

DRAFT

ASPH/CDC Project
Examining Community Partnerships for Prevention Research

Document Requirements for Partner Summaries

Deadline: March 3, 2003

Parameters:

- If you are answering the guiding questions based on more than one past study/project, please include a description for each project in Section 2 (1 page per project max).
- If you are using different methods for reviewing different types of past products, please include additional descriptions as necessary in Section 3.
- Each partner will provide one synthesis across their multiple projects (Section 4), except where individual findings would be loss unless reported outside of the cross-synthesis results . The whole group will then synthesize these eight summaries in order to answer the guiding questions.

Format: APA style for references & citations; 10-12 pt font, single-spaced, 1-inch margins

Section 1: Description of partner organization/site (NCC, CCPH, Yale-Griffin PRC, etc) --including the names of the individuals who contributed to this summary document. **(1/2 page max)**

Section 2: Description of past projects reviewed for answering guiding questions (e.g., titles & types of reports or published literature; description of analyses or products). This description of your past project should include the goals and objectives for the project and the original methodology for original data collection **(1 page max per each past project)** – note: names of contributing individuals and organizations can be included in the “authorship appendix” that will be part of final report (see Appendix B below)

Section 3: Methods of review & synthesis of above data sources/projects for this summary report **(1/2 page max per each past project)**

Section 4: Findings – answers to guiding questions that have been synthesized across all past projects described in Section 2 to the extent possible. **(Reasonable length and organized at your discretion so as not to lose findings that are specific to only one or two projects but might be overlooked if forced to synthesize across all projects)**

Section 5: References – this section is a place to capture any additional citations or references that were relied upon to answer the guiding questions (if they were central to your past analysis). If your past project was a comprehensive review article/project, Section 5 could be used to list the individual literature citations that were originally reviewed.

Appendix A – List of direct quotes that should be considered for final report. These are quotes that have already been published in past reports/literature from IRB approved studies. **(1 page max)**

Appendix B – List of individuals and organizations that should be part of the full corporate authorship appendix in the final paper.

Guiding Questions:

(1) What is meant by "successful community-institutional partnerships for prevention research?"

Note: Question #1 was added to the list of guiding questions during the original proposal writing process when the group realized that we need to know the definitions of “successful” in order to answer the following questions on factor/barriers. During Conference Call #1, the group discussed that although not every past study or project has used the term “successful”, partners have asked about “effective”, “productive”, “mutually-beneficial” partnerships whose definitions might be interpreted as “successful”. Some partners will also be reviewing data that speaks to “accomplishments” of the partnerships - that in many instances translates to what is meant by “successful” partnerships.

(2) What are the factors that contribute to successful community-institutional partnerships for prevention research?;

(3) What are the barriers that interfere with successful community-institutional partnerships for prevention research?

(4) What ideas, recommendations and strategies can build the capacity of communities, institutions and funding agencies to engage in successful community-institutional partnerships for prevention research?