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

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<th>CBPAR Principles: 2 &amp; 7</th>
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☐ Secure funding
☐ Form teams. 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**

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- Conduct: Recruitment, Consent, Data Collection
- Manage 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**

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- 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 that 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)

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- 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?