

The Community-Campus Partnerships for Health is requesting a \$360,000 one time award from XYZ Foundation to establish the **Community Partner Mentoring Network (an online portal)** and develop the **Community Partner Toolkit**, both of which are to primarily support community partners defined as community residents, community leaders, and community-based organizations who are considering or currently engaged in community-academic partnerships conducting community-based participatory research. The proposed project activities are intended to help advance authentic community-higher education partnerships by promoting the sharing of knowledge, experiences, and best practices throughout the United States of effective methods in establishing, maintaining, and sustaining community-academic partnerships; negotiating with academic and government partners; strategies for effective administration and governance of partnership through capacity-building and collaboration among community partners already engaged in CBPR partnerships, and how to effectively execute the research process using a community-based participatory research approach. The development of these proposed products will facilitate the translation of research to policy and practice and be a catalyst for communities to cause positive social change.

Background

Partnerships between communities and higher educational institutions as a strategy for social change are gaining recognition and momentum. Despite being formed with the best of intentions, however, authentic partnerships are very difficult to achieve. While academic partners have extensively documented their experiences and lessons learned, the voices of community partners are largely missing. We believe that if true partnerships are to be achieved, community partners must harness their own experiences, lessons learned, and collective wisdom into a national, organized effort to address this issue.

Twenty-three experienced community partners from across the country convened for a Community Partner Summit held April 24-26, 2006 at the Wingspread Conference Center in Racine, WI. The Summit was sponsored by Community-Campus Partnerships for Health, the WK Kellogg Foundation, the Johnson Foundation and Atlantic Philanthropies and supported by the Community-Based Public Health Caucus of the American Public Health Association, the National Community-Based Organization Network and the National Community Committee of the CDC Prevention Research Centers Program.

The overall *purpose* of the Summit was to advance authentic community-higher education partnerships by mobilizing a network of experienced community partners. The *intended outcomes* of the Summit were to:

- Develop and gain clarity on the current state of community-higher education partnerships
- Uncover community perspectives on the key insights and ingredients of effective, authentic community-higher education partnerships
- Build the case for the importance of community-higher education partnerships
- Develop a set of actionable recommendations for maximizing the potential of community-higher education partnerships
- Create a framework and next steps for developing an ongoing vehicle to increase the number and effectiveness of community-higher education partnerships and to ensure that communities are involved in dialogues and decisions about these partnerships that affect them

In an effort to translate our ideas to action, the participants of the Summit formed 4 “authentic partnership” work groups to continue dialogue and action beyond the Summit. Briefly described, each workgroup has been developing strategies to *promote networking and collaboration* among community partners and *elevate the credibility and recognition* for the life/work experience of community partners and the context/environment in which we do our work. The present proposal is a result of the Mentoring Work Group.

Community Partner Summit Workgroups:

Mentoring Workgroup – Purpose is to develop and implement peer mentoring and leadership development activities that build the capacity of community partners to engage in authentic community-higher education partnerships and succeed in their community-building work.

Policy Workgroup – Purpose is to develop and advocate for policies that support authentic community-higher education partnerships, working in collaboration with existing national groups, community partners, funders, and academic allies.

Inventory Workgroup – Purpose is to compile existing resources that support authentic community-higher education partnerships so they will be more widely accessible and used by community partners, and to identify gaps and options for filling them.

Report Workgroup – Purpose is to take the written materials generated from the Summit and shape them into products that can further the conversation, dialogue, and action around authentic community-higher education partnerships. Priority products identified include: a proceedings report intended for a diverse audience, a compilation of community-authored case stories, articles targeted to academic leaders

and a dialogue guide designed to assist community and campus partners to develop authentic partnerships.

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PROPOSAL REQUEST:

We are requesting an award of \$360,000 from the XYZ Foundation to establish the **Community Partner Mentoring Network** and develop the **Community Partner Toolkit**, both of which are to primarily support community partners defined as community residents, community leaders, and community-based organizations who are considering or currently engaged in community-academic partnerships conducting community-based participatory research.

A. Community Partner Mentoring Network

Purpose: 3 stated purposes as part of the objectives evaluation - assess extent to which we met these purposes

The proposed mission of the Community Partner Mentoring Network (CPMN) is to promote the sharing of the following knowledge, experiences and best practices throughout the United States: (1) effective methods in establishing, maintaining, and sustaining community-academic partnerships; (2) negotiating with academic and government partners; (3) strategies for effective administration and governance of partnership through capacity-building and collaboration among community partners already engaged in CBPR partnerships. The CPMN serves as a portal for community partners as the first place community partners can access to seek and be matched with a mentor and/or coach, as well as access information, materials, toolkits, and other resources on CBPR designed by and for community partners engaged in CBPR partnerships. The development and dissemination work plan CPMN will be overseen by members of the Mentoring Work Group (created from the Community Partner Summit) in partnership with the proposed project manager

Rationale:

A reality of the CBPR process is the importance, as well as the time needed to develop a meaningful and authentic relationship between community and academic partners. As with any relationship building process, this process is woven with ups and downs that could potentially drive the direction of the partnership in an unintended direction. For community partners engaged in such a process, there are situations where community partners either desire or need to consult with other experienced community partners for support, mentorship, and coaching to address specific challenges and problems inherent in the relationship- building process. Currently, there is no established resource or support mechanism in place for community partners to contact other community-partners for peer support and education when they experience challenges and problems with their academic partners, other community partners, and the CBPR process. The CPMN is designed to fill this void.

Scope:

CPMN is unique in that it will be the first established online community partner-generated network on CBPR. With a constituency as diverse as the membership of the United States, the value of the CPMN will be its ability to connect community partners with more experienced community partners who can provide insight into how to develop, sustain, and implement authentic community-higher education partnerships.

The CPMN will feature: - these are similar to objectives, what we'll do . so the eval should measure the extent to which we did these things

- Far-reaching access to national, regional, and local experience in the practice of CBPR development and management at the regional, national and local levels from a community partner perspective;
- Access to a community partner mentor pool and coaching body available to assist in building capacity among community partners to be effective CBPR partners
- Ease of access to information in all areas of CBPR development, management, and the translation of research findings to policy and practices.
- Accessible technology to all community-partner organizations (i.e., organizations with even the most minimum level of web tools and programs installed on their computer will be able to access the site and download materials

Most significantly, the CPMN is intended to facilitate, promote and sustain trust, communication, connectedness, among community members engaged in research – i.e., developing the “*glue*” among community members and institutional partners needed to do CBPR. Through the core themes, services, and products, the mentors and coaches will instruct how to create and sustain *glue* in a partnership. Examples range from building sweat equity to establishing credibility with their partners, as well as being able to translate and navigate between the community and academic realms. The mentors and coaches participating in the CPMN acknowledge and honor the *glue* factor and illustrate how it resonates in the process, infrastructure, and procedures that honor open communication, fairness, trust, and meaningful planning processes that ensure each partner is respected and heard.

Target Audience:

The target audience will consist of community residents, community based organizations, and non-academic partners who are already engaged or considering to be engaged in community-based participatory research partnerships who seek support, mentorship, and coaching for developing, sustaining, and growing new and existing partnerships

CPMN Services and Products: A core service of the CPMN will be a searchable database of profiles of individual community partner including descriptive information about their community-academic partnerships. The profiles capture levels of expertise and ability to mentor and coach others in the following areas 1) Getting Grounded in CBPR; 2) Developing a CBPR Partnership – Getting Started; 3) Creating the Glue in a CBPR Partnership; 4) Trust and Communication in a CBPR Partnership – Spreading the “Glue” and Having it Stick; 5) Show Me The Money: Securing and Distributing the Funds; 6) Disseminating the Results of CBPR; 7) Unpacking Sustainability in a CBPR Partnership. The core product is a search page result that will have immediate utility and functionality for the user (i.e. inexperienced community partners) by providing guidance, contact information, and links to tools and resources. . Figure 1 shows a sample profile page. In addition to connecting interested community members to community partners engaged in CBPR through an extensive and comprehensive profile database, the CPMN could potentially provide a unique set of services that will (or leave it out – proposal standpoint state what you think it will, not may) include: online training services, mentoring and coaching services, conference services and an online directory of CBPR resources.

Figure 1: CPMN SAMPLE PROFILE PAGE

Print this page		Close window	
1. Community Partner Profile			TOP
Director/Chair/Etc Name	Ann-Gel Palermo		
Brief Description of experience as a community partner	Engaged in CBPR since 1999; first as an Urban Research Center; currently as a community and academic partnership housed at a private research institution in Harlem, New York City;		
Community Profile			
2. Areas of CBPR Experience			TOP
AREAS OF CBPR EXPERIENCE		LEVEL OF EXPERTISE	
Area 1: CBPR - Getting Grounded	1.1 Definitions, Rationale, and Key Principles in CBPR	<i>Expert</i>	

		<i>Novice</i> <i>Etc...</i>
	1.2 Benefits of CBPR	
▪	1.3 Ethics and CBPR	
▪	1.4 Determining if CBPR is Right for You	
▪	Citations and Recommended Resources	
Area 2: Developing a CBPR Partnership - Getting Started	2.1 Identifying and Selecting Partners	
	2.2 Setting Priorities	
▪	Citations and Recommended Resources	
Area 3: Developing a CBPR Partnership - Creating the "Glue"	3.1 Understanding What We Mean by "Glue"	
	3.2 Establishing an Organizational Structure of Board and Staff	
▪	3.3 Creating a Mission Statement and Bylaws	
▪	3.4 Developing CBPR Principles	
▪	3.5 Developing "Operating Norms"	
▪	Citations and Recommended Resources	
Area 4: Trust and Communication in a CBPR	4.1 Addressing Expectations of Different Partners	

Partnership Spreading the “Glue” and Having it Stick -		
	4.2 Working Towards Trust	
▪	4.3 Addressing Power Inequities	
▪	4.4 Making Decisions and Communicating Effectively	
▪	4.5 Resolving Conflicts	
▪	4.6 Motivating, Recognizing and Celebrating Partners	
▪	Citations and Recommended Resources	
Area 5: Show Me the Money - Securing and Distributing Funds	5.1 Developing a Fundraising Plan and Identifying Funding Sources	
	Section 5.2 Considering a Given Request for Proposals	
	5.3 Collaboratively Writing Proposals	
▪	5.4 Fundraising Strategies	
▪	5.5 Securing Sustainable Long-Term Funding	
▪	Citations and Recommended Resources	
Area 6: Disseminating the Results of CBPR	6.1 Disseminating Results	
	Citations and Recommended Resources	

Area 7: Unpacking Sustainability in a CBPR Partnership	7.1 Using Partnership Evaluation for Managing, Planning and Strategizing	
	7.2 Planning for Sustainability	
	7.3 Determining Which Efforts to Continue	
	7.4 Weathering the Change Process	
	7.5 Deciding to End or Dissolve a Partnership	
	Citations and Recommended Resources	

3. Agency/CBO Profile [TOP](#)

Contact Information	
Address	Map 87 E116th Street 2nd Floor New York City, NY 10029
Neighborhood	N/A
Telephones	
Email	
URL	N/A
Accessibility	N/A

4. Agency Services/Neighborhood Service Profile [TOP](#)

Primary Services		Other Resources	
Food	N/A	Certifications	N/A
Housing	Government Subsidized Housing, Low Income	Financial Aids	N/A
		Substances	N/A

	Housing, Moderate Housing, Section 8	Treated	
Employment	Computer Training, Employment Preparation, Job Placement	Alternative Treatments	N/A
Substance Use	N/A	Staffs Available	N/A
Family/Legal	N/A	Languages	English, French, Spanish
Health Care/Mental Health	N/A		
Case Mgmt/Benefits Assistance	N/A		
Areas of Expertise of CBPR Research Process (Based on the CBPR vs Traditional Research Model)			TOP
6 Steps of the Research Process:		Level of Expertise	
Identify the Health Concern			
Study Designed and funding sought			
Participants recruited and retention systems implemented			
Measurement instruments designed and data collected			
Intervention Design and Implemented			
Data analyzed and interpreted, findings disseminated and translated			

B. Community Partner Toolkit

Purpose:

The proposed purpose of the Community Partner Toolkit (CPT) is to provide a resource for the target audience interested in community-based participatory research (CBPR) by detailing promising practices, strategies, and methods that have been implemented by community partners in their work with institutional partners (which includes higher educational institutions and government agencies). The CPT is designed to be used as a companion piece to the “Developing and Sustaining Community-Based Participatory Research Partnerships: A Skill-Building Curriculum” developed by the Community-Institutional Partnerships for Prevention Research Group¹. The proposed toolkit will be developed and available online at the CPMN and as a hard copy version. The development and dissemination work plan CPT will be overseen by members of the Mentoring Work Group (created from the Community Partner Summit) in partnership with the proposed project manager

Scope:

The CPT covers topics ranging from start-up (considering whether to engage in partnerships) through development and implementation of a CBPR project. This toolkit can be used by the target audience to accomplish the following:

¹ The curriculum (www.cbprecurriculum.info) was developed by the Community-Institutional Partnerships for Prevention Research Group with funding from the Prevention Research Center Program Office at the Centers for Disease Control and Prevention (CDC) through a cooperative agreement with the Association of Schools of Public Health. Partner organizations comprising the Community-Institutional Partnerships for Prevention Research Group include:

- Community-Based Public Health Caucus of the American Public Health Association
- Community-Campus Partnerships for Health
- Community Health Scholars Program (now the Community Track of the Kellogg Health Scholars Program)
- Detroit Community-Academic Urban Research Center
- Harlem Community & Academic Partnership
- National Community Committee of the CDC Prevention Research Centers
- Seattle Partners for Healthy Communities
- Wellesley Institute
- Yale-Griffin Prevention Research Center

- to learn more about CBPR (definition, examples of what it is/what it is not)
- to decide whether engaging in CBPR community-institutional partnerships is an appropriate fit
- to understand CBPR partnership funding landscape, how the grant application process works, and how to put a federal grant application together
- to understand how to develop, negotiate, and implement CBPR projects and partnerships in a way that respects communities as equal partners and participants
- to learn strategies about how communities can successfully implement and sustain CBPR partnerships

Note: The CPT will be designed to be used in conjunction with the Community-Institutional Partnerships for Prevention Research Group's CBPR curriculum which provides detailed material on how to develop and sustain CBPR partnerships (www.cbprcurriculum.info). The CPT will provide a general overview; those wanting more in-depth material may consult the CBPR curriculum.

Rationale:

Community residents, leaders, and community-based organizations (the target audience) are often approached by academic institutions to partner on projects, or are interested in partnering with academic institutions to gain access to resources to support their activities. Often, communities are unsure whether to accept an offer to partner, what to look for in a partner, or have had previous negative experiences with academic or government institutions where true partnerships were not achieved. Others who have decided to engage in CBPR partnerships (or are currently in a partnership already) may not know how to go about developing and implementing these projects. However, despite the need for a comprehensive CBPR reference guide for the target audience to consult, there is currently no such resource that exists. The toolkit is designed to fill this void.

Target Audience:

Community residents, community leaders, and community-based organizations of all sizes (from grassroots groups to national groups with local chapters, such as the Urban League or American Cancer Society) considering partnerships with academic or government partners, or communities already engaged in partnerships, but interested in improving the relationship to achieve genuine partnerships.

Tools to be Included:

1. Sample Memorandum of Agreement
2. Sample subcontract with explanation of indirect rates
3. Sample federal grant budget on the community side

4. Sample Partnership Board bylaws, Operating Norms, and Principals of Involvement
5. Sample policies for disseminating results and writing publications

Distinct Attributes of the Community Partner Toolkit:

The CPT will be approximately 30 pages in length as a hard copy version. The CPT will also be linked to the CPMN as a unique resource available to users. All versions developed will be user-friendly, include plain language elements such as logical organization, active voice, short sentences, and paragraphs, common/everyday words and easy-to-read design features. Our intention is to be innovative in conveying this information in plain language. Further, we will include different models of a partnership from which the user may select from in order to benefit from the most appropriate tools. Models may include the community serving as the main recipient (and fiscal agent) of grant and administer subcontracts to partners, or could be under subcontract from university or other partner. Finally, we propose to include checklist on what to look for in genuine partnerships. Figure 2 illustrates a sample page from the CPT.

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Figure 2: Outline of The Community Partner Toolkit:

Introduction

This toolkit will provide you with knowledge and tools to work towards genuine community-institutional partnerships.

Chapter 1: Definition of CBPR

- A. Definition
- B. Rationale
- C. Key principles

Chapter 2: Benefits of CBPR

- A. For CBOs
- B. For communities/clients/people served
- C. For academic and governmental institutions

Chapter 3: Networking/Communications

- A. How to find institutional partners
- B. How to solicit partnerships
- C. Decision-making

Chapter 4: Building and Managing your CBPR project

- A. Applying for Funding
 - a. Developing a budget/ scaling your plan to available funds
 - b. Marketing Your Efforts-how to get funding
 - c. Securing partners
 - d. Ensuring equitable distribution
 - e. How to identify your question and needs
- B. Managing your Funding/ Project
- C. Keeping Track: Evaluation
 - a. What outcomes to measure
 - b. Reporting Your Successes
 - i. To Your Granter
 - ii. To Your Communities
- D. Technical Assistance-CCPH, Mentoring workgroup

Chapter 5: Sustainability

A. Continuing with or without institutional partners

Appendix: Resources

A. Internet Links

B. Contacts for National and Regional Resources

Appendix: Acknowledgements

Appropriate acknowledgements to the project

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ANTICIPATED OUTCOMES

We believe that the CPMN and the CPT may result in the following anticipated outcomes by having a direct impact on:

- Build capacity among community-based organizations to determine whether or not they want to engage in community-based participatory research (CBPR) partnerships with higher educational institutions
- Build capacity among community-based organizations to actively seek partnerships, and respond to, requests to partner with higher educational institutions to conduct CBPR
- Build an infrastructure and communication mechanism for community-based organizations to network and share information with other community-based organizations about how to build and sustain community-higher education partnerships
- Advance and promote the work of community-organizations engaged in community-higher education CBPR partnerships
- Legitimize the qualifications and expertise of community organizations to do this work, and be compensated for it at a professional level
- Create a platform by which to mobilize community-based organizations on a regional and national level to engage in CBPR partnerships
- Build greater capacity for community-based organizations to support and strengthen the work of higher educational institutions and funding agencies that support CBPR through active involvement in institutional advisory boards, committees, and review panels

EVALUATION

A. Community Partner Mentoring Network (CPMN)

The effect of the CPMN website will be evaluated through both quantitative and qualitative methods. We will utilize a web analytics program that will tell everything we want to know about how our visitors found the CPN and how they interact with the site (i.e. utilize the CPT). Further, this program track and

monitor the number of people who visit the website, the number of people who post profiles, and the number of advisory and training sessions between community-based organizations generated through the website, whether it be by phone, email, or in-person consultation. Lastly, an online survey of users (which users, how will they be selected and administered?), see Figure 4, will measure the efficacy and effectiveness of the website

FIGURE 4: Sample Online Evaluation:

Send us your feedback!
We are actively working to improve the Community Partner Mentoring Network and Community Partner Toolkit. As such, your feedback is important to us. We have included this survey to get your thoughts about the Community Partner Mentoring Network and Community Partner Toolkit.

Please take a few minutes to answer the questions below. Click the bubble next to your answer. If you choose not to fill out the survey right away you can close the window and continue using the site. If you choose not to fill out the survey it will continue to appear on your screen after you have conducted a search until you fill it out. Once you have completed the survey, it will not appear again on your screen for several months.

Know that your answers will help us to make the Harlem Resource Guide a useful tool for service providers. Thank you in advance for your time.

The CPMN is easy to navigate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Easy				Difficult
I feel comfortable and confident getting around the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Easy				Difficult
Are you finding appropriate resources for yourself and or your community-academic partnership in your profile search?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Sometimes	Don't Know	
Does the screen load in a reasonable amount of time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Sometimes	Don't Know	
Do organization and program information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Some	Don't Know	

appear to be correct and up-to-date?

How many times a week do you use the CPN web-site?

<input type="checkbox"/> 1	<input type="checkbox"/> 3-5	<input type="checkbox"/> 5+	<input type="checkbox"/> Not often at all
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What services do you search for most often?

<input type="checkbox"/> CPT	<input type="checkbox"/> Resources	<input type="checkbox"/> ETC
<input type="checkbox"/> Speaker 's Bureau	<input type="checkbox"/> CPBR Curriculum	<input type="checkbox"/> ETC

Are you as an individual or as an agency registered with the CPMN? If not, Click [Here to register.](#)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please type in the full name of your agency: <input type="text"/>	

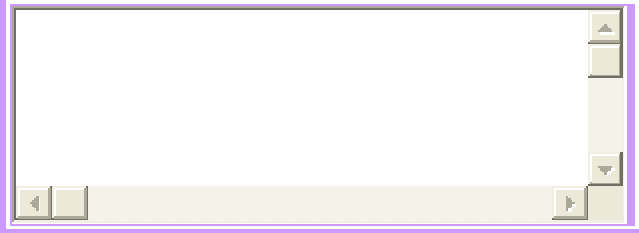
My overall rating of the CPMN web-site is

<input type="checkbox"/> Easy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Difficult
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How can the HRG be more useful to you?

What do you think is missing from the CPMN?

Other Comments



Qualitative measures will involve phone interviews with community partners who register their profile with the CPMN. Data will be collected at the following points: (1) baseline (before the profile is posted), (2) 6-months after posting, and (3) 1 year after posting. At each of these points, they will be interviewed to assess: (1) whether or not they were contacted by a user and (2) level of support provided (mentoring, coaching, technical assistance). We will also randomly capture the contact information of users to conduct a phone interview to assess: (1) their level of knowledge and capacity in engaging in CBPR and CBPR partnerships, and (2) their perceived level of support and assistance they received from other community-based organizations on the website.

B. Community Partner Toolkit

The CPT will be evaluated within the proposed online survey shown in Figure 4. Surveys will be mailed to those who request a hard copy of the survey.

Additional ongoing evaluation activities will occur during the dissemination phase of the proposed project. Specifically, we propose to conduct a series of regional community partner summits where we will launch and orient community partners to both the CPMN and the CPT. During this dissemination opportunities will evaluate and document outcomes. The Mentoring Work Group will oversee dissemination and evaluation activities in partnership with the proposed project manager.

FUNDING REQUEST [DIRECT COSTS = \$360,000 over 36 months]

Funding is requested for project management, technical consultation of the Mentoring Work Group, product development, dissemination and evaluation.

PROJECT MANAGEMENT: \$25,000

A project manager will devote 30% effort to support in implementing proposed project work plan, and will work as part of a larger team (i.e. Mentoring Work Group) on managing efforts of the development of the Community Partner Mentoring Network and Community Partner Toolkit, and assist in overseeing product development and dissemination. The PM will be located at CCPH and likely be a member of the CCPH staff. The PI effort as project director will be contributed in-kind.

PRODUCT DEVELOPMENT: \$142,000

1. Mentoring Work Group (MWG): Community Partner Consultation: \$10,000 per consultant x 6 = \$60,000

Funding is requested to support the intellectual contribution of 6 community partners (members of the Mentoring Work Group) who would be responsible for 1) guiding website development, functionality, evaluation, and for completing the reporting and dissemination activities of the CPMN and Community Partner Toolkit. We anticipate 5-6 hours per month will be invested by each consultant over the 18 month period.

2. Information Technology Consultant for Website Graphic Designer/Development and Programming: \$50,000

Funding is requested to support an IT consultant(s) who will be responsible for website development and programming to construct and execute a web-based database of community partner profiles to serve as a national search service providing the most up-to-date information on knowledge, experiences and best practices throughout the United States of effective methods in establishing, maintaining, and sustaining community-academic partnerships; negotiating with academic and government partners; strategies for effective administration and governance of partnership through capacity-building and collaboration among community partners already engaged in CBPR partnerships in nationally.

A. Community Partner Mentoring Network:

The conceptual framework, design, and purpose of the CPMN will be developed and executed by the MWG and in partnership with the PM and IT Consultant(s). We propose developing a fully functional website with approximately with at least 7-10 web pages for areas such as: Home, About US, Community Partner Search, Register Yourself, Links, Help, and a Login page.

B. Community Partner Toolkit

The MWG and the PM will solicit proposals from additional community partners to write different sections/chapters of the CPT. Each section/chapter will be written by two authors. Each author will receive \$2,000 for compensation of time and effort. . We anticipate developing approximately 8 sections/chapters of for the CPT. Funding in the amount of **\$32K** is requested for compensation of authors.

Each section/chapter will also be peer reviewed by 2-3 individuals, using review criteria for plain language as described on page 13 (Distinct Attributes of the Community Partner Toolkit). The toolkit will be edited by MWG, affiliated partners engaged in CBPR , and translated into 3 languages to be determined by the MWG. The CPT will use easy-to-read design features and be converted to a PDF file to upload onto the CPMN and general distribution both electronically and as a hardcopy.

PRODUCT DISSEMINATION: \$100,000

1. Written Report of Developing CPMN and CPT

The MWG will work with CCPH to prepare a written report describing the process and accomplishments. This document will serve as blueprint for action by documenting and community partner comments, opinions, and level of acceptability of the products. This report will seek to achieve the delicate balance between accessibility to a general audience and acceptability for publication in a trade or academic journal; if this state cannot be achieved then two drafts of the report will be written, one for each purpose. Funding is requested in the amount of \$10,000 to develop, print, and disseminate the final report.

2. Regional Launch of CPMN and CPT at Regional Community Partner Summits

CCPH and the MWG will organize regional community partner summits across the United States to carry out the vision of the Community Partner Summit (held in April 2006), showcase the CPMN and CPT products, and initiate a public discussion. CCPH has cultivated relationships with a broad and rich network of community partners all of whom will be invited (with respect to the regional focus) to attend. CCPH members are very generous with their time, resources, and people power. It is likely that either or both community partner members of CCPH and the community partner consultant of this project will invest their time in-kind to serve as the host and coordinate local logistics for the community presentations to take place (identifying meeting space, arranging AV needs, disseminating meeting announcements through their community networks and mailing lists. Funding is requested in the amount of \$110,000 for the following specific dissemination activities:

- *Product Launch/Summit Planning \$30,000*

- *Translation to 3 languages: \$20,000*
- *Graphic Design and Layout of CPT: \$10,000*
- *Printing of CPT: \$50,000 (in all selected languages)*

TRAVEL \$100,000

Funding is requested to support travel expenses necessary to conduct the regional community presentations. Funding for travel will support 2-4 community partner consultants for each presentation. We propose to conduct 8 presentations across the United States in the following regions.

- 1) West (CA)
- 2) Southwest
- 3) Northwest
- 4) Midwest
- 5) Northeast
- 6) South
- 7) Southeast
- 8) East (Baltimore)

IN-KIND \$40,000 (approximately \$5,000 per community partner host for each community presentation)

CCPH members are very generous with their time, resources, and peoplepower. It is likely that either or both community partner members of CCPH and the community partner consultant of this project will invest their time in-kind to serve as the host and coordinate local logistics for the community presentations to take place (identifying meeting space, arranging AV needs, disseminating meeting announcements through their community networks and mailing list, etc) which approximates to \$5,000 in time and resources spent.

PROJECT TIMELINE: 36 Months

YEAR 1: Project Development (Months 1-12)	
1-3	(a) Identify and hire PM, IT consultant(s) and reconvene MWG members. (b) All parties in (a) to develop and finalize project specific work plans for CPMN and CPT (c) Begin to document the process for final written report
4-10	(a) Implement CPMN and CPT Work Plans (b) PM, IT consultant(s) establish and execute regular work meetings.

	(c) Continue to document the process
11-12	(a) Implement Work Plan (b) PM, IT consultant(s) and reconvene MWG members. meet regularly (c) Continue to document the process (d) Develop evaluation plan
YEAR 2: Continued Project Development (Months 13-21) and Preparing for Organizing and Action (Months 22-24)	
13-16	(a) Complete Work Plan (b) PM, IT consultant(s) and reconvene MWG members. meet regularly (c) Continue to document the process
17-21	(a) PM, IT consultant(s) and reconvene MWG members. meet regularly to: ➤ Prepare community presentation content ➤ Design and organize web launch campaign ➤ Plan and conduct first half of regional launch of CPMN/CPT and regional community partner summits (b) Continue to build community organization profiles on website
22-24	Prepare for Organizing and Action: (a) Conduct pilot of CPMN and CPT (b) Make necessary modifications and changes based on evaluations (c) Plan and conduct first half of regional launch of CPMN/CPT and regional community partner summits (d) Continue to document the process
YEAR 3: Dissemination and Evaluation (Months 25-36)	
25-36	Dissemination & Evaluation: (a) Plan and conduct second half of regional launch of CPMN/CPT and regional community partner summits (b) Conduct evaluations (c) Write final report (d) Disseminate final report

**Community Campus Partnerships for Health
Community Partner Summit Mentoring Work Group Project Proposal Budget:**

			<u>In - Kind</u>	<u>Request</u>
A. Project Management				
<u>Name</u>	<u>Title of Position</u>	<u>Time %</u>		
Sarena Seifer	PI	10	??	\$0
TBD	Project Management	30	\$0	\$25,000
Subtotal				\$25,000
B. Project Development: Community Partner Mentoring Network and Community Partner Toolkit				
TBD	IT Consultants		\$0	\$50,000
Mentoring Working Group (6 members x \$10,000)	Community Partner Consultant			\$60,000
CPT Community Partner Authors (approx 16 x 2K)				32000
Subtotal				\$142,000
C. Product Dissemination				
Final Report				\$10,000
Product Launch/Summit Planning				\$3,000
CPMN and CPT Translation to approximately 3 to be determined languages				\$20,000
Graphic Design and Layout of CPT:				\$10,000
Printing of CPT: (in all selected languages)				\$50,000
Regional Community Partner Hosts (approximately \$5,000 per community partner host for each community presentation, a total of 8)			\$40,000	
Subtotal				\$93,000
D. Travel				
2-4 community partner consultants for each presentation; total of 8 presentations				\$100,000
Subtotal				\$100,000
Total Direct Costs				\$360,000
Total Request				\$360,000