



Engaged Research Services

Provided by the NC TraCS Community & Stakeholder Engagement (CaSE) and Inclusive Science Programs

The **Community & Stakeholder Engagement (CaSE)** program at NC TraCS works with researchers to improve the health of all North Carolinians by promoting the inclusion, engagement, and recruitment of diverse communities and patients in research.

The Engaged Research Services offered by these programs and listed here are charged at a rate of \$68/hour during business hours (M-F 8am-5pm) and \$92/hour after business hours.

The **Inclusive Science Program** provides investigators with access to experts, education, and other resources to support the ethical inclusion of groups that have been historically neglected and excluded from research involvement or who experience significant health disparities in North Carolina.

To begin work, NC TraCS requires a signed Memorandum of Understanding (MOU) outlining the agreed upon scope of work, timeline, and billing. All meetings facilitated by our staff will be held via Zoom unless it poses a problem for the attendees.

If you are interested in any of the following services for your project, request a consultation at tracs.unc.edu to learn more and inquire about availability.

CONSULTATIONS

We can briefly discuss and give feedback on a variety of topics related to your study, such as:

- Models and best practices for engaged and inclusive research
- Strategies for identifying and engaging with diverse communities
- Stakeholder engagement plans
- Grant proposals and budgets for engaged and inclusive research
- Connections with patients, community members, and researchers who share your research interests
- Opportunities to improve study design, data collection, and intervention adaptation for diverse groups
- Guidance on qualitative research best practices and approaches

Consultations are provided free of charge. Need for ongoing consultation for the same study may require MOU and hourly fee

Engaged Research Services

COMMUNITY FEEDBACK ON YOUR PROJECT

We can facilitate **Community Feedback Sessions** for researchers interested in obtaining input from patients, health care providers, community members, and other non-researcher stakeholders on the design, implementation, or dissemination of a research project.

- A 1.5 to 2-hour Community Feedback Session typically begins with a 10 to 15-minute presentation by the researcher about their project
- 2 to 4 questions are posed to a small group of stakeholders, followed by a discussion guided by our facilitator to elicit authentic and constructive feedback
- After the session, the project team receives a summary of the findings

ADVISORY GROUP DEVELOPMENT

A common way to integrate community and/or patient perspectives into research is to develop an advisory group that can provide feedback on all aspects of your study. We can assist with the development of your advisory group by providing:

- Feedback on your advisory group engagement plan
- Guidance on advisor recruitment approaches and materials
- Advice on engaging and supporting advisors

We can also support your stakeholder convenings by:

- Developing agendas and discussion questions
- Identifying the best model for your meeting
- Providing skilled facilitation during your meeting. We are only available to facilitate a limited number of meetings but can provide ongoing mentorship to project teams

LATINX/SPANISH SPEAKER REVIEW

Through our Inclusive Science Program, a Community Review Board (CRB) of Spanish-speaking, Latinx community members can review and provide feedback on flyers, survey instruments, and other study materials to ensure linguistic accuracy and cultural relevance.

- CRB members begin by reviewing documents individually
- NC TraCS staff then facilitate a Spanish language discussion to generate and document CRB member feedback
- NC TraCS staff then provide the project team with a summary of the discussion and recommendations

Estimated NC TraCS staff hours

- **8 hours per session (2 hours of a facilitator, 2 hours of a note-taker/logistics manager, and 4 hours for report development)**
- **8 hours of overall preparation (ongoing consultation, guidance, and material development)**
- **We recommend compensating each stakeholder \$100 for a 1.5 to 2-hour session**

Refer to the community feedback session flyer for more details about this service

Consultations are provided free of charge. Need for ongoing consultation for the same study may require MOU and hourly fee

*Fees for contracted services depend on type of support needed. Request a **consultation** for more information*

Estimated CRB member hours

- **Text review: 30 minutes per CRB member per page—up to 400 words**
- **Meeting: 2 hours per CRB member**

Estimated NC TraCS hours

- **11 hours per session (3 hours preparation, 2 hours meeting facilitation, and 6 hours for reporting)**

Engaged Research Services

INCLUSIVE, QUALITATIVE RESEARCH SERVICES

NC TraCS offers a variety of **qualitative research services** in English and Spanish to study teams, including:

- Qualitative research trainings
- Mock interviews and focus groups
- Depending on staff availability, we can join research teams in a mentorship role to provide more extensive guidance on qualitative data collection or analysis

*Fees for contracted services depend on type of support needed. Request a **consultation** for more information*

Refer to the qualitative research service menu for more details about these services

CHARRETTES

Our CBPR **Charrette** program offers facilitated consultation sessions for community-academic partnerships interested in strengthening their research approach, engaging new stakeholders, or building their research partnership.

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TRAINING

We can provide tailored trainings or mentorship to build the capacity of study teams to engage with stakeholders and to design and implement more inclusive protocols and practices.

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