



Dear Principle Investigators:

We are committed to encouraging and promoting a spirit of collaboration among research investigators and members of our University of Maryland Community Research Advisory Board (MD-CRAB). Thank you for your interest in sharing information about your research and engaging the MD-CRAB. We look forward to learning how your work will benefit those underrepresented populations and communities you are interested in working with. Our guidelines have been developed to assist both investigators and MD-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 MD-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 MD-CRAB prior to submission.

Background

The MD-CRAB is based in the Maryland Center for Health Equity (M-CHE) in the School of Public Health. MD-CRAB membership includes community stakeholders from various walks of life and representatives from other human service organizations and community-based organizations and University of Maryland, College Park faculty, as well as faculty from other academic institutions. The CRAB meets approximately ten times during the year (September - June) 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
 - ✓ create opportunities for further collaboration and partnership between research investigators and the communities/individuals most impacted by racial and ethnic disparities in health.



SCHOOL OF
PUBLIC HEALTH

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

1. *Thou shalt consult the community.*
2. *Thou shalt value process as you value outcome.*
3. *Thou shalt hold community objections to be the higher good.*
4. *Thou shalt do not covet the community data.*
5. *Thou shalt do not commit analysis of community data without community input.*
6. *Thou shalt do not bear false witness towards community members.*
7. *Thou shalt do not release findings before the community is consulted.*
8. *Thou shalt train and hire community people.*
9. *Thou shalt do not violate confidentiality.*
10. *Thou shalt freely confess thyself to be biased.*

The review guidelines 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 MD-CRAB and questions regarding the completion and submission of the required forms should be directed to Stephen Thomas at 301-405 -8859 or sbt@umd.edu.**

The required completed forms must be submitted to Ms. Jackson at least 2 weeks prior to your scheduled presentation. **Please indicate MD-CRAB Review in subject line of all email communications.**

Again, thank you for your interest in working with our Community Research Advisory Board. We look forward to your presentation.

Respectfully,

Dr. Stephen B. Thomas
MD-CRAB Chair

Mr. Wes Queen
MD-CRAB Co-Chair

Dr. Mary A. Garza
MD-CRAB Co-Chair



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 MD-CRAB:

1. Completed Research Summary Form
2. A copy of the informed consent form study participants will be asked to sign (if applicable)
3. Statement of the Problem and Proposal Abstract (one page only)

Your presentation to the MD-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 MD-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 MD-CRAB will be especially interested in the following information during the investigator presentation:

1. Exactly what is/are the question(s) you are attempting to answer?
2. How will this research benefit the target population?
3. How does this research address the problem you stated?
4. What jobs will be available as a result of this research study?
5. How will you make the community aware of jobs created as a result of your study?
6. How will the community have access to them?
7. What will you leave behind in the community as a result of your work?
8. What will be your method of recruiting participants?
9. What is the proposed or anticipated outcome(s)?
10. How will you disseminate your research findings?
11. Can consumers understand your recruitment materials?
12. How will you ensure your study is implemented in a culturally competent manner?
13. What written materials are provided to participants or potential participants?
14. Are health literacy issues taken into consideration?
15. Are the recruitment materials culturally appropriate for the target population?
16. What has the research team done to recruit the target population?
17. How diverse (racially, ethnically, culturally, and by gender) is the study team?