



## Community-Campus Partnerships for Health 2005 Annual Award Call for Nominations

### **DEADLINE**

**Nominations** must be received at CCPH office by **December 8, 2004**

### **OVERVIEW**

The Community-Campus Partnerships for Health Award recognizes exemplary partnerships between communities and health professional schools that build on each other's strengths to improve health professional education, civic responsibility, and the overall health of communities. The award recognizes work being done towards Community-Campus Partnerships for Health's (CCPH) strategic goals, including building the capacity of communities and higher educational institutions to engage each other as partners; incorporating service-learning into the education of all health professionals; promoting and conducting community-based participatory research; supporting community-based organizations and their communities in their work with academic partners; recognizing and rewarding faculty for community-based research, teaching, and service; and developing partnerships that balance power and share resources among partners.

### **INTENT OF THE AWARD**

The intent of this award is to highlight the power and potential of community-campus partnerships. As a strategy, community-campus partnerships can contribute to a number of significant outcomes, such as eliminating health disparities; producing community-responsive, culturally competent health professionals; increasing the diversity of the health professional workforce; expanding access to health care and technology; and supporting economic, social and environmental justice. Creating healthier communities and overcoming complex societal problems require collaborative solutions that bring communities and institutions together. We believe that the power of shared ideas, resources, and experiences will help us achieve these goals. Through the CCPH Award we want to recognize community-campus partnerships that others can aspire to - a partnership that embodies the CCPH principles, uses multiple partnership strategies, involves a full range of partners and achieves significant outcomes that go beyond a process or a single event.

### **The CCPH Award recipient(s) will receive:**

- A commemorative plaque
- Press release and newsletter article announcing award and describing the partnership
- Links from the CCPH website to the partnership

- Special opportunities to present at CCPH-sponsored workshops and forums which highlight best practice models

## **ELIGIBILITY**

To be eligible, the nominee must be an established partnership involving one or more community partners and one or more health professional school partners. By community partner we mean an individual, organization or agency from the community that contributes to the partnership and is not a health professional school or higher educational institution. By health professional school partner we mean an academic program at the community college, college, university or residency level that contributes to the partnership.

Partnerships may nominate themselves and need not be members of CCPH. Partnerships that include past CCPH Annual Award recipients, current CCPH board members, and/or current CCPH employees are not eligible. We welcome nominations from any country or nation, and from partnerships that may have submitted in the past but did not receive the award. CCPH can only accept submissions in English.

## **SELECTION CRITERIA**

In addition to meeting the intent of the award and the eligibility requirements above, the award recipient will be selected based on the additional criteria outlined below. These criteria are based on CCPH's principles of partnerships which will be utilized in the selection process. The principles can be viewed on the CCPH website at <http://depts.washington.edu/ccph/principles.html#principles>.

- Provides evidence that the partnership is achieving measurable outcomes.
- Provides evidence that the partnership builds on each partner's strengths and balances power among partners.
- Provides evidence that partners share common goals and regularly assess and reflect on the progress and outcomes of partnership.
- Provides evidence that the partnership pursues community-campus partnership strategies such as implementing service-learning in health professional education (a structured learning experience that combines community service with preparation and reflection); engaging in community-based participatory research in which communities are actively engaged in the research process; and/or building broad-based community partnerships.

## **SELECTION PROCESS**

Submissions will go through a thorough review process and selection will be based on the intent, eligibility, and selection criteria described in this document. Submissions will also be reviewed for adherence to the guidelines, page limits, and formatting instructions. Detailed submission guidelines are outlined in this document (see "Submission Guidelines").

**Special consideration** will be given to partnerships that show evidence of engaging a full range of partners in the work of the partnership. For example:

- Community-based organizations
- Community members --not employed in the fields of health care or health professional education
- Higher educational institutions
- Students --at any level of health professional education
- Campus-based faculty or instructors of a higher educational institution
- Community-based faculty or instructors affiliated with a higher educational institution but located in a community-based setting

## **PERMISSION**

By submitting a nomination packet for the CCPH Award, the partnership and all members agree that all or parts of the information contained within the nomination packet can be released by CCPH in forms that may include but are not limited to press releases, website postings, Listserv announcements, and newsletter articles.

## **SUBMISSION DEADLINE**

Nominations must be received at the CCPH office by **December 8, 2004**. Email confirmation will be sent to the main contact upon receipt. Follow the submission guidelines outlined in this document and send 3 copies (unbound, no staples, single-sided) of the nomination packet to address listed below.

## **NOTIFICATION**

**Receipt of Submission:** Nominees will be notified by email that their submissions have been received by the CCPH office.

**Notification of Award:** Nominees will be notified by letter by early Spring 2005 regarding the final outcome of the awards selection process.

**Public Announcement:** Public announcements regarding the award recipients will be made at the time of the official presentation of awards.

## **AWARDS PRESENTATION**

In past years, the CCPH award was presented during an award ceremony at the CCPH conference. Since CCPH is not holding a major conference in 2005, we are making alternate arrangements for presenting the 2005 award. Ideas under consideration include presenting the award at another conference venue, a CCPH board meeting, or through a web conference.

## **ACKNOWLEDGMENTS**

CCPH would like to thank the members of the Awards Development Committee, all external reviewers, and the other individuals who provide valuable feedback during the continued planning and review process for the CCPH Annual Awards.

## **SUBMISSION GUIDELINES**

Complete nomination packet with all items listed below. Send three (3), copies (unbound, no staples, single-sided) of packet to address below. Your submissions must be received at the CCPH office by **December 8, 2004**. Email confirmation of receipt will be sent to main contact. Fax confirmation can be substituted if nominee does not have access to email.

**Note on formatting:** pages limits and line-spacing requirements are noted for each section. Please make copies single-sided. We recommend a font type and size of Times New Roman 12 pt. Margins should not be less than  $\frac{3}{4}$  inch.

### **Section 1: Cover sheet = 1 page, may be single-spaced**

Please include a cover sheet with the following items:

- a. Nominee Partnership Title
- b. Partnership Representative (Note: the main contact person used for all correspondence)  
  
Name  
Organization/Affiliation  
Mailing Address  
Phone/Fax  
Email (Note: email will be used for notification of receipt)  
Website address for organization/institution (if possible)
- c. Nominator Information (if different than main contact person listed above)  
Full contact information  
Relationship to Nominee
- d. How did you hear about the CCPH Award?
- e. Abstract/Description of Partnership--200 word maximum, single-spaced  
(Abstract will be used in publicity materials if selected to receive award)

### **Section 2: List of partners = 1 page max, may be single spaced**

Please let us know who the organizations and individuals are that make up your partnership. Please include a sentence of description about each partner.

**Section 3: Short Essay Questions = maximum limit of 10 pages total, double-spaced**

Please answer the following questions in the order as listed below and within the page limit for this section (note that we request that this section be double-spaced):

1. What is the history/background of how your partnership started?
2. What is the governance structure and decision making process for your partnership? For example, who makes decisions, how are priorities set, etc?
3. What are the goals of your partnership and how does the partnership assess and reflect on progress towards these goals?
4. What are the ways in which your partnership builds on each partner's strengths and balances power among partners?
5. What community-campus partnership strategies does your partnership pursue? For example, some strategies might include implementing service-learning in health professional education, engaging in community-based participatory research, and/or building broad-based community partnerships. Please be specific and as thorough as possible within the space limitations.
6. What outcomes or results have been achieved by your partnership and what evidence can you provide to support these?

**Section 4: Attachments = 5 single-sided pages maximum.**

Attachments might include examples of press coverage, letters of support, list of publications and presentations, curricula, research projects, syllabi, case studies, and/or any other information that you think is imperative. Please do not send books, binders, or videos or any other materials that cannot be easily photocopied.

Send nomination packet via regular or express mail

- Send three (3) copies (unbound, no staples) of the nomination packet to the address listed below.
- Nomination packet must be **received by** CCPH office **by December 8, 2004**. Please allow for mail delays if you send via the regular postal system so that your submission will arrive by the deadline.
- Please do not include videos, tapes, or binders. Please do not bind or staple your materials.
- **IMPORTANT--** In fairness to all applicants, submissions will not be considered that are received later than December 8, 2004. In addition, failure to follow the guidelines, including formatting and page limit instructions may jeopardize having your submission reviewed.
- **Faxed or electronic submissions of nomination packets will not be accepted.**

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### **FOR ADDITIONAL COPIES OF THIS DOCUMENT.**

Access this Call for Nominations via the CCPH website  
<http://depts.washington.edu/ccph/awards.html>.

### **FREQUENTLY ASKED QUESTIONS**

Please visit the CCPH website to review the answers to the most frequently asked questions about the awards, click here  
<http://depts.washington.edu/ccph/awardsfaq.html>.

### **ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH**

**Community-Campus Partnerships for Health (CCPH)** is a nonprofit organization that promotes health through partnerships between communities and higher educational institutions. Founded in 1996, we are a growing network of over 1000 communities and campuses. CCPH has members throughout the United States and increasingly the world who are collaborating to promote health through service-learning, community-based research, community service and other partnership strategies. These partnerships are powerful tools for improving health professional education, civic responsibility and the overall health of communities. To learn more about CCPH, visit our website at <http://www.ccph.info>.



## Community-Campus Partnerships for Health Annual Award Frequently Asked Questions

Please review the current **Call for Nominations** [link to: <http://depts.washington.edu/ccph/awards.html>] for more extensive information on eligibility, selection criteria, and submission guidelines. For descriptions of past award winners click **here**.

[link to <http://depts.washington.edu/ccph/awardsrecipients.html>]. Please contact us if you have a question that is not addressed in the Call for Nominations document or these Frequently Asked Questions.

### OVERVIEW

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#### **Can you send me the nomination packet?**

The CCPH annual awards nomination packet is available in two forms.

1. From the web you can access the [CCPH Awards Call for Nominations](#) [**link to awards page**] which includes submission guidelines in HTML format.
2. The Call for Nominations is also available in PDF format from the CCPH website [**link to awards page**]. You will need Acrobat Reader [**link**] to download the document.

If you are unable to access the Internet, please contact Annika Robbins at (206) 616-3472 or [annikalr@u.washington.edu](mailto:annikalr@u.washington.edu) for assistance.

#### **What is the intent of the Community-Campus Partnerships for Health Annual Award?**

The intent of this award is to highlight the power and potential of community-campus partnerships. As a strategy, community-campus partnerships can contribute to a number of significant outcomes, such as eliminating health disparities, producing community-responsive, culturally competent health professionals; increasing the diversity of the health professional workforce; expanding access to health care and technology; and supporting economic, social and environmental justice. Creating healthier communities and overcoming complex societal problems require collaborative solutions that bring communities and institutions together. We believe that the power of shared ideas, resources, and experiences can help us achieve this. Please visit the CCPH website for more information on the CCPH mission, vision and principles of partnership.

#### **Are there any requirements of the award recipient?**

As an award recipient, we expect that your partnership will identify two representatives to accept the award. In past years, the CCPH award was presented to these representatives during an award ceremony at the CCPH conference. Since CCPH is not holding a major conference in 2005, we are making alternate arrangements for presenting the 2005 award. Ideas under consideration include another conference venue, a CCPH board meeting, or a web conference. We also

expect the award recipient to participate in future workshops, presentations, and publications highlighting all the CCPH award recipients.

**Is this a monetary award or grant?**

The award is not a monetary gift or grant.

**How many awards do you give out?**

The number of awards and honorable mentions we give out changes from year to year. The number depends on our emphasis for the year, the availability of funds, and the pool of submissions. In 2002, we gave out two awards; in 2003, we gave out one award and two honorable mentions; in 2004, we gave out one award and two honorable mentions.

**Who are the past award recipients?**

Descriptions of the past CCPH annual award recipients can be found on our website at:

<http://depts.washington.edu/ccph/awardsrecipients.html>

ELIGIBILITY

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**Can we nominate ourselves?**

Yes. We expect that most partnerships will nominate themselves since the submission guidelines require detailed information about the history and work of the partnership.

**How do we know if our partnership is eligible to apply?**

The Call for Nominations outlines the eligibility guidelines. At minimum, an eligible partnership must be an established partnership involving one or more health professional school partners and one or more community partners. Individuals are not eligible, only partnerships. By health professional school partner we mean an inclusive definition that encompasses academic programs at the community college, college, university and residency level. By community partner we mean an individual, organization or agency from the community that contributes to the partnership and is not a health professional school or higher educational institution. Please see the current Call for Nominations to find out about any "Special Considerations". Partnerships that include past CCPH Annual Award recipients, current CCPH board members, and/or current CCPH employees are not eligible.

**Can you tell us if we are eligible?**

In fairness to all applicants, CCPH can only help to clarify or provide a general opinion. If your eligibility is not obvious, we suggest that you do your best to "make your case" when describing your partnership as to how you meet the eligibility definition.

**Do you accept nominations from partnerships located in countries/regions outside of the United States?**

We welcome nominations from any country or nation. However, CCPH can only accept submissions in English.

**We applied previously and did not receive the award, can we apply again?**

Yes, we encourage you to continue to submit a nomination packet. Since the award is only given to a limited number of partnerships each year, we hope that you will consider resubmitting your nomination. However, partnerships that include past CCPH Annual Award recipients, current CCPH board members, and/or current CCPH employees are not eligible.

**We applied previously. Do we have to submit a new nomination packet or can you use the one we sent previously?**

You must submit a new nomination packet. The CCPH Annual awards continue to evolve from year to year. As such, the eligibility guidelines, selection criteria, and application instructions also change from year to year. It is important that you submit a new nomination packet according to the current Call for Nominations guidelines.

**We applied previously and did receive the award. Can we apply again?**

No. In fairness to all other applicants who have not yet received the award, we cannot accept nomination packets from past award recipients.

**Are we eligible if one of the individuals or organizations in our partnership has been involved in one of the past award-winning partnerships?**

No. Partnerships that include past CCPH Annual Award recipients, current CCPH board members, and/or current CCPH employees are not eligible.

NOMINATION & REVIEW PROCESS

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**How will we know if our submission was received on time?**

You will receive an email indicating that your submission has been received and will be reviewed according to the guidelines outlined in the Call for Nominations. If you do not receive an email and the deadline has passed, please feel free to contact us! ([ccphuw@u.washington.edu](mailto:ccphuw@u.washington.edu), 206-543-8178)

**What happens if more than one nomination for a partnership is received?**

Only one submission per partnership will be considered. If more than one nomination is received, the CCPH staff will determine which one goes through the review process.

**How come you care so much about page limits, line-spacing, and font size?**

In order to maintain consistency among submissions and provide for a fair process, we have set guidelines on page limits, font type, and font size. We have tried to be fair to reviewers who must review a large number of submissions without placing unreasonable expectations on the nominees. In fairness to the nominees who have followed the guidelines, we have reserved the right to stop review of a submission if it does not follow page limit, word limits, line-spacing, and/or font type/size instructions.

**Can we submit our nomination by email or fax?**

No. All submissions must be mailed to the CCPH office indicated in the Call for Nominations document. Emailed or faxed submissions will not be accepted.

**Who reviews the award nominations and how do they decide?**

The nomination packets are reviewed at various stages by a combination of external reviewers, CCPH staff, and/or CCPH board members. The review process is customized from year to year depending on our emphasis for that year's award and the number and type of submissions. All reviewers rely on the intent and guidelines as described in the Call for Nominations in order to help select the annual award recipient(s).

**What are the most frequent reviewer concerns and comments on those nominations that did not receive the CCPH Award?**

You can read a summary of the reviewer's comments from previous award cycles on the award website at

<http://depts.washington.edu/ccph/revcomments.html>.

**SELECTION**

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**How will we know if our partnership is an award recipient?**

All award nominees will receive a letter indicating the results of the review process. See the current Call for Nominations for the specific timeline of when you should receive notice. If your partnership is one of the award recipients, you will also be contacted by phone so that we can relay the news in person and start the planning process for the awards presentation.

**Will we be informed as to why our partnership did not receive the award?**

No. Due to the volume of submissions and the limits of staff time and budgets, we are unable to provide you with feedback on your individual submission. We understand that this can be frustrating, especially since people would like to know how they could improve their nomination for next year. However, selecting a small number of award recipients from a large pool of submissions means that there are just too many variables and too many submissions on which to provide feedback. Thank you for your understanding on this topic. If appropriate, a summary of reviewers' most frequent concerns and comments on those nominations that did not receive the award will be posted on the CCPH website.



## Principles of Good Community-Campus Partnerships

The CCPH board's working definition of partnership is "a close mutual cooperation between parties having common interests, responsibilities, privileges and power." Through conference sessions, focus groups, surveys, interviews and literature reviews, CCPH has involved its members and partners in defining, widely disseminating and promoting "principles of good practice" for community-campus partnerships. The Principles of Good Community-Campus Partnerships below were discussed at CCPH's [1998 conference \[link to http://depts.washington.edu/ccph/guide.html#ConfProc\]](http://depts.washington.edu/ccph/guide.html#ConfProc) and approved by the CCPH board of directors in October 1998.

- **Partners have agreed upon mission, values, goals, and measurable outcomes for the partnership.**
- **The relationship between partners is characterized by mutual trust, respect, genuineness, and commitment.**
- **The partnership builds upon identified strengths and assets, but also addresses areas that need improvement.**
- **The partnership balances power among partners and enables resources among partners to be shared.**
- **There is clear, open and accessible communication between partners, making it an ongoing priority to listen to each need, develop a common language, and validate/clarify the meaning of terms.**
- **Roles, norms, and processes for the partnership are established with the input and agreement of all partners.**
- **There is feedback to, among, and from all stakeholders in the partnership, with the goal of continuously improving the partnership and its outcomes.**
- **Partners share the credit for the partnership's accomplishments.**
- **Partnerships take time to develop and evolve over time.**

The Summer 2000 issue of CCPH's "[Partnership Perspectives](http://depts.washington.edu/ccph/guide.html#Part2000)" [link to <http://depts.washington.edu/ccph/guide.html#Part2000>] magazine features articles on each principle of partnership. In addition, the individual articles are available as PDF files at:

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