

Supplementary Table 2 – Practical Recommendations for each step of the Question Formulation Process

Step No.	Step of the Question Formulation Process	Practical Recommendations
Step 1:	Generate an initial list of questions	Include qualitative dimensions when generating initial questions, especially around feasibility and acceptability.
Step 2:	Draft key questions using a relevant question structure	Use a formulation that acknowledges Context e.g. PICOC, SPICE or PERSPECTiF. Consider potential value of a logic model.
Step 3:	List relevant perspectives	Involve stakeholders in identifying relevant concerns and perspectives
Step 4:	Review and revise	Consider the value and feasibility of answering specific key questions, alongside effectiveness concerns.
Step 5:	Prioritize the key questions	Use a formal prioritisation method to acknowledge multiple perspectives
Step 6:	Order the perspectives according to their criticality to the implementation chain	Use logic models to conceptualise the implementation chain
Step 7:	Finalize key questions and important and critical perspectives	Document all decisions along the question formulation process for transparency and openness.