

Partnership Flowchart for CAARN Project



Academic Researcher

Community Agency/Aging Network

1. Community prioritization step: CCEHP CAB, UniteMKE Board and AAHN provide health needs of communities for research

2. CAARN discusses with investigator; contact made through Drs. Mahoney, Smith, Farrar-Edwards, Co-Is and/or Community Research Associate (CRA); meetings between PI and CAARN ensue

3. Obtain project prioritization from CAARN Executive Committee

4. Investigator completes "Building Trust" training, meets with MPIs Farrar-Edwards and Mahoney, Co-I Green-Harris and African American CRAs, to prepare for next step

5. Investigator and CRAs meet with CCEHP CAB, UniteMKE Board and AAHN to seek input and final approval for project

6. Investigator, MPIs and CRAs select lead CRA for project

7. CRA engages local community organizations to serve as partners, based on organizations' interests, feasibility, population

8. CRA sets up a meeting(s) with all partners involved and discussions begin as a team

9. Researchers engage in hands-on activities facilitated by partner organizations; CAARN compensates community partners for their pre-award participation; CRA creates a Memorandum of Understanding (MOU) for the investigator, CRA, and community partners, outlining roles and commitments of each partner, including the researcher's commitment to meaningfully engage with community and increase capacity to do research

10a. Funding opportunities discussed; CAARN brings resources and partnership with ICTR

10b. Intervention and research questions developed as a team

11. Project proposal written and submitted

12. If funded--pilot project begins

If not funded--find another funding source and/or adjust project/proposal

13. CAARN and research team recruit and train a Tailored Advisory Board (TAB) to provide input on the project across all research stages to optimize reach, effectiveness, adoption, implementation, and maintenance of intervention and conduct research