis, download from Miro, and manual organization with quotes and filters added.

Referrals and information provided			
Theme Group	Notes/Themes	Quote 1	Quote 2
Connection to community resources	Connection to low-cost gym	a gym membership, but the CRS found something I	
Connection to community resources	referral to cancer support	support group just for thyroid cancer	
Help accessing and paying for medical care	Insurance support	But the most important thing she refered me to I	
Help accessing and paying for medical care	Free/low-cost counseling options	My oldest daughter is now 18, so legally she's an	[The CRS] introduced me to some resources that
Help accessing and paying for medical care	Financial assistance application	She will help me, I think she asked me something	
Help accessing and paying for medical care	Pharmacist referral and voucher	I had this pharmacist, she's a clinical pharmacist	

Example emails and agendas

These example emails and agendas should be used as reference or as templates. They will need to be adapted to include details for your specific project.

Email to participants with data assignments and instructions (Step 2)

Dear [name]

We're looking forward to your participation in the Rapid Group Analysis (Rap-GAP) meeting on **[date]**. Below are links to the data you have been assigned.

YOUR DATA ASSIGNMENTS

You've been assigned the following:

1[x]

2[y]

YOUR TASKS

For each transcript, read (and/or listen) for insights related to our domains of interest.

1. *Key insights the data provides around domains of interest*

- Domain 1
- Domain 2
- Domain 3
- Domain 4

2. *Other insights or passages that are surprising or important*

Step 1: Either on printed paper or in Word, read the interview transcript slowly. As you go, use your pen or the comments function to identify sections of text that fit into the domains of interest above and label that text with a more specific theme or summary of what the passage is about (ideally these themes/summaries should only 1-4 words). Some text might fit into multiple categories and other text might not fit into any. You do not have to label everything in the transcript. You can also take notes on questions or comments about the themes you identify or the overarching topics to aid you in the group discussion. You won't be required to turn these notes in, but please have them on hand in the meeting to refer to.

Step 2: Transfer your themes and related text to the Excel spreadsheet provided for you. This spreadsheet will be turned into the study team.

We estimate that you'll need about 1 hour per interview. Please complete your analysis before the meeting on **[date]**. If you have any questions or have difficulty with files, please **contact [name]** for assistance. Looking forward to a lively and interactive meeting!

Many thanks,
[Name]

Email invitation and agenda for a tech support meeting (optional, Step 2)

Text to include in meeting invitation

Hello all,

This meeting is to go over the logistics of the 2-hour analysis session scheduled on **[date]**.

In this session we will answer questions about the Rap-GAP process and make sure everyone has what they need to do to complete the pre-work for the session. We will demonstrate how to fill out the Excel templates and use Miro to access our shared boards.

If you cannot attend this meeting, or have issues signing up for Miro, we can schedule a 15- minute one-one session to get you set up.

Thank you!

Tech support meeting agenda

Agenda

- Rap-GAP material distribution:
 - Make sure everyone has received an email with their assignments and links to documents are working
 - Review any questions on transcript files, process, or how to use Excel doc
- Access Miro board
 - **[This link]** will take you to the project's Miro board. You will need to sign up with your email address for access
 - Confirm everyone can access board
 - Quick Miro demo

Agenda for the Rap-GAP session (Step 3)

Agenda

Time (duration)	Topic	Materials/Process/Tools
8:00 (5 min)	Welcome/introduction/review of agenda	
8:05 (15 min)	Virtual Sticky Note Review: <ul style="list-style-type: none"> • Make sure everyone has added their sticky notes • Address any technical issues 	Miro link to Board: [link] (stay on Teams for audio but be in Miro for visual work)
8:20 (50 min)	Break Out Rooms-Synthesis Activity: Group and summarize your groups assigned boards Team 1: [assigned domains] Team 2: [assigned domains] Team 3: [assigned domains]	Team 1: [names] Team 2: [names] Team 3: [names] <ul style="list-style-type: none"> • Pre-select a facilitator or at least make sure someone with experience is in each group. • Select someone to report out during large group discussion
9:10 (40 min)	Report out from small groups and large group discussion	Join main meeting again for full group report out and discussion
9:50 (10 min)	Wrap up and next steps	

Email asking participants to add quotes to the combined results Excel sheet (Step 4)

Subject: Action Requested- Please add quotes to Rap-GAP Excel

Hello everyone,

Thank you for joining the Rap-GAP data activity on [date]. We now have a Consolidated Excel file (link below) with all the themes/tags from our group discussion. The next step in the process is to fill in the Consolidated Excel file with quotes from the interviews.

Please open the Consolidated Excel file and then open your individual Excel (where you saved your quotes). Starting with the first sheet, go through and copy/paste your quotes into the cell next to your themes/notes.

A few notes...

- 1) To make it easier to find your note/sticky note you can use the search function.
- 2) Please add the interviewee initials at the end of each quote so we can tell which participant it came from.
- 3) It is OK to make some small edits to the quotes to make it easier to read, for example, removing timestamps, “um” or other small changes that do not impact the meaning of the quote. *(You do not have to but you are welcome to.)*
- 4) You don’t have to copy/paste every quote in your Excel sheet. If there are already several (more than ~4) quotes in the consolidated Excel file and you don’t think the one in your document adds anything new you do not have to add it. When in doubt go ahead and copy/paste it but we wanted to give participants freedom.

Please complete this process by [date].

If you do not have time to complete this process, please let the study team know so we can complete the copy/paste from your Excel file. Please make sure the study team has a copy of your completed Excel file.

Here Miro board link, just as an FYI. You don’t need to do anything else in Miro.

Thank you again! We are looking forward to connecting again soon.

Instructions for Rapid Group Analysis Process (Rap-GAP) Participants

This document provides instructions for participants of the Rapid Group Analysis Process. It includes detailed instructions on participant responsibilities for Rap-GAP Steps 1-4, including step by step instructions for completing technical tasks in Miro. These instructions should be edited to fit your specific project and processes.

IMPORTANT: This document does not include everything participants needs to know to successfully engage in Rap-GAP, but rather provides instructions for technical tasks and processes. Overarching instructions for Rap-GAP and how it will be used to meet the goals of the project need to be provided by the Rap-GAP lead(s) in meetings and emails.

Instructions for Rapid Group Analysis Process (Rap-GAP) Participants

Thanks so much for participating in Rap-GAP! **This document explains how to:**

1. Carefully read through interview transcripts and make notes about themes you see in the transcripts
2. Enter notes/themes and quotes into the Excel template
3. Move notes from the Excel template to Miro using the bulk sticky note function
4. Participate in the Rap-GAP session
5. Use tags in Miro to group sticky notes by theme
6. Add quotes to the combined results spreadsheet after the Rap-GAP meeting

1) Carefully read through interview transcripts and make notes about themes you see in the transcripts

First, open the Word document with your assigned transcript(s). Next, open the Excel file and look closely at the domains of interest listed (the sheet names correspond to the domains). Think about these domains/topics carefully. Now it's time to start "coding" the transcript.

Start at the beginning and slowly read, thinking about the domains as you go. When you read a quotation that relates to one of the domains, highlight those sentences and use the comments function to "tag" that quotation. You can tag it with the domain name, your own mnemonic device like a number to help you remember, or you can write your own "themes" and notes. When you are deciding on the "themes" you want to include in step 2, you can use a combination of your own brief, descriptive phrases and the participants' own words.

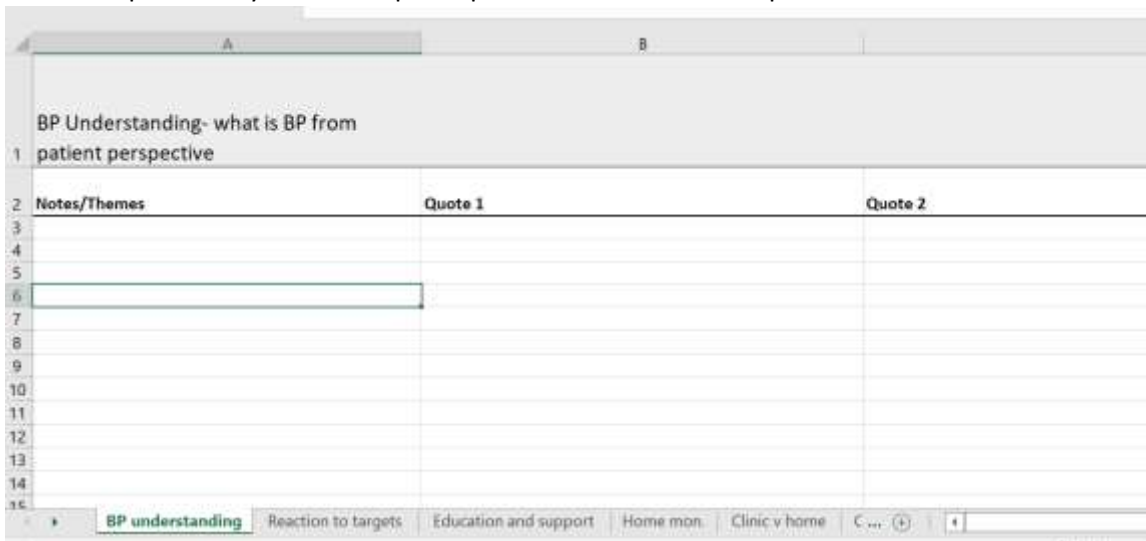
Note: Please listen to the audio recording while you do this process. The transcripts were auto-generated and may have errors.

2) Enter notes/themes and quotes into the Excel template

Prior to the Rap-GAP meeting, use the Excel template to organize your notes for Rap-GAP analysis. The template has two components:

1. Domains for analysis- each domain has its own sheet or tab in the Excel file.
2. Space to record your notes/themes and space for quotes.

- a. Each new note/theme should be in its own cell.
- b. Note: Quotes will (unfortunately) need to be added by hand after the Miro Rap-GAP meeting. Organizing quotes into the Excel template will help you with that later step. Each note/theme should have a supporting quote from the data. You can copy/paste quotes from the Word document transcripts into the corresponding Excel cell.
- c. You might have lots of quotations in one domain and fewer in another and that is to be expected. Try to use the participant’s words as much as possible.

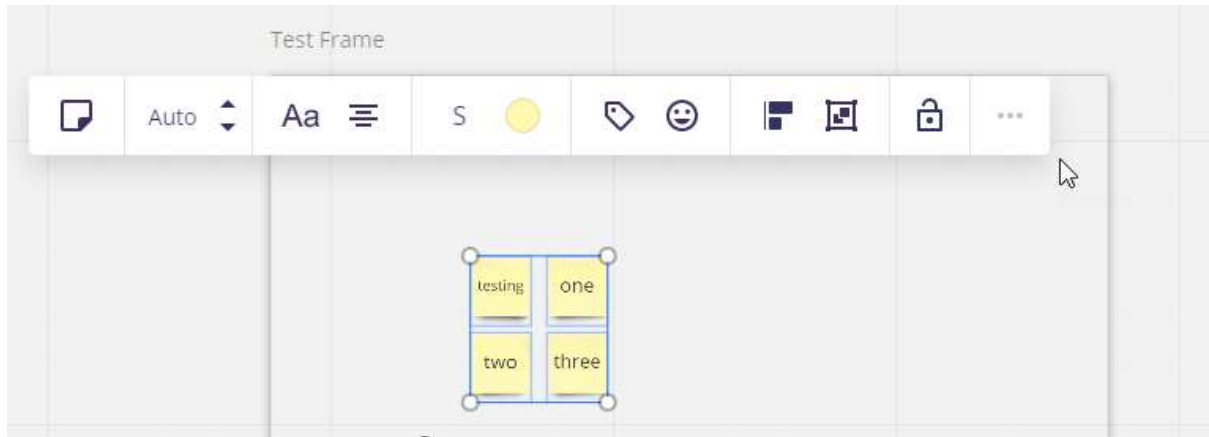


3) Move notes from the Excel template to Miro using the bulk sticky note function

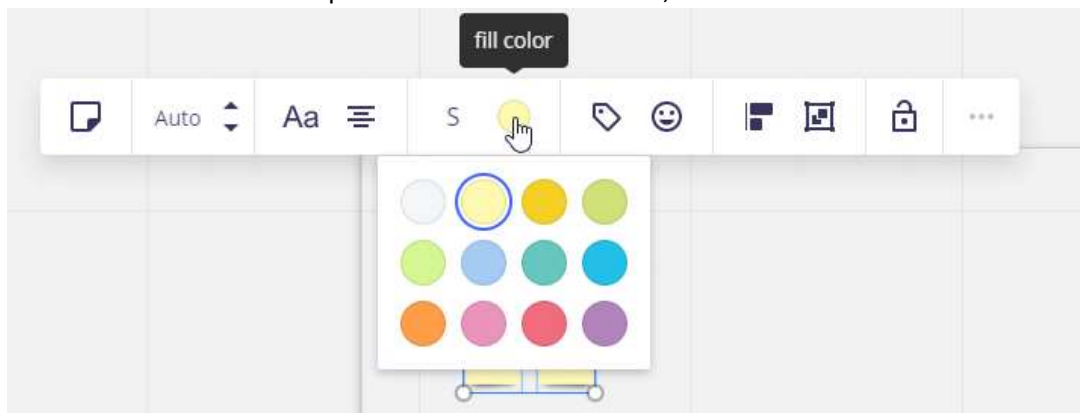
1. Prior to or at the start of the Rap-GAP meeting, select your notes from one domain in the template and copy them. (This is usually column B starting at cell B3.)

	Topic	Referrals and information provided	
		Notes/Themes	Quotes
1			
2			
3		testing	blahblahblah
4		one	notesnotesnotes
5		two	see FED interview
6		three	
7			
8			
9			

2. In Miro, click in the Frame for the domain your notes are for (these will be labeled but you might need to zoom in or out to get Miro to the scale where you can see the Frames properly). Use Ctrl + V to paste your notes onto the frame. Miro will automatically create sticky notes from each of the cells you copied.



3. If you'd like, click the pale-yellow circle in the settings bar to change the color of all the sticky notes you just created.
 - a. It could be nice if each person used their own color, but this is NOT critical.



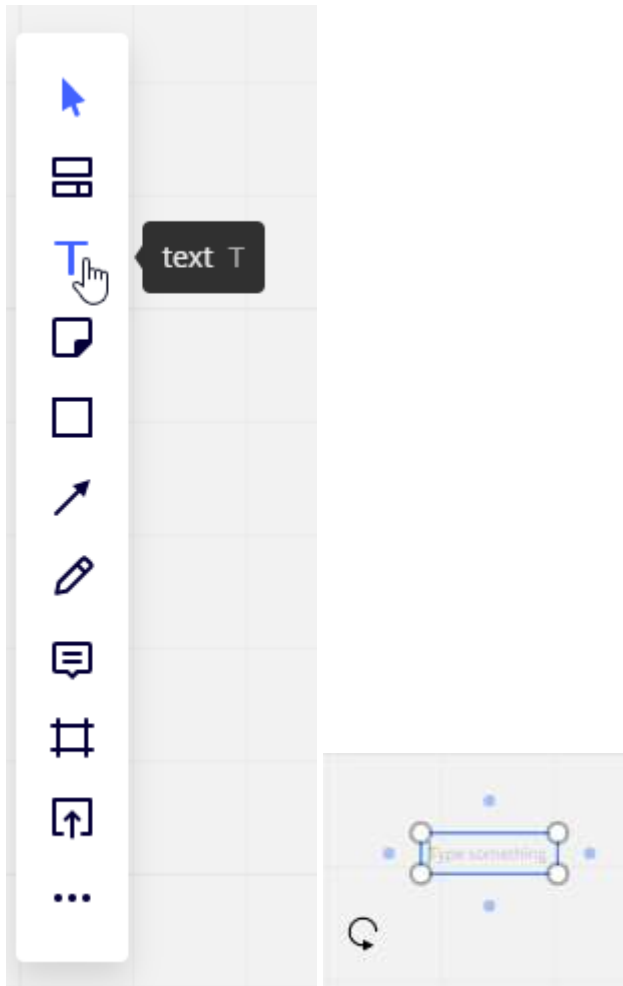
4) Participate in the Rap-GAP session

The group discussion during the Rap-GAP session is the most important step in the Rap-GAP process. During this session, participants should contribute to the analysis process and provide clarifying or nuanced context from the data they reviewed. Together, participants will sort the sticky notes on the Miro board into theme groups.

5) Use tags in Miro to group sticky notes by theme

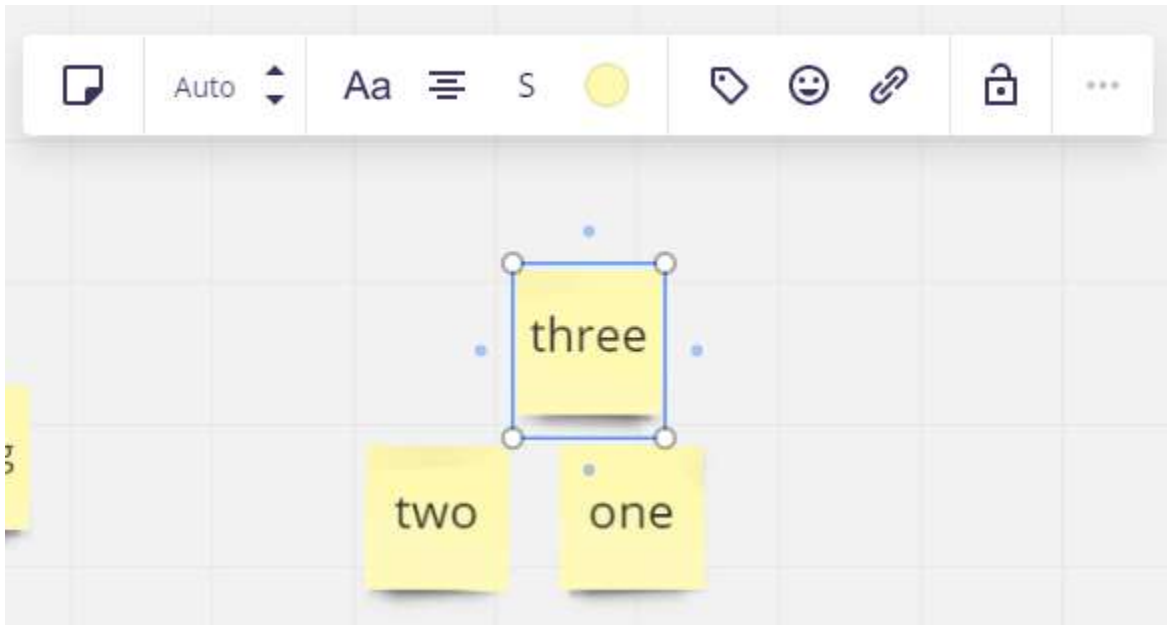
At the end of the Rap-GAP theme grouping process, please use the “tag” function to label theme groups. This step greatly facilitates the next steps of sorting the data when we download it from Miro into Excel. This will also make adding quotes to our analysis spreadsheet after the Rap-GAP meeting much easier.

1. During the Rap-GAP meeting, group sticky notes by theme however you'd like, although we would prefer labels are not made from sticky notes. Try using the text function instead.

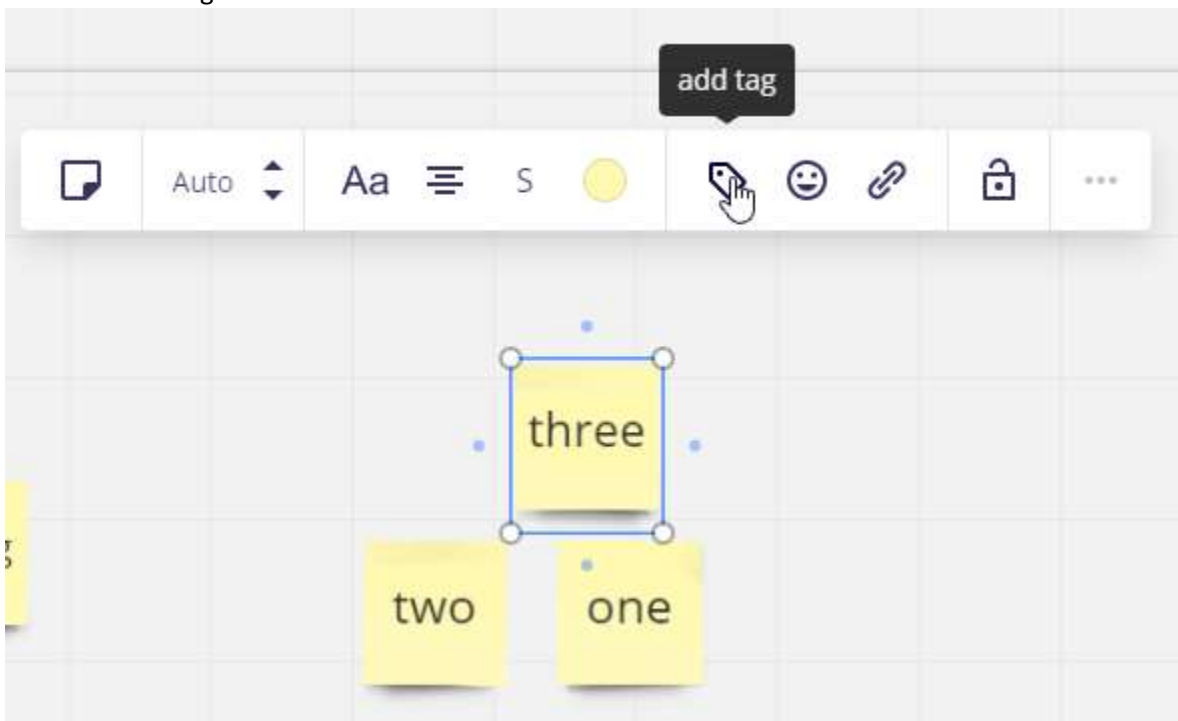


2. Once you have grouped sticky notes (or as you go along) tag each sticky note in the group.
Select one or more sticky notes to pull up the menu.
 - a. Pro-tip: If you are having trouble selecting sticky notes, click the select icon on the left-hand bar.

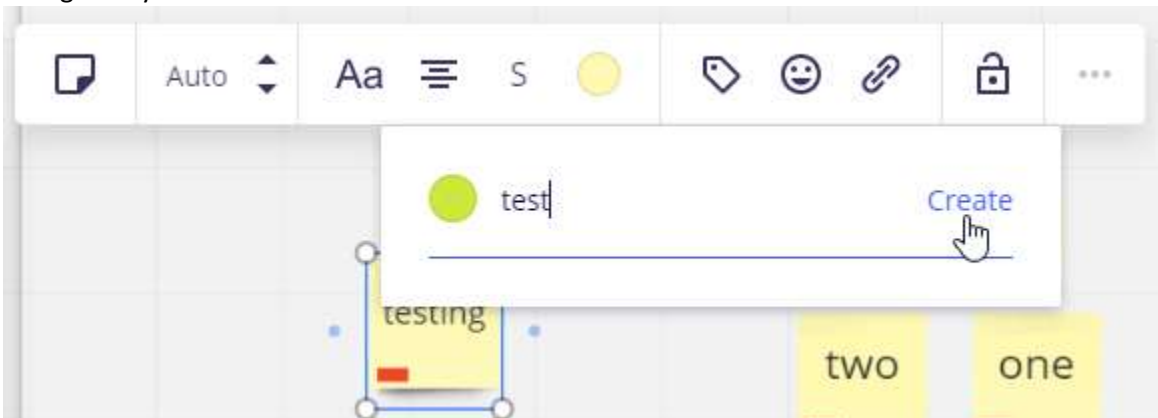




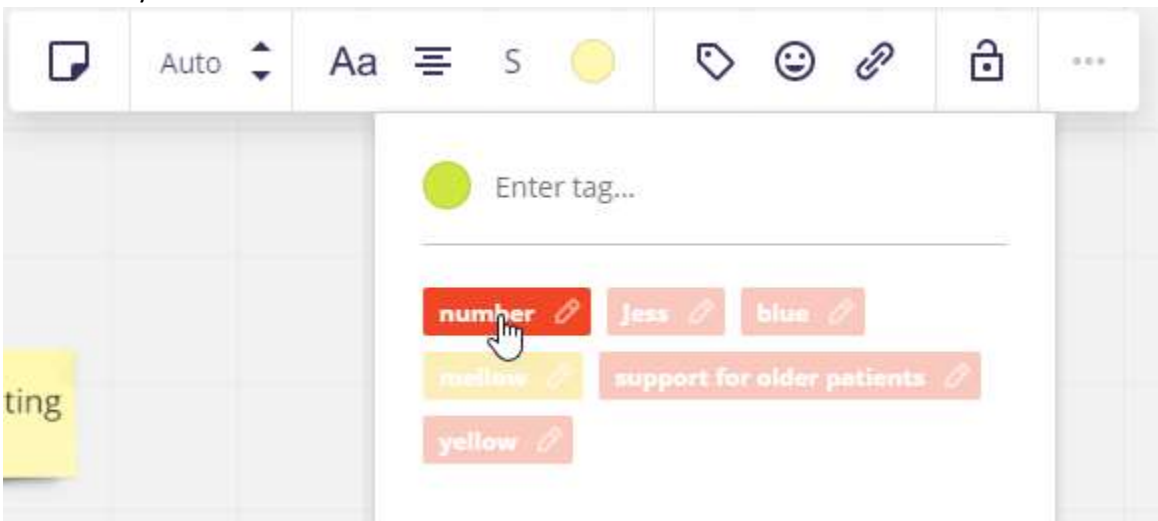
3. Click the "add tag" icon



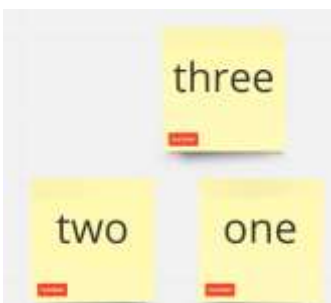
4. Enter a new tag name (this should be the name of the group you created, whatever that may be) by typing the name and clicking “create.” Don’t worry about the color of the tag, but you can change it if you want to.



5. After you create the tag, you can select it from the list of existing tags.
 - a. Note: selected or “active” tags will appear in bright color and other existing tags will be muted. One sticky note can have multiple tags, but for our purposes it is best if each only has one.



6. Tags will appear at the bottom of the sticky note (with very small text).



6) Add quotes to the combined results spreadsheet after the Rap-GAP meeting

After the Rap-GAP meeting is complete, we will have an Excel spreadsheet with the sticky note content sorted by tags. At this point, we will ask you to go back into the consolidated spreadsheet and add quotes from your individual Excel template. You can easily “search” for your themes in the corresponding column and paste the quotes in the space provided. This consolidated Excel document now contains easily sortable themes and corresponding quotes. Consider “member checking” or other stakeholder engagement activities as you explore your data.

7) Use Excel spreadsheet to write up a coding memo or summary of your data analysis

The Excel spreadsheet can either be used as a final product (with minor clean up), in place of a coding memo, or as the coded data for a coding memo. This decision depends on the purpose of your Rap-GAP, the complexity of your data and findings, the detail of your final reporting and the rigor required. If you are interested in producing a detailed report or paper the step of creating a coding memo is recommended.