**Table 1.** System Requirements

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| **System Requirement** | **Description** |
| Flexibility and customization | Ongoing community intervention efforts with evolving methods and partnerships |
| Free and opensource supported | Community supported program with limited budget; workforce supplemented by students and volunteers |
| Interoperable with other technology solutions | Existing technology and data collection infrastructure |
| Web-based with easy user access through multiple technology platforms | User base consists of stakeholders and project leadership with limited time and attention |
| Scalable to future optimized processes | Expand to future project goals, funding and support |

**Table 2.** Recommended Roles and Responsibilities for BUF RD Model Implementation

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| --- | --- | --- |
| **Project Domain** | **Role Level** | **Responsibilities** |
| Data and Evaluation | Leader or Manager | * Develop and maintain evaluation mission and vision * Maintain regular communication with other domain leaders * Hold regular evaluation-focused meetings with project team to review results and make informed team decisions regarding analysis scope and goals * Oversee the allocation of domain resources including personnel and technology * Supervise and oversee scope of work for domain * Communicate data sharing and access barriers to Advisory Board as needed * Develop, manage, and communicate timeline for domain work and deliverables * Support and maintain data sharing agreements and institutional review board applications * Recruit and train team members as needed |
| Team Members | * Design, build, and support the REDCap Cloud database * Train Community Site users of REDCap Cloud * Develop and maintain data collection protocol * Establish and maintain regular data quality and completion reporting with Community Site Manager * Design and maintain the analytic plan in response to project team decisions * Design, build, and maintain the RStudio RShiny Dashboard scripts in response to feedback and project team decisions * Present RShiny Dashboard at project meetings |
| Community Site | Leader or Manager | * Develop and maintain overall project mission and vision * Participate in regular evaluation-focused meetings with project team, provide feedback and decision support * Supervise team members in response to data quality and completion reporting |
| Team Members | * Participate in REDCap Cloud trainings and refreshers * Collect data using REDCap Cloud database * Adhere to data collection protocol and timeline |
| Community Partner | Leader or Manager | * Participate in regular evaluation-focused meetings with project team, provide feedback and decision support |
| Advisory Board | Executive Leaders | * Participate in regular Advisory Board meetings to review preliminary results, discuss barriers and solutions, and give guidance and decision support |