

# CBPR Charrette Fact Sheet

## **CBPR Charrettes:**

### ***An Expert Guided Process for Strengthening Community-Academic Partnerships University of North Carolina at Chapel Hill (UNC)***

#### **Project Background**

The NC Translational and Clinical Sciences Institute (TraCS), home of UNC's Clinical and Translational Science Award (CTSA) and the UNC Center for Health Promotion and Disease Prevention (HPDP), home of UNC's CDC-funded Prevention Research Center (PRC), received two supplement grants to launch ***Community Leadership and Reciprocal Development: Advancing Community-Engaged Research at Two CTSA Institutions*** in collaboration with Vanderbilt's Institute for Clinical and Translational Research (VICTR). The goal of this project was to expand and accelerate both institutions' capacity to advance community-engaged research, by 1) drawing on the expertise of community partners working with our respective institutions, and, 2) initiating a cross-institution partnership to share expertise, develop resources, and disseminate new knowledge and approaches. At UNC we provide technical assistance through a "charrette" process to advance the adoption and successful implementation of community-based participatory research (CBPR) among community and academic partnership teams.

#### **What is a charrette?**

A "***charrette***" is a collaborative planning process most often used in design and architecture that harnesses the talents and energies of all interested parties to create and support a feasible plan to bring about community development and transformation ([www.nationalcharretteinstitute.org](http://www.nationalcharretteinstitute.org)). This project adapts the charrette concept to build the capacity of community-academic partnerships to use a CBPR approach to address the health needs of communities. Our "CBPR Charrettes" are comprised of focused guidance sessions for community-academic partnership (CAP) teams to address issues or questions identified by the partnership. Each session involves a senior academic investigator and two community experts, seasoned community leaders with CBPR expertise, who provide guidance and recommendations to address partnership challenges and facilitate collaborative problem-solving, research design and implementation tailored to the needs of the team requesting the charrette.

#### **How does the charrette process work?**

1. Lead partners from a CAP (one academic representative and one community representative) submit an on-line application to request a charrette.
2. Project staff review the application and identify academic and community experts based on relevant expertise.
3. The CAP is informed that they are approved to participate in a charrette and a date and place (usually a community setting) are selected for a face-to-face session.
4. Prior to the first charrette session, the CAP is asked to prepare a concise overview document that explains the background of the partnership and identifies specific questions and areas of concern to be addressed in the charrette session. A template is provided to the partnership to assist in the development of this document.
5. Prior to the first session, the members of the CAP complete the Multidimensional Assessment of Partnerships (MAP), a partnership assessment survey developed for this project by a team of community and academic partners. [The MAP is administered again 6-9 months post-charrette to help measure project impact and partnership growth and change over time].
6. The charrette face-to-face session lasts 3 hours and includes:

- a. Group Resume to identify CAP assets and challenges
  - b. CAP presentation of project and questions
  - c. Discussion of CAP strengths/challenges, and specific questions
  - d. Feedback/Suggestions on how to address partnership questions by academic and community experts
7. Following this session, charrette staff create a comprehensive summary of the discussion, outlining strengths, challenges, opportunities and expert recommendations for addressing identified issues, and send it to the CAP.
8. Follow-up conference calls are scheduled, as necessary, after the face-to-face charrette session to allow CAP teams to seek further advice, clarification, guidance and coaching as they embark on a new phase of participatory research or partnership development.

### **Who is eligible to apply for a charrette?**

We welcome applications from CAPs at any stage of development, but you must come to the charrette as a team. We are looking for partnerships developed by not-for-profit organizations, medical schools, other schools or universities, public health departments, small businesses, community health centers, hospitals, city/county/state government offices, and neighborhood associations. An existing community-academic partnership may apply at any stage of your work together whether you are in the process of identifying a research question or ready to disseminate results.

### **What are the benefits of participating?**

Community-based participatory research has shown substantial promise for building effective partnership approaches to tackle pressing public health challenges. The last decade has seen growing support for CBPR and increased demand for skills, knowledge, training and strategies to enhance equitable and effective partnership approaches to research. The charrette process has proven a valuable resource in the development of relevant, rigorous and mutually beneficial research approaches, providing CAPs the opportunity to receive intensive guidance and support from highly-qualified academic and community experts who have years of experience as research partners and expertise in all aspects of the CBPR approach.

### **What is the scope and reach of the charrette model?**

Since launching the model in 2009, we have conducted 20 charrettes in diverse communities throughout North Carolina with coalitions of community, agency, provider, academic and public health stakeholders. We have worked with research partnerships at every phase of development and stage of engagement, from a new partnership coming together for the first time to a mature CBPR partnership transitioning to closure. We have taken the model to scale by implementing the charrette process nationally, reaching CTSA/PRC institutions and their community partners at Vanderbilt, Morehouse, Emory, Northwestern, University of Iowa, University of Arkansas for Medical Sciences, and Virginia Commonwealth University. We have disseminated the model through presentations at national conferences, invited workshops, and peer-reviewed manuscripts. Charrettes have been included as a stakeholder engagement, partnership development, technical assistance mechanism in 15 grant proposals submitted by UNC investigators, as well as researchers from other institutions. The charrette model was recognized with the inaugural UNC Office of the Provost's Engaged Scholarship Award for Exemplary Partnerships in 2012 in honor of outstanding service to the state of North Carolina.

### **What else do we need to know?**

The aim of the CBPR Charrette model is to transform the way communities and academic investigators work together to investigate persistent health challenges and design and evaluate effective solutions.

The project uses the RE-AIM framework to guide its evaluation processes and help assess the reach, effectiveness, adoption, implementation and maintenance of the CBPR Charrette community engagement consulting model. To test and enhance our model's effectiveness and impact, we collect evaluation data. Each CAP that participates will be asked to complete post-charrette evaluation surveys to help us to continue to refine and improve the charrette model and develop resources and materials to build the capacity of community-academic teams to use the CBPR approach to address community needs.

**If we're interested in participating in a charrette, how do we apply?**

The first step is to fill out a ***CBPR Charrette Application***. The form asks for information about your partnership, your research study (if applicable) and the questions that you would like the charrette to address. Once the application is received, we will call to discuss your request.

**Who do I contact for additional information?**

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