

Why Collaborate with the Department of Community and Family Medicine

Given our unique patient mix and comprehensive approach to care, the Howard University Hospital Family Health Center and Faculty Practice Plan offer ideal settings for health services and policy research.

- We serve traditionally under-researched populations and have well-established relationships with their patients and communities.
- Record of quality improvement and experience with data collection.
- CFM is committed to fostering the development of new research related to the medically underserved.

To this end, we often write letters of support, endorse research, and partner with academics and others to conduct studies in accordance with our mission. We are able to provide advice, background information, links to potential research partners, and technical assistance. CFM supports research that reflects our research goals and values, as well as the Howard University Family Health Center's needs.

Technical expertise

- Research feasibility
- Approaches for building partnerships and how to minimize research burden on private practicing physicians and academic community health centers
- Grant management (pre-award and post award) as well as preparing materials for the Howard University Institutional Review Board.

Research expertise

- | | | |
|--|----------------------------|-------------------------------|
| • Biostatistics | • Epidemiology | • Health disparities |
| • Clinical nutrition | • Occupational
Medicine | • Health services
research |
| • Clinical psychology | • Family medicine | • Preventive medicine |
| • Community Based
Participatory
Research | • Genetics | • Public health |
| | • Health policy | • Quality assessment |

Benefits of Collaborating with CFM

CFM Research Core serves as a source of information regarding:

- Academic community-based health centers
- A sounding board for research questions and activities, and a link to practice based research network (PBRN) and state primary care associations (American Academy of Family Physicians AAFP).
- A vast network providers represented in the District's practice-based research networks (Howard University and Georgetown University) speeds dissemination of findings and best practices, often reaching other community-based organizations.
- Regularly seeks out and emails health grant announcements and research funding opportunities.
- CFM faculty and staff hosts research think tanks, granting writing workshops, and research mentorship for undergraduate and graduate students in collaboration with the Georgetown-Howard Universities Center for Clinical and Translational Science (GHUCCTS).
 - These programs present excellent opportunities for dissemination, soliciting feedback, and building community partnerships.

DEPARTMENT OF COMMUNITY AND FAMILY MEDICINE

About This Policy

This document describes the Department of Community and Family Medicine's (CFM) guiding principles for supporting and collaborating on research. Researchers should recognize that academic health centers are overburdened by requests to complete surveys or participate in other forms of research.

This policy details the circumstances in which CFM writes letters of support for research related grant funding, endorses surveys, and/or collaborates in research projects with internal and external investigators. It is intended to advance collaborative research while also respecting CFM faculty, resident, and staff time and commitments.

RESEARCH COLLABORATION POLICY

Types of Collaborations, Guidelines, and Expectations

CFM's research interests are broad. We are open to many different types of research collaboration, including study endorsement. Some, but likely not all, are listed below.

Research Collaboration

- Requests for collaboration should be submitted in writing not less than one month prior to any due dates and IRB submission. Completion of the CFM Research Collaboration Form will be required to process the request.
- The CFM Research Core Committee reviews external requests and makes decisions on collaborations. Only under circumstances where a 30 day request could not have been met, the Research Committee chair can conduct an expedited review. Requests for expedited review are granted at the discretion of the committee.
- The Committee's review is based on proposal relevancy to our mission and vision as well as how it is to be operationalized, among other considerations.
- A CFM faculty or staff member must join the investigator's research team and be responsible for representing the Department in manuscript development.
- CFM Department and Practice Based Research Network is acknowledged in publication for scholarly contribution such as served as a recruitment resource, contributed expertise, etc.

Joint Research Projects

CFM welcomes the opportunity to co-conduct research activities, including surveys, focus groups, case studies, data collection and analysis, etc. Every collaboration is unique and requires a discussion of expectations for all partners. Some of these are listed here:

- Researchers should engage CFM at the design phase of a study or project.
- A written statement signed by senior investigators or other senior staff should lay out additional expectations from and for both parties, including data sharing requirements, participation in meetings, etc.

- We expect co-ownership of any newly collected or developed data, as well as acknowledgement in any presentations and publications.
- Research involving our patients must be approved by an Institutional Review Board (IRB).

Endorsing Surveys

Researchers interested in having CFM write a survey endorsement letter in order to boost survey response should draw upon CFM's expertise in surveying health centers. Feedback from CFM Research Core and/or a small group of our faculty members improves the reliability of the survey instrument. This entails involving CFM in the early stages of survey and research design.

Letters of Support for Grant Applications

CFM ask that letters be requested **at least two weeks in advance** and we also request a study abstract. Providing CFM with a sample letter is preferred.

For letters of support and study endorsement, CFM expects the following from collaborating researchers:

- Provide CFM staff with a one to two page abstract of the study or project.
- Keep CFM staff posted on research progress.
- Provide CFM a summary report of findings.
- Be willing to disseminate findings to CFM during in the most appropriate manner agreed to with CFM staff contacts (e.g., write an article for CFM's newsletter, present at CFM Research Core meeting or grand rounds).
- We also request researchers working with CFM to keep us informed of their research interests and activities.

**Howard University College of Medicine
Department of Community and Family Medicine
Research Collaboration Request Form**

To request collaboration with the meeting with the panel, researchers may complete this request form and submit. Applications will be discussed at the first available opportunity.

Date of request:

Study Title:

Requestor's Name:

Institution:

Academic Department:

Email Address:

Phone:

Nature of Request (select all that apply):

- Expedited Review
- Letter of Support
- Grant submission
- Survey Endorsement
- Recruitment resource
- Consultation with Research Core
- DC PrimCare Practice Based Research Network

Please answer the following questions about your study.

1. Describe the patient-centered research goals for your study. Explain how the outcomes will benefit patients.
2. Describe the participants that will be in the study (inclusion and exclusion criteria). How will you advertise for the study or recruit participants to join?
3. What will study participants be asked to do? (e.g. complete surveys, undergo medical procedures or tests, take study medicines, etc.)
4. What outcomes will the study assess?
5. Grant Support: List all grant, foundation, corporate or contract support for this study. Indicate the amount of funding:

6. List all resources supplied by Department of Community and Family Medicine/ DC PrimCare Practices:

Space needed:

Staff needed:

Times of day the study will be done:

Supplies needed:

7. Has this study been submitted, reviewed or approved by any institutional IRB (no study can be implemented without prior approval by an academic IRB if the investigator is affiliated with an academic institution (e.g., university, hospital or research organization)?

_____ Yes _____ No If yes, please attach IRB approval documents. Approval date: _____

Check list of attachment(s):

___ Project abstract (request submitted at research conceptualization stage)

___ Approved institutional IRB protocol

___ Approval memo from institutional IRB

___ Stamped and dated consent form from the institutional IRB

___ Research proposal if funded by an entity such as federal, state, corporate, foundation or third party donor

___ All materials to be distributed to participants, advertising literature, brochures or other item to be seen by participants

By signing this form, I agree that all data generated by the study will be available to Howard University Department of Community and Family Medicine, for whatever reason, for inspection and/or analysis.

By signing this form, I agree that any literature reporting the results will cite Howard University Department of Community and Family Medicine and/or DC PrimCare Practice Based Research Network.

Signature of Principal Investigator

Date

Research Core Committee:

Approved _____

Disapproved _____

Date _____

Research Committee Chair, Signature