

# Community-Based Participatory Research Skill-Building Institute for Partnership Teams

August 5-8, 2005  
Leavenworth, WA

*Application Deadline: May 2, 2005*

**INTRODUCTION:** The Community-Institutional Partnerships for Prevention Research Group<sup>1</sup> is pleased to announce a skill-building institute for community-based participatory research (CBPR) partnership teams. CBPR is a “collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community, has the aim of combining knowledge with action and achieving social change to improve health outcomes and eliminate health disparities.”<sup>2</sup> In recent years, national organizations, funding agencies and researchers have called for a renewed focus on an approach to health research that recognizes the importance of social, political and economic systems to health behaviors and outcomes. This renewed focus is due to many converging factors, including our increased understanding of the complex issues that affect health, the importance of both qualitative and quantitative research methods, and the need to translate the findings of basic, intervention, and applied research into changes in practice and policy. As a result, participatory models of research, in which communities are actively engaged in the research process through partnerships with academic institutions, have become central to the national research agenda as articulated by the Institute of Medicine, the Centers for the Disease Control and Prevention (CDC), and others. This institute focuses on the knowledge and skills needed to develop, implement, evaluate and sustain effective CBPR partnerships.

This document contains a brief description of the institute and application instructions. Additional information about the project, as well as background information about community-based participatory research in the health professions, is available on the project website at

<http://depts.washington.edu/ccph/researchprojects.html#ExaminingCommunityPartnerships> and the CCPH website at <http://depts.washington.edu/ccph/commbas.html>.

**DATES AND LOCATION:** The institute will be held August 5-8, 2005 at the Sleeping Lady Mountain Retreat Center in Leavenworth, Washington, about a three hour drive from the Seattle-Tacoma International Airport. Nestled in the Eastern foothills of Washington's Cascade Mountains, Sleeping Lady blends the beauty of nature, music and the arts to create a unique conference experience that is an ideal environment for reflective learning. Sleeping Lady offers healthful and sumptuous dining, comfortable guest rooms, and light-filled meeting rooms. For more information, please visit their website at [www.sleepinglady.com](http://www.sleepinglady.com).

**INSTITUTE DESCRIPTION:** The Community-Institutional Partnerships for Prevention Research Group has identified characteristics of CBPR partnerships, factors that facilitate and impede success, and strategies for building the capacity of communities, public health agencies and academic institutions to engage in CBPR. The Group has translated this work into a training curriculum comprised of short presentations, case studies and interactive exercises designed to trigger discussion and equip participants with strategies and tools for building and sustaining CBPR partnerships. This interactive skill-building institute, based on the training curriculum, will guide participants in initiating, developing and sustaining CBPR partnerships and provide an opportunity to pilot and evaluate the training curriculum.

The institute will explore issues relevant to CBPR partnerships such as:

- What is CBPR and why should we do it?-- CBPR definition and principles, rationale, ethical issues, and “when is CBPR not for you?”
- Developing a CBPR partnership: Getting started-- identifying and selecting partners, determining levels of affiliation and participation, process for getting to know partners and establishing trust, addressing expectations/responsibilities/accountability/partnership roles, establishing operating norms and infrastructure

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<sup>1</sup> The Community-Institutional Partnerships for Prevention Research Group is comprised of Community-Campus Partnerships for Health, Prevention Research Centers (PRC), Urban Research Centers, Kellogg Community Health Scholars Program, American Public Health Association Caucus on Community-Based Public Health, CDC PRC National Community Committee, and Wellesley Central Health Corporation. The Group's work is funded by the CDC's Prevention Research Center Program Office, through a cooperative agreement between the Association of Schools of Public Health and the CDC.

<sup>2</sup> Definition from W.K. Kellogg Foundation Community Health Scholars Program

- Getting the work done-- establishing processes for decision-making and resources allocation, addressing concerns about expectations and accountability which may change throughout the partnership lifecycle, identifying funding sources and collaborative proposal writing, addressing ownership issues and dissemination, translating research into policy
- How to sustain a CBPR partnership-- using partnership evaluation for management and planning, strategies for conflict resolution, appreciation and celebration, capacity building among institutional and community partners, and sustaining long-term funding for the partnership and sustaining and institutionalizing programs, interventions and activities

The institute will combine experiential and didactic approaches to teaching and learning. Central to the institute design is a mentoring model in which participants will work in small groups and as partnership teams with mentors to further shape their own action plans for partnership development and sustainability. All participants will spend opening and closing sessions together, as well as all meals. The remainder of the institute will feature a mix of large and small group sessions focusing on issues of CBPR partnerships applicable to a range of experience levels and situations. Experienced mentors will assist all participants to increase their understanding of CBPR, plan for partnership sustainability, and develop authentic community-campus partnerships.

**INSTITUTE PARTICIPANTS:** To facilitate meaningful learning, the institute is limited to 25 participants. Participants will participate as teams consisting of two team members- one community partner and one institutional partner.<sup>3</sup> Teams selected to participate will be both committed to the goals of the institute and representative of the diversity of disciplines and institutions/organizations involved in community-institutional partnerships for prevention research. We expect the institute to draw partnership teams from a wide variety of settings and disciplines. It is our goal to select a diverse group of partnerships (representing research centers/smaller partnerships not based in centers, urban/rural, a variety of health issues, new/experienced) that will be able to interact and serve as resources to each other, as well as allow us to critically evaluate how the curriculum can be useful to a full range of partnerships. Partnerships from the United States and Canada are eligible to apply.

**INSTITUTE MENTORS:** Mentors for the Institute include national experts in CBPR, institutional change, partnership building, assessment and leadership development. Confirmed institute mentors include:

Ella Greene-Moton	Flint Odyssey House, Inc., Health Awareness Center CDC Prevention Research Centers National Community Committee
Robert McGranaghan	Detroit Community-Academic Urban Research Center, University of Michigan School of Public Health
Kirsten Senturia	Public Health-Seattle & King County Seattle Partners for Healthy Communities Urban Research Center
Kari A. Hartwig	Yale University, School of Public Health Yale-Griffin Prevention Research Center
Maurice Williams	Yale-Griffin Prevention Research Center
Ann-Gel Palermo	Harlem Community and Academic Partnership
Sarah Flicker	Wellesley Central Health Corporation
Sarena D. Seifer	Community-Campus Partnerships for Health and the University of Washington School of Public Health and Community Medicine
Judith Woodruff	Northwest Health Foundation

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<sup>3</sup> By institutional partner we mean, one representing a higher education institution, independent research center, or health department or government agency.

**COSTS:** Through funding support provided by ASPH/CDC, there will be no tuition to participate in the institute. All curriculum materials, 3 nights of lodging and all meals during the institute will also be provided at no cost. Free shuttle service is provided from Seattle-Tacoma (SeaTac) International Airport to Sleeping Lady Mountain Retreat for participants arriving at SeaTac by 12:00 pm Pacific Time on Friday, August 5<sup>th</sup> and departing Sleeping Lady on Monday, August 8<sup>th</sup> at 11:00 am (arriving at SeaTac by 2:30 pm Pacific Time). **All other travel expenses are the responsibility of participants.** In exchange, participants will be expected to provide substantial feedback on the training curriculum and to think critically about strategies for disseminating and utilizing the training curriculum in other ways that are useful to CBPR partnerships across North America.

**APPLICATION DEADLINE:** Applications must be received no later than Monday, May 2, 2005. Successful applicants make a compelling case for attending the institute and have the support of their executive director and dean. Teams will be notified on the outcome of their application by mid-June.

**FOR MORE INFORMATION:** Additional copies of this application are available online at [www.ccph.info](http://www.ccph.info). If you need additional information, please email [ccphuw@u.washington.edu](mailto:ccphuw@u.washington.edu) or call 206-543-8178.

**ABOUT THE PROJECT:** The curriculum was developed by the Community-Institutional Partnerships for Prevention Research Group as part of the Examining Community-Institutional Partnerships for Prevention Research project. This 3-year project began in fall 2002 with funding from the Prevention Research Center Program Office through a cooperative agreement between the Association of Schools of Public Health and the Centers for Disease Control and Prevention. The project aims to identify and synthesize what is known about community-institutional collaborations in prevention research and develop and evaluate strategies to foster community and institutional capacity for participatory research at national and local levels. The project's ultimate goal is to facilitate approaches for effectively translating community interventions in public health and prevention into widespread practice at the community level. For more information, visit:

<http://depts.washington.edu/ccph/researchprojects.html#ExaminingCommunityPartnerships>

#### **Project Partners:**

- CDC Prevention Research Centers National Community Committee  
<http://www.cdc.gov/prc/policies/index.htm>
- Community-Based Public Health Caucus of the American Public Health Association  
<http://www.sph.umich.edu/cbph/caucus/index.html>
- Community-Campus Partnerships for Health at the University of Washington School of Public Health and Community Medicine  
<http://www.ccph.info/>, <http://sphcm.washington.edu/>
- Community Health Scholars Program  
<http://www.sph.umich.edu/chsp/>
- Detroit Community-Academic Urban Research Center  
<http://www.sph.umich.edu/urc/>
- New York Urban Research Center  
<http://www.nyam.org/initiatives/cues.shtml>
- Seattle Partners for Healthy Communities  
[http://depts.washington.edu/hprc/Current\\_Protocols/SeattlePartners/index.htm](http://depts.washington.edu/hprc/Current_Protocols/SeattlePartners/index.htm)
- Wellesley Central Health Corporation  
<http://www.wellesleycentral.com/wellesley/>
- Yale-Griffin Prevention Research Center  
<http://www.yalegriffinprc.org/>

**Application for the  
Community-Based Participatory Research Skill-Building Institute for Partnership Teams  
August 5-8, 2005, Leavenworth, WA**

*Application Deadline: May 2, 2005*

**APPLICATION SUBMISSION PROCESS:** Please mail three (3) copies of your completed application, including all attachments, to Jen Kauper-Brown, CCPH Program Director, Community-Campus Partnerships for Health, UW Box 354809; Seattle, WA 98195-4809. For overnight mail delivery, please mail to 1107 NE 45<sup>th</sup> Street, Suite 345, Seattle, WA 98105; Tel. 206-543-8178. Applications are not accepted by e-mail or fax. Teams will be notified on the outcome of their application by mid-June.

**QUESTIONS?** Contact Jen Kauper-Brown ([jenbr@u.washington.edu](mailto:jenbr@u.washington.edu) or 206-543-7954).

**APPLICANT CONTACT INFORMATION:** *(please type or write neatly)*

*Note:* Participants will participate as teams consisting of two members- one community partner and one institutional partner. Please indicate below which team member will serve as the main contact to be used for all correspondence.

**Partnership Title:**

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**Partnership Team Member #1,  
First and Last Name:**

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**Partnership Team Member #2  
First and Last Name:**

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**Title or Role:**

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**Title or Role:**

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**Institution/Organization:**

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**Institution/Organization:**

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**Full Mailing Address:**

*(please do not use PO Box numbers)*

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**Full Mailing Address:**

*(please do not use PO Box numbers)*

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**Phone:**

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**Fax:**

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**Phone:**

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**Fax:**

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**Email:**

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**Email:**

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1. **APPLICATION STATEMENT:** Please complete this application as a team. If answers to some questions differ for each team member, include these specific issues or responses as well. Submit a statement of no more than 2 pages, 1.5 spaced, 11 point font, with your answers to the following questions:
  - a. Briefly describe 1) your partnership team members and 2) your partnership's/team members' experience in CBPR.
  - b. On a scale of 1-5, with 1 being "new to CBPR" and 5 being "expert in CBPR", please rate your partnership's experience in CBPR.
  - c. What are your partnership's goals for attending the institute? What research projects or interventions is your partnership involved with that incorporates or plans to incorporate CBPR?
  - d. What specific issues or questions related to CBPR does your partnership want to address during the institute?
  - e. What strategies will your partnership pursue back home to implement what you learn?
  - f. What relevant skills, knowledge and experience will your partnership team members bring to the institute, which can be shared with other participants?
  - g. How did you find out about the institute? Please be specific, i.e., listserv posting (which listserv?); referral from a colleague, newsletter, or funding agency; CCPH materials or announcement.
2. **CBPR PARTNERSHIP OR PROGRAM DESCRIPTION:** Please enclose a description of a CBPR partnership or research project that you are seeking to develop, enhance or sustain. (2 pages maximum)
3. **LETTERS OF SUPPORT:** Each team member should enclose a letter of support from your executive director or dean on organizational letterhead that elaborates on the ways in which s/he supports your CBPR partnership, including any supportive actions s/he will take upon your return home from the institute. Letters of support for community partners should come from the Executive Director or head of their organization. Letters for institutional partners should come from their Dean or Agency Director.