



COMMUNITY BASED PARTICIPATORY RESEARCH TRAINING AND PILOT AWARDS PROGRAM

PROGRAM ADMISSION INFORMATION AND APPLICATION

IMPORTANT DATES

Application Due: January 29
Notice of Acceptance: February 5
Orientation: February 23
First Day of Class: March 1
Last Day of Class: June 28
Proposal Due: July 29

This document contains admission information on and application materials to the Community Based Participatory Research Training and Pilot Awards Program for Columbia University faculty and leaders of community and faith-based organizations serving the upper Manhattan neighborhoods of Harlem, Washington Heights, and/or Inwood in New York City. The Community Based Participatory Research Training and Pilot Awards Program is a two-part program including a course, Introduction to Community Based Participatory Research, and an opportunity to apply for competitive pilot funding. The Program is provided at no cost to admitted participants.

Community Based Participatory Research Training and Pilot Awards Program

“Community-based participatory research in health is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each [partner] brings. CBPR begins with a research topic of importance to the community with the aim of combining knowledge and action for social change to improve community health and eliminate health disparities.”

-W.K. Kellogg Foundation

The Community Based Participatory Research Training and Pilot Awards Program is central to achieving the goal of the Irving Institute for Clinical and Translational Research to stimulate community engaged research between Columbia University faculty and community/faith-based organizations serving upper Manhattan. A key capacity-building opportunity, the Community Based Participatory Research Training

and Pilot Awards Program (CBPR Program) is a two-part program that offers structured training and practical experience in community based participatory research (CBPR). CBPR is an approach to conducting health research that is developed and carried out in equitable partnerships between academic and community stakeholders. In CBPR, research findings inform the knowledge base of the subject under investigation as well as provide actionable data to improve community health. Participants begin their training with the Introduction to Community Based Participatory Research course, which provides an overview of the fundamental concepts and components of CBPR methodology and acquaints participants with strategies for developing academic-community partnerships. Working in academic-community partnered pairs, participants co-develop a pilot research proposal that they submit to the Irving Institute for funding consideration. The CBPR Program is offered at no cost to all admitted participants.

Academic-Community Partnered Pairs

Participants will gain an appreciation of all the components involved in CBPR and sound health research through co-learning and practicing various parts of the research process in community-academic partner pairs. All pairs will consist of an academic and community partner that will develop a research proposal using a CBPR approach.

Academic and community applicants may apply together as one dyad. All applicants applying with a partner must note the name of their partner in question 10 of the application. Each partner must apply separately, however, the applications will be reviewed jointly.

Applicants that apply individually will be matched with an academic or community counterpart from the pool of applicants on the basis of areas of interest. Individual applicants are encouraged to contact the Program Manager prior to the deadline to discuss their areas of interests. Doing so may aid in identifying an academic/community partner prior to the start of the course. Contact Alejandra N. Aguirre, Program Manager, via email at ana2104@cumc.columbia.edu or by phone at (646) 697-2272.

Irving Institute for Clinical and Translational Research, CBPR Training and Pilot Awards Program Sponsor

The Irving Institute for Clinical and Translational Research aims to transform the way health research is conducted, enabling the development and implementation of new treatments and prevention strategies more efficiently and effectively. The Irving Institute is funded by the National Institutes of Health's (NIH) Clinical and Translational Science Award, a program key to the NIH's mission of accelerating discoveries towards better health.

As part of the Irving Institute's mission to transform the way health research is conducted, its Community Engagement Core Resource (CECR) fosters research conducted in partnership with community to better inform the application of scientific findings to clinical and community practice. CECR supports community-engaged research between Columbia University researchers, multi-sector stakeholders, and the community at-large by providing (1) capacity building opportunities for and guidance with community based participatory research, (2) free physical space in the community for health related activities at Columbia Community Partnership for Health, (3) a community-based website called GetHealthyHeights.org to improve outreach between Columbia University, community based organizations, and the community at-large, and (4) linking community residents to health research, information, and services.

More information on the Irving Institute and the Community Engagement Core Resource is available on our website at irvinginstitute.columbia.edu.

Application Deadline

Community and academic applicants must apply by January 29. If an applicant is applying with a partner it should be indicated in question 10 of the application. Applicants will be notified of their acceptance by February 5. Accepted applicants are expected to attend a program orientation on Tuesday, February 23, from 4:00p-6:30p at Columbia Community Partnership for Health, 390 Fort Washington Avenue between 177th and 178th streets.

Course Structure

An important goal of this course is to establish a common language for seminar discussions that will enable all participants to experience co-learning with the goal of empowering partners (community stakeholders and academic researchers) to develop research proposals and carry out funded research of mutual interest.

The seminars will take various formats depending on the topic being covered. Topics covered include: definitions of community, issues of power and control, engagement and participation, the appropriate use of qualitative and quantitative methods, and research design. All seminars will take a lecture-and-lab format, with a 1.5-hour lecture and a 1-hour exercise lab. Most lectures will involve a Power Point presentation. The exercise-lab will provide opportunities for discussion and practical applications of concepts presented in the lecture and readings. Participants will be paired for the course. Pairs are expected to complete homework assignments together in-between seminars.

Seminar Dates, Time, and Location

The course meets for eleven sessions beginning Tuesday, March 1, through Tuesday, June 28, from 4:00p to 6:30p at Columbia Community Partnership for Health located at 390 Fort Washington Avenue, NYC, 10033. In addition to the in-person seminars, participants will undertake independent reading and writing exercises outside of class.

The class will meet weekly for the first five sessions then biweekly for the remaining six sessions from 4:00p-6:30p at Columbia Community Partnership for Health located at 390 Fort Washington Avenue between 177 and 178 Streets on the following dates:

March 1, 8, 22, and 29

April 5 and 19

May 3, 17, and 31

June 14 and 28

Participants are expected to attend a program orientation session on Tuesday, February 23, from 4:00p to 6:30p at Columbia Community Partnership for Health.

CBPR Pilot Awards

At the conclusion of the course, participants will be eligible to apply for a one-year pilot grant of up to \$40,000. Approximately three applications are funded. Funding will be awarded to studies that have the potential to apply for larger federal funding opportunities in CBPR research. The unique pilot awards will require that both the community agency and the academic partner submit as Co-Principal

Investigators. This will allow the agency experience in meeting the criteria set forth by Columbia University Medical Center fiscal department and Institutional Review Board. It will also allow the academic partner to gain experience working with a community-based Principal Investigator in a more equitable way than is currently practiced. The CBPR pilot awards are solely eligible to academic-community partners in the course. Proposal guidelines and application will be distributed early in the course. Proposals are due Friday, July 29.

Learning Modules & Seminar Objectives

The seminars are divided into six modules. At the end of the course, participants will be able to:

1st module: Introduction to CBPR

- Identify and discuss their interests in and perspectives about CBPR
- Identify and characterize their multiple identities and discuss how those identities can be a strength and a challenge in CBPR
- Describe the tenets and general principles of CBPR
- Identify and discuss theoretical perspectives that have shaped the development of community based participatory research
- Define “community” and discuss issues associated with identifying community and community partners
- Characterize types of community-academic partnerships as well as identify the strengths and challenges in those partnerships including issues of power and control
- Identify and demonstrate the use of communication techniques for community engagement

2nd module: Research Methods

- Define research and describe types of research methods
- Explain the difference between traditional research approaches and CBPR
- Discuss the principles of participatory research in case studies and community settings
- Identify and analyze dimensions of participatory research in relationship to health disparities

3rd module: Quantitative Research Methods

- Define and describe the principles of quantitative research methods
- Describe the advantages and disadvantages of quantitative designs
- Distinguish between the different types of quantitative approaches
- Review and critique quantitative methods within field-based case examples
- Discuss how to employ CBPR approaches into quantitative methods

4th module: Qualitative Research Methods

- Define and describe the principles of qualitative research methods
- Describe the advantages and disadvantages of qualitative research
- Distinguish between the different types of qualitative approaches
- Review and critique qualitative methods within field-based case studies
- Discuss how to employ CBPR approaches into qualitative methods
- Describe the relationship between qualitative and quantitative methods

5th module: Writing a Research Proposal using a CBPR Approach

- Discuss where to look for and how to find research funding opportunities
- Describe components of a CBPR focused research proposal

6th module: Practice, Reflection and Reporting

- Discuss the skills necessary for participating effectively in CBPR projects
- Identify and discuss three advantages and three limitations of the CBPR approach in addressing public health problems
- Describe ethical issues in CBPR and how they can be addressed
- Demonstrate and discuss principles and practice of consensus building

Course Instructors

The course is team-taught by CBPR experts from Columbia University Medical Center and ARC XVI Fort Washington, Inc. who have significant experience with academic-community research partnerships.

Fern Hertzberg, MSW

Executive Director

ARC XVI Fort Washington, Inc.

Fern Hertzberg is the Executive Director of ARC XVI Fort Washington, Inc., is a multi-service senior citizen organization, which provides senior center, social adult day care, and transportation services to the well, the frail, and the disabled elderly. Ms. Hertzberg brings a wealth of knowledge about a wide range of senior services to every project with which she associates herself. Ms. Hertzberg is well known for her advocacy for improved services and finding funding for the elderly in her community. An MSW graduate from Yeshiva University's Wurzweiler School of Social Work, her educational interests underlie her community-based philosophy to engender education and strengths-based advocacy. Ms. Hertzberg is currently Co-chairperson of the Washington Heights and Inwood Council on Aging, a position she has held since 2002 and the Treasurer of AFADS, Advocates for Adult Day Services, Inc. ARC XVI Fort Washington, Inc. has a history of working with the Irving Institute for Clinical & Translational Research, Mailman School of Public Health and others at CUMC in promoting research with the elderly in Washington Heights and Inwood, as such she has been well-suited to serve as a collaborating partner on many research projects. Ms. Hertzberg is an Executive Committee member of the Irving Institute's Community Engagement Core Resource.

Joyce Moon-Howard, DrPH

Adjunct Associate Research Scientist

Irving Institute for Clinical and Translational Research

Columbia University Medical Center

Joyce Moon Howard, DrPH is an Adjunct Associate Research Scientist with the Irving Institute for Clinical and Translational Research. In addition, Dr. Moon-Howard is a Clinical Associate Professor of Global Public Health at NYU's College of Global Public Health where she teaches courses in program evaluation and community based participatory research (CBPR). Her research has involved strengthening partnerships between academic centers and community residents and the link between research and service delivery. She is a former Chair of the panel on CBPR at the Association of Schools

of Public Health Education Committee Workshop, charged with making recommendations to advance teaching in graduate programs within schools of public health. Dr. Moon-Howard is principal investigator on research examining contextual influences on HIV in African American communities and with support from NICHD she has explored the role and influence of religious institutions and leadership on HIV/AIDS risk and prevention strategies. Her research in tobacco use disparities has resulted in a six year appointment by the Governor to his Advisory Board on Tobacco Control and Prevention in New York State. She has utilized findings from her tobacco studies to develop tobacco related interventions for pregnant and parenting women in her seven year HRSA funded MCH grant which evaluates health and related services for women in Queens, Nassau and Suffolk Counties. She is currently co-investigator on a 5-year grant to increase the diversity of the public health workforce through a grant from CDC for the Summer Public Health Scholars Program (SPHSP). Dr. Moon Howard is an Executive Committee member of the Irving Institute's Community Engagement Core Resource.

Program Eligibility Criteria

Health, Social Service and Faith-Based Organization (*Community*) applicants must:

- Hold the title of Executive Director, Assistant Executive Director, or other high level administrator at an organization serving upper Manhattan;
- Commit to attend all eleven seminar sessions and stay for the entire duration of the class session;
- Commit to submitting a proposal for pilot funding with an academic partner from Columbia University participating in the course;

Columbia University applicants must:

- Be employed at Columbia University with an academic appointment of Assistant/Associate/Full Professor and conduct health research;
- Commit to attend all eleven seminar sessions and stay for the entire duration of the class session;
- Commit to submitting a proposal for pilot funding with a with a community partner participating in the course;

Academic applicants are encouraged to consult with their department/division chair on their participation in the program.

Please note:

- The Irving Institute's Community Engagement Core Resource covers all expenses associated with participation in the course (i.e. books and materials).
- This course does not lead to course credit, a degree or certification.
- All instruction is conducted in English.
- Acceptance into the course does not guarantee a pilot award.
- Accepted applicants will be required to complete a pre- and post-course evaluation, and may be contacted periodically to provide information on their research involvement.

COMMUNITY BASED PARTICIPATORY RESEARCH TRAINING AND PILOT AWARDS PROGRAM

APPLICATION

To apply submit the set of materials itemized below to Alejandra N. Aguirre, MPH, Senior Program Manager, by either email at ana2104@cumc.columbia.edu or fax at (212) 568-3453 no later than **5pm on the applicable due date of January 29**. Questions can be directed to Ms. Aguirre by email ana2104@cumc.columbia.edu or telephone (646) 697-2272.

The applicant must provide:

- This CBPR Program application
- Current Resume or Curriculum Vitae
- Community applicants who do not hold the title of Executive Director must submit a letter of support from their supervisor

Applicant Contact Information

Full Name (First, Middle, Last): _____

Job Title: _____

Program/Department: _____

Organization/School: _____

Address: _____

City: _____ Zip Code: _____

Preferred Email Address: _____

Telephone: _____

Website URL (if any): _____

Name of Executive Director if different from applicant: _____

For community applicants only:

1. Briefly describe the function of your organization:

2. Which of the following best describes your organization?

- 1 Academic/educational institution
- 2 Faith-based organization
- 3 Government agency
- 4 Health clinic/medical facility
- 5 Social service agency
- 6 Other: _____

3. How many people are employed by the organization?

- 1 Ten or less
- 2 More than ten but less than 20
- 3 More than 20 but less than 50
- 4 More than 50

4. How many people does your organization serve on a monthly basis?

- 1 Less than 100
- 2 100-300
- 3 301-500
- 4 501-700
- 5 701-900
- 6 901+
- 7 Not Applicable

5. What year was the organization established?

6. What is the organization's employer identification number?

7. How long has the applicant worked in Washington Heights-Inwood?

- 1 Less than six months
- 2 More than six months but less than a year
- 3 One or more years but less than five years
- 4 Five or more years but less than ten years
- 5 Ten or more years

For all applicants:

8. Briefly describe your level of experience with research methods and proposal writing:
(Note: This information is for the sole purpose of informing the development of the curriculum)

9. List the areas of interest or focus for the organization and/or researcher (e.g., domestic violence, diabetes, obesity):

10. If you intend to apply with a partner please list the name and organization of the co-applicant:

I understand the course and eligibility requirements.

Signature:

Print Name:

Date: