

“Request for Information” from Health Research Stakeholders

Thank you for your interest in collaborating with NC TraCS as a health research stakeholder to promote the health and well-being of North Carolinians! We look forward to hearing your thoughts on health and health research.

NC TraCS invites agencies, organizations, and individuals to join our growing network of health research stakeholders interested in supporting research efforts that advance the health of North Carolinians. Through this “Request for Information” application and selection process, stakeholders who are interested in and qualified to collaborate on health research initiatives can obtain the status of “approved vendor” from the University. *This “approved vendor” status facilitates the payment process by allowing stakeholders to complete necessary financial paperwork only once.* This process can be completed ahead of any contractual agreements, *thereby decreasing the time it would take to receive financial compensation payments.*

Stakeholder collaboration allows for the conduct of relevant and community-driven health research. We recognize the importance of adequate compensation for stakeholder expertise and time. Through this “Request for Information” process, we hope to facilitate the involvement of stakeholders in research design, implementation, and dissemination.

Who are Health Research Stakeholders?

A health research stakeholder is someone who is interested in, and might have direct involvement in, health research. A health research stakeholder is someone who values the importance of health research and wants to have a voice in how this research is designed, conducted, and disseminated.

NC TraCS seeks health research stakeholders with a variety of health experiences, interests, expertise, family histories, primary languages and geographic areas of residence within NC. Direct experience with health research is not required. Agencies, organizations, and individuals interested in collaborating on and contributing to health research are encouraged to apply. Individuals from or with a knowledge base in NC populations underrepresented in health research, and agencies/organizations serving underrepresented populations, are especially encouraged to apply. Examples of populations underrepresented in health research include: those of low-income status, racial or ethnic minorities, speakers of primary languages other than English, sexual minority populations, older adults and caregivers, and children and caregivers. NC TraCS also seeks stakeholders from agencies/organizations serving patient populations with rare, chronic, or infectious diseases; advocacy organizations; faith-based organizations; professional associations; and academic institutions, as well as patients with rare, chronic, and infectious diseases; members of faith-based communities; those who serve as advocates in their communities; and those with expertise in community engaged research.

Individual and organizational applicants selected to serve as NC TraCS health research stakeholders may collaborate with NC TraCS and University researchers in various ways, including but not limited to:

1. Contributing to the design, implementation, dissemination, and evaluation of research protocols, including the provision of direct logistical research support;
2. Contributing to the development and dissemination of research materials;
3. Co-developing NC TraCS training workshops for researchers and stakeholders;
4. Contributing to the design of recruitment and retention strategies for populations underrepresented in health research;
5. Reviewing research resources for dissemination outside of university settings;
6. Informing NC TraCS of community resources for distribution;
7. Participating in and assisting in the formation of stakeholder groups as needed; and
8. Identifying and recruiting other stakeholders to participate in the activities listed above.

How much are stakeholders paid? Should I include contracting rates in my proposal?

Compensation rates depend on the research study and the scope of work. These rates are agreed upon by the researchers and stakeholders, for the completion of specific research-related activities. We are not gathering cost or pricing rates at this point so please do not include this information.

What is the deadline for application?

NC TraCS staff will review applications from stakeholders on a monthly basis. Responses received by the 5th of each month will receive a response by the end of that month.

How do I apply?

Anyone interested in applying should **request a consultation** with CARES, the NC TraCS Community Engagement program at <https://tracs.unc.edu/consultation>. During this brief consultation, our staff can help guide you through the application process and answer any questions you might have.

The full application can be found at

[https://tracs.unc.edu/docs/cares/NC TraCS Health Research Stakeholder Application.pdf](https://tracs.unc.edu/docs/cares/NC_TraCS_Health_Research_Stakeholder_Application.pdf).

You may submit your completed application form via email to the NC TraCS Community Engagement Program at: cares.nctracs@unc.edu, or via postal mail at:

Community Engagement Program: RFI

The North Carolina Translational and Clinical Sciences (NC TraCS) Institute

University of North Carolina at Chapel Hill

Brinkhous-Bullitt Building, 2nd Floor CB 7064

160 N. Medical Drive

Chapel Hill, NC 27599-7064

Individuals completing this application should include in their response:

- A resume or biographical statement that describes the person's areas of expertise and previous health research experiences (if applicable),
- How the individual would like to collaborate with health researchers, and
- A list of at least 3 references whom we may contact. The reference list should include their relationship with you and the best way to reach them.

Agencies/Organizations completing this application should include in their response:

- Descriptive information about their organization, including mission statement, populations served, previous health research collaborations (if applicable), ownership or nonprofit status documentation, as well as any other information that helps NC TraCS to get to know your organization,
- How the agency would like to collaborate with health researchers, and
- The contact information for the designated agency representative who can speak on behalf of the organization.

Questions concerning this RFI may be submitted via email to the NC TraCS Community Engagement Program at: cares.nctracs@unc.edu. The subject line of your email should include the phrase "Stakeholder Engagement RFI Application" so that your questions will be properly identified and not discarded as possible spam. We look forward to hearing from you!