



# University of Pittsburgh

*Graduate School of Public Health  
Center for Minority Health*

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**TO:** Principal Investigators

**FROM:** Stephen B. Thomas, PhD  
Director, Center for Minority Health (CMH)  
Philip Hallen Professor for Community Health & Social Justice

**SUBJECT:** Community Research Advisory Board (CRAB)

We, at the Center for Minority Health (CMH) are committed to encouraging and promoting a spirit of collaboration among research investigators at the University of Pittsburgh and members of our Community Research Advisory Board (CRAB). As the Director of the CMH, I want to thank you for your interest in sharing information about your research and engaging our CRAB. During the upcoming months, we will be expanding the role of our CRAB as they take the lead in our Integrated Community Engagement Research Network (ICERN). This will allow more opportunities for those investigative teams who need them to receive additional assistance and support throughout the duration of your study. All investigators who have presented to the CRAB will be updated on these changes.

We look forward to learning how your work will benefit those underrepresented populations and communities you are interested in. Therefore, our guidelines have been developed to assist both investigators and CRAB members in making this effort a positive and successful one for all involved. While it is appropriate for the project director or other project staff to attend the CRAB meeting at the time of the presentation, **the Principal Investigator should plan to make the presentation.** This review process is intended to provide a system of support to all research investigators; and it should take place as early in your process as possible – preferably prior to submission of your proposal to a funding agency. Investigators have reported positive responses from reviewers, to their mention of presenting to the CRAB prior to submission.

The CRAB is based in the Center for Minority Health (CMH) at the Graduate School of Public Health (GSPH). The membership includes community stakeholders from various ‘walks of life’, representatives from other numerous human service organizations and community settings, University of Pittsburgh faculty and staff, as well as faculty and staff from other academic institutions. The CRAB meets approximately 10 times during the year for the purpose of:

- Increasing the members’ awareness of various aspects of research and its implications in underserved communities.
- Providing feedback, based on diverse perspectives, to investigators about their proposed or on-going research.

- Building both the academic and community capacity to:
  - conduct culturally competent research in partnership
  - share knowledge and transfer information to improve health outcomes
- Creating opportunities for further collaboration and partnership between research investigators and the communities/individuals most impacted by racial and ethnic disparities in health.

The CRAB endorses the *Ten Commandments of Community-based Research* and strongly believes in their application to both new and on-going research investigation:

- ⇒ **Thou shalt consult the community.**
- ⇒ **Thou shalt value process as you value outcome.**
- ⇒ **Thou shalt hold community objections to be the higher good.**
- ⇒ **Thou shalt do not covet the community data.**
- ⇒ **Thou shalt do not commit analysis of community data without community input.**
- ⇒ **Thou shalt do not bear false witness towards community members.**
- ⇒ **Thou shalt do not release findings before the community is consulted.**
- ⇒ **Thou shalt train and hire community people.**
- ⇒ **Thou shalt do not violate confidentiality.**
- ⇒ **Thou shalt freely confess thyself to be biased.**

The review guideline described on the following pages outline a very specific process so that we can provide investigators with timely and constructive feedback. **Requests for presenting to the CRAB and questions regarding the completion and submission of the required forms should be directed to Dr. Angela Ford, Associate Director for the Center for Minority Health: 412-624-5665 or [afford@cmh.pitt.edu](mailto:afford@cmh.pitt.edu).** The required completed forms must be submitted electronically to this same email address, at least 2 weeks prior to your scheduled presentation. **Please indicate *CRAB Review* in subject line of all email communication to Dr. Ford.**

**Again, thank you for your interest in working collaboratively with the CMH, using this process. We look forward to your presentation.**



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## **Community Research Advisory Board (CRAB)**

### **2007/2008 Meeting Dates**

**Time:** 1130am-1:00pm

*Extended to 1:30pm* on those dates when two presentations are scheduled.

**Location:** Pittsburgh Athletic Association (PAA)

**- Patrician Room – 2<sup>nd</sup> Floor**

Corner of Bigelow & 5<sup>th</sup> Ave – Across from the Cathedral of Learning

<b>2007</b>	<b>2008</b>
September Meeting Cancelled	January 16
October Meeting Cancelled	February 20
November 28	March 19
No CRAB meeting in December!  <b>Healthy Black Family Project Holiday Party Thursday, December 17<sup>th</sup> 6-9pm</b>	April 16
	May 21 <b>If needed</b>
	June 18 <b>If needed</b>
	July 16 <b>If needed</b>

## **Research Review Guidelines for Investigators**

To initiate the review process, please submit an electronic copy of the following at least 2 weeks prior to presenting before the CRAB:

- Completed 'Research Summary Form'
- A copy of the informed consent study participants will be asked to sign
- Statement of the Problem and Proposal Abstract (one page only)

**Your presentation to the CRAB should be informal and for no more than 15 minutes.** At the time of the presentation, please provide 25 copies of any written material that is or will be disseminated to study participants and any material that is used for recruitment.

**Feedback:** At all times, members of CRAB attempt to offer substantive critiques with specific recommendations regarding the study. Feedback will be provided at the time of the presentation and in writing approximately 2 weeks after the presentation takes place. Further consultation can be arranged upon request.

In reviewing the information regarding your study, members of the CRAB will be especially interested in the following information during the investigator presentation:

- Exactly what is/are the question(s) you are attempting to answer?
- How will this research benefit the population targeted?
- How does this research address the problem you stated?
- What jobs will be available as a result of this research study?
- How will the community have access to them?
- What will you leave behind in the community as a result of your work?
- What will be your method of recruiting participants?
- What is the proposed or anticipated outcome(s)?
- How will you disseminate your research findings?
- Can consumers understand your recruitment material?
- How will you ensure your study is implemented in a culturally competent manner?
- What written materials are given to participants or potential participants?
- What does the informed consent say?
- Are health literacy issues taken into consideration?
- Is the recruitment material culturally appropriate for the population targeted?
- What has the research team done to recruit the targeted population?
- How culturally diverse is the study team?
- How will you make the targeted community aware of jobs created as a result of your grant/research?

**Research Summary Form**

**Title of Study:**

**Principal Investigator (Include name, academic title, affiliation and all contact information):**

**Co-Investigators (Include names and academic titles and affiliations):**

**Project Director (Include name and complete contact information):**

**If this is a new proposal, please indicate:**

**Type of Application:**

**Sponsoring/Funding Agency:**

**Due Date of Proposal:**

**Targeted Population:**

**If proposal is already submitted and/or funded, provide indicate:**

**Funding time period:**

**Requested Level of Support:**

**Targeted Population:**

**What would you like feedback on or assistance with?**

**Please add any additional information below that might be of particular interest to the CRAB:**