

Section 3: SoLaHmo's Partnership Action Steps Along a Project Stages Timeline

Note: Some stages are overlapping and repetitive so that there is flexibility in the stages.

PROJECT STAGE 1: PARTNERSHIP DEVELOPMENT

1. Partnership Exploration Phase

CBPAR Principles: 3,5,7 & 8

- 1-3 meetings to discuss topic and potential partnership*
- Determine if all partners are interested in the topic and CBPAR process. Is there a fit?
- Present SoLaHmo decision-making process (typically Consensus)
- Identify research questions and methods together
- Identify grant opportunities
- Attend to ethical considerations:
 - ✓ Are community researchers Co-Investigators (Co-I's)/Co-Principal Investigators (Co-PI's)?
 - ✓ Are SoLaHmo/community members represented at project leadership level?
 - ✓ Have there been discussions about how knowledge production will **benefit community** and advance community health?
 - ✓ Have there been discussions about how to frame the health topic within social, cultural, historical and political contexts?
 - ✓ Is the partnership using SoLaHmo Cultural Asset Framework?

2. Collaborative Planning Phase

CBPAR Principle: 3

- Decision to move forward together has been made
- 1-2 initial meetings to develop specific ideas for proposal*
- Develop an initial collaborative agreement with Co-PI's and others as time permits (Project Goals, Decision-Making, Communication, Accountability, Data Access and Use, Conflict, Data Ownership, Dissemination of results, Sustainability)
- Write grant/s
- Develop budget/s: (consider: 6-8 hours for collaborative agreement; translation, transcription, travel, meeting costs with food, participant costs, including childcare and transportation)
- Develop timeline/s
- Complete IRB application when needed (i.e., federal grants)
- Discuss SoLaHmo translation protocol (or one that ensures meaning-for-meaning translation, as opposed to word-for-word translation of your documents and tools), Community Advisory Board processes, and participatory analysis process
- Build time into budget for partnership planning/partnership evaluation



- Attend to ethical considerations
 - ✓ Are community researchers Co-I's/Co-PI's?
 - ✓ Does the project budget include funds for research participant childcare, transportation, and food?
 - ✓ Does budget include funds for community dissemination, including translation of dissemination materials?

PROJECT STAGE 2: IMPLEMENTATION

1. Early Implementation Phase

CBPAR Principles: 2 & 7

- Secure funding
- Form team/s. Discuss individual expectations, reasons for being at the table, and personal assets.
- Develop Collaborative Agreement *over 3-4 two-hour meetings*: Project Goals, Decision-Making, Communication, Accountability, Data Access and Use, Conflict, Data Ownership, Dissemination of results, Sustainability
- Develop other partnership elements
- Review timeline and deliverables and revise if necessary
- Complete IRB application in collaborative manner. Consider protections for SoLaHmo researcher integrity in own communities, prevent individual & community harm.
- Complete appropriate trainings for academic partners and new SoLaHmo researchers (CBPAR; Optional: SoLaHmo's Community Research Ethics)
- Develop research tools collaboratively (consent forms, recruitment scripts/letters, surveys, interview questions, etc.)
- Develop research methods collaboratively (consider delayed interventions for pilot studies)
- Finalize recruitment strategy
- Discuss dissemination strategy (consider phasing over life of project instead of just at the end)
- Attend to ethical considerations:
 - ✓ Is the partnership applying cultural lens and literacy considerations when developing documents, methods, tools, etc?
 - ✓ Is the partnership utilizing SoLaHmo's translation protocol (or one that ensures meaning-for-meaning translation, as opposed to word-for-word translation to your documents and tools)?
 - ✓ Are SoLaHmo/community partners part of the application and IRB process? Are SoLaHmo/community partners' and organization's integrity being protected or being considered? Is the partnership considering how to prevent both individual and community harm?
 - ✓ Is the partnership using SoLaHmo community/cultural asset framework?



2. Recruitment/Data Collection Phase

CBPAR Principles: 1, 3, 5, 7, 8 & 9 %&

- Conduct: Recruitment, Consent, Data Collection
- Mange data (data entry, transcription/translation)
- Attend to ethical considerations
 - ✓ Is the partnership applying SoLaHmo cultural asset framework in coding and interpretation
 - ✓ Is the partnership taking steps to prevent contributing to current or possible stigma in data interpretation?
 - ✓ Are partnership members aware of personal and professional preferences, assumptions, and biases? And has the partnership team discussed these when they arise?

3. Data Analysis/Interpretation Phase

CBPAR Principles: 1, 3, 4 & 6

- Complete participatory analysis training
- Conduct participatory analysis
- Attend to ethical considerations
 - ✓ Is participatory analysis happening so that community partners are involved in each relevant aspect of analysis and interpretation?
 - ✓ Is the partnership discussing the CBPAR process with the entire team and how, when, and where findings will be shared?
 - ✓ Have you discussed how to present findings in a way doesn't reflect negatively on, or create stigma for, the communities that participated in the study?

PROJECT STAGE 3: SHARING RESEARCH FINDINGS & PLANNING NEXT STEPS

1. Sharing Research Findings Phase (Findings shared equitably with community & academic audiences)

CBPAR Principles: 3 & 7

- Share research findings with community members
- Share research findings with academic audiences
- Attend to ethical considerations
 - ✓ Is the partnership discussing the CBPAR process with the entire team and how, when, and where findings will be shared?
 - ✓ Is the partnership considering and discussing about how to present findings in a way that prevents community stigmatization?
 - ✓ Is the partnership developing parallel processes for community & academic dissemination (make community dissemination a priority)?



- ✓ Are community researchers co-authors/co-presenters on both community and academic dissemination efforts?

2. Planning Next Steps or End of Project Phase

CBPAR Principles: 2, 3, 4, 6, 8 & 9

- Write reports
- Prepare for ongoing dissemination
- Identify next steps (New grants, New goals/methods identified, etc)
- Write further grants
- Attend to ethical considerations
- ✓ Do next steps reflect both community researcher and academic researcher priorities and interpretations?

