

MEMORANDUM OF UNDERSTANDING

PHASE ONE (11/01/02 to 4/30/04)

CBOs will...

Focus Groups

- Collaborate with CAPS and other CBOs to develop focus group interview schedules.
- Recruit, with assistance from CAPS, at least 24 young, Black, Same Gender Loving (YBSGL) men to participate in 4 focus groups
- Provide, or assist CAPS in finding, space to host the focus groups

Board of Cultural Experts

- Recommend members for the Board of Cultural Experts and approve final Board member list
- Collaborate with CAPS and other CBOs to develop Board Meeting agendas
- Provide, or assist CAPS in finding, space to host the Board Meeting
- Attend and participate in all Board Meetings
- Collaborate in the facilitation of Board Meetings as necessary

Communication

- Read grant proposal and make recommendations or ask questions about the research plan as necessary
- Carry out other activities necessary to establish and facilitate collaborative relationships with CAPS and other CBOs including, but not limited to: participating in UARP meetings and other scientific meetings as negotiated; participating in multi-site project meetings and meetings with consultants; participating in site visits as necessary; maintaining regular contact with CAPS and actively communicating with scientific staff via telephone, face-to-face meetings, and/or e-mail; and working with project consultants as needed to address issues in program and research planning and implementation as they arise

Data Collection and Analysis

- Keep notes, journals, or logs summarizing project meetings and activities, including impressions regarding the collaborative process and ideas about the Project's future
- Share all data collected with CAPS
- Collaborate in the analysis of data from Focus Groups
- Collaborate in the analysis of data from Board Meetings

Program

- Key staff attend MP training
- Collaborate with CAPS and other CBOs to tailor MP for YBSGL men
- Begin program planning to implement the tailored MP for YBSGL men during Phase Two, including but not limited to determining who will supervise the Project, how Coordinators will be recruited, where to locate Project Space, etc.

Administrative

- Submit all administrative forms to UARP as required
- Provide letters of collaboration to UCSF CHR as required

CAPS will...

Focus Groups

- Take the lead in developing focus group interview schedules with extensive input from CBOs
- Assist CBOs as necessary to recruit participants for focus groups
- Assist CBOs as necessary to find focus group meeting space and schedule groups
- Find focus group facilitator

Boards of Cultural Experts

- Meet with all prospective Board members and finalize list of potential members
- Invite prospective Board members to join the Board (after list is approved by all local CBOs) and schedule all meetings
- Take the lead in developing Board meeting schedules with extensive input from CBOs
- Collaborate in the facilitation of Board Meetings as necessary

Data Analysis

- Take the lead in analyzing data from Focus Groups and Board Meetings with extensive input from CBOs
- Compile data from all CBOs

Program

- Provide MP training for key CBO staff
- Provide MP replication packages to CBO staff
- Provide access to MP website to CBO staff
- Provide individualized training and technical assistance (TA) as needed to CBO staff.
- Take the lead in tailoring the MP for YBSGL men with extensive input from CBOs and consultants.

Communication

- Keep notes, journals, or logs summarizing project meetings and activities, including impressions regarding the collaborative process and ideas about the Project's future
- Keep notes, journals, or logs summarizing project meetings, contact with CBOs, and other activities, including impressions regarding the collaborative process and ideas about the Project's future
- Meet CBO staff, read each CBO's website, reach materials produced by each CBO, learn about each CBO's current programming, future plans, and institutional culture
- Carry out other activities necessary to establish and facilitate collaborative relationships with CBOs including, but not limited to: attending UARP meetings and

other scientific meetings to present information about the project; arranging and attending all multi-site project meetings and consultant meetings; conducting site visits and welcoming CBO staff to visit CAPS as desired; maintaining regular contact with CBOs and actively communicating with CBO staff via telephone, face-to-face meetings, and/or e-mail; and securing assistance from project consultants as needed to address issues in program and research planning and implementation as they arise

Administrative

- Submit all administrative forms and reports to UARP as required
- Obtain and keep UCSF CHR approval current
- Jointly share ownership of data collected with CBOs after assuring that individual study participants cannot be linked to their responses in accordance with UCSF CHR requirements (i.e., UCSF will review raw data to ensure that identities of individual participant will be protected before release, but all aggregate data will be jointly shared).

PHASE TWO (5/1/04 to 10/31/05)

CBOs will...

Program

- Hire Project Coordinators
- Project Coordinators and Project Supervisors will attend full and complete MP training
- Review all MP materials.
- Request TA as needed in addition to regularly scheduled calls.
- Conduct Community Assessment as described in MP materials and training.
- Recruit YBSGL men to Project Core Group (CG).
- Hold regular CG meetings.
- Organize a Community Advisory Board (CAB).
- Host regular CAB meetings
- Secure and maintain appropriate Project Space
- Develop and implement publicity plan as described in MP materials and training.
- Plan and implement formal outreach events (e.g., events and outreach team performances), schedule TBD.
- Attend M-group training.
- Conduct M-groups, schedule TBD.
- Encourage the informal outreach process throughout Project implementation.

Communication

- Participate in conference calls and regularly scheduled TA calls.
- Carry out other activities necessary to establish and facilitate collaborative relationships with CAPS and other CBOs including, but not limited to: participating in UARP meetings and other scientific meetings as negotiated; participating in multi-

site project meetings and meetings with consultants; participating in site visits as necessary; maintaining regular contact with CAPS and actively communicating with scientific staff via telephone, face-to-face meetings, and/or e-mail; and working with project consultants as needed to address issues in program and research planning and implementation as they arise

Data Collection

- Select and provide volunteer names and contact information to CAPS for evaluation interviews after securing their permission to do so
- CBO staff and CG volunteers participate in volunteer interviews with CAPS.
- Submit all process data regarding Project implementation through the MP website.
- Keep notes, journals, or logs summarizing project meetings and activities, including impressions regarding the collaborative process and ideas about the Project's future.
- Share all data collected with CAPS

Data Analysis and Presentation

- Collaborate with CAPS to analyze Project data.
- Each CBO will have access to data to present findings at meetings, conferences, in journals, etc. with or without collaboration from CAPS or other CBOs
- Read all publications from this study prior to their submission
- Participate in the CAPS peer review process for any manuscripts and presentation on which a CAPS investigator is co-author

Administrative

- Submit all administrative forms to UARP as required
- Provide letters of collaboration to UCSF CHR as required

CAPS will...

Program

- Consult with CBOs during the Coordinator hiring process as requested.
- Provide MP training to Project Coordinators and Project Supervisors
- Schedule and conduct TA phone calls and e-mail interactions.
- Provide MP materials and website access to Project Coordinators and Supervisors
- Respond to ad hoc TA requests from CBOs.
- Attend select CAB meetings as appropriate.
- Review CBO publicity materials
- Attend select outreach events, M-groups, and Core Group meetings as appropriate.
- Provide M-group trainings.

Data Collection, Analysis and Presentation

- Conduct evaluation interviews with Project staff and key volunteers.
- Review CBOs' community assessment process and data.
- Monitor all process data submitted regarding Project implementation.
- Compile data from all CBOs

- Take the lead in data analysis.
- Prepare study findings for publication and presentation at meetings, conferences, in journals, etc. with or without collaboration from other CBOs’
- Make all publications from this study available to CBOs to read prior to submission
- Have all publications on which a CAPS investigator is an author or co-author peer-reviewed at CAPS.
- Offer CAPS’ peer review service to CBOs who are preparing manuscripts on which a CAPS investigator is not a co-author

Communication

- Initiate and respond to requests for conference calls with CBOs
- Keep notes, journal, or log summarizing project meetings, contact with CBOs, and other activities, including impressions regarding the collaborative process and ideas about the Project’s future.
- Carry out other activities necessary to establish and facilitate collaborative relationships with CBOs including, but not limited to: attending UARP meetings and other scientific meetings to present information about the project; arranging and attending all multi-site project meetings and consultant meetings; conducting site visits and welcoming CBO staff to visit CAPS as desired; maintaining regular contact with CBOs and actively communicating with CBO staff via telephone, face-to-face meetings, and/or e-mail; and securing assistance from project consultants as needed to address issues in program and research planning and implementation as they arise

Administrative

- Jointly share ownership of data collected with CBOs after assuring that individual study participants cannot be linked to their responses in accordance with UCSF CHR requirements
- Obtain and keep UCSF CHR approval current.
- Submit all administrative forms and reports to UARP as required

The following “Principles for Research Collaboration” were developed for the project “Influence of Social Networks on the Use of Prenatal Care”, Michele Kelley, ScD, Principal Investigator, The University Of Illinois at Chicago. This was developed by a collaborative partnership with community based organizations. (Funded by the Centers for Disease Control and Prevention and the National Institutes of Nursing Research [updated 05-07-98])

Collaborative research is a way to build trust among community representatives and university investigators, share resources, and exchange skills and knowledge, in a process that seeks to maintain equitable and reciprocal relationships. The expansion of research methodology to include community representatives is intended to educate and empower everyone involved in addition to altering the scope and understanding of the research enterprise as a whole. The ultimate goal of collaboration is to benefit the population targeted by the research.

To guide the relationship between the various research partners, I recommend the following activities and principles be added to the Memorandum of Understanding:

1. Commit to equity, collective decisions, and action.

- Conduct training or information session on UCSF CHR requirements to assure joint ownership of data.
- All partners will be involved in the interpretation of results and different perspectives will be included in published outcomes.

2. We are committed to high quality, ethical research.

- Each partner will retain autonomy over their own project and will not be required to work with other agencies.

3. We will maximize opportunities for learning and glean knowledge from the data/information.

- We will facilitate and share training and learning opportunities, particularly those that build community capacity and competency related to research techniques.
- Presentation of data or information resulting from the research process or findings will be done in conjunction with all partners.
- Partners who wish to use their research data to pursue program and funding goals that benefit their particular communities will be encouraged and supported.

4. We are committed to and will strive to have our research lead to appropriate and necessary policy changes.

Board Chair

Executive Director

Key Staff Member

CAPS Principal Investigator

CAPS Co-Principal Investigator