

Community-Academic Grants Administration Translation (CAGAT): Collaboratively Engaging Partnership Capacity to Improve Grants Management

Presenters

Lori Carter-Edwards (Public Health Leadership Program, UNC Gillings School of Global Public Health, Chapel Hill, NC; NC Translational and Clinical Sciences Institute, Chapel Hill, NC)

Lisa D. Quarles (NC Translational and Clinical Sciences Institute, Chapel Hill, NC)

Thematic Area Novel Methods of Advancing Collaboration, Engagement and Team Science

Abstract

With the rise in community-academic health research partnerships, there is growing recognition among academic researchers, community partners, and academic business offices that limited guidance exists for the administrative and fiscal aspects of managing partnered research grants for community engaged research (CEnR). Both the Institute of Medicine and the American Academy of Medical Colleges make recommendations on the importance of expanding partnerships to conduct translational research. The Community-Academic Grants Administration Translation (CAGAT) initiative was developed at the University of North Carolina at Chapel Hill (UNC) to increase community and academic partners' capacity, trust, and engagement to effectively manage their grants while fulfilling federal and university administrative requirements. Through a collaboration between community experts, academic researchers, business office managers, and leadership in the Office of Sponsored Research, meetings were held between 2014-2014 to identify key priorities, challenges, and expectations in the grants management process from all partnership perspectives. A set of strategies were developed and a Partner Package team of partners from the NC Translational and Clinical Sciences Institute (NC TraCS) and community experts (n=13) met weekly via conference calls for 10 months to develop five tools: an academic guide for pre- and post-award grants management when conducting CEnR; two webinars for academic partners (one for pre-award and one for post-award grants management); a guide for community partners; and a webinar for community partners. Two focus groups (one with community and one with academic partners) were convened to obtain feedback on the guides as well as training and dissemination strategies. Feedback was summarized, analyzed, and used for revisions. Our CAGAT guides are a resource for academic researchers and their project managers interested in gaining a greater understanding of the pre-and post-award process when conducting federally-funded, community-engaged research. The webinars are designed to identify effective strategies for communicating during the pre- and post-award stage of the grants management process with community partners, business office staff, and research administrators. The presenters, representing academic, community, and research community partners, provide tips on what information to share with community partners (e.g., timelines, progress and financial reporting, invoicing, cash advances, and project close-out). The Learning Lab will share the strategies used to develop this initiative.

Learning Objectives

By the end of the Learning Lab, learners will be able to:

- 1) Define the three different types of communities when conducting grants management in community engaged research (CEnR).
- 2) Identify at least two common pitfalls to avoid which inhibit effective CEnR grants management.
- 3) Develop a strategic plan for effectively engaging partners from all three types of communities in the grants management process.

Session Schedule

Time (min)	Brief Description
10	<p>Introductions, overall purpose of Learning Lab, and community and team assignments</p> <ul style="list-style-type: none">• Presenter introductions and review of objectives• Assign each attendee to one of three community types: Community A – Health providing/seeking community (community and non-academic health organizations/agencies) Community B – Academic research community (investigators, project managers) Community C – Research grants administration community (business office managers, sponsored research, conflict of interest)
10	<p>Overview of CAGAT (Community Academic Grants Administration Translation)</p> <ul style="list-style-type: none">• Brief description of collaborative engagement across all three community types• Development of a partner package team to develop tools for academic and community partners<ul style="list-style-type: none">- CAGAT guides on the pre- and post-award grants management process- Webinars
25	<p>Concurrent discussions on community-specific priorities and pitfalls in grants management</p> <ul style="list-style-type: none">• Breakout sessions – each of the three groups discusses perceived priorities and pitfalls from the perspective of the Community they represent• Each Community will identify one priority to share in the team planning assignment to follow (relationship dynamics)
5	<p>Creation of three strategic planning teams</p> <ul style="list-style-type: none">• Communities are intermixed to create three strategic planning teams (Team 1, Team 2, Team 3), each with members from Communities A, B, and C<ul style="list-style-type: none">• Each team will complete the same activity to follow

30	<p>Concurrent team strategic plan development for improving engagement between the three communities</p> <ul style="list-style-type: none"> • Each of the three planning teams will develop a 2-3-step plan for engagement to improve an aspect of the pre- or post-award grants management process, using the priorities identified in the Community discussions <ul style="list-style-type: none"> • Action items for each Community type • Activity Tool: Give-Get Grid (Southerland et al., 2013)
15	<p>Convening of teams and reporting of plans</p> <ul style="list-style-type: none"> • Each of the three teams will report how they developed their engagement plan.

Relevance To Community Engaged Research

The research administrative process is critical to the efficient submission of applications and successful execution of research studies. This is particularly important for community engagement research, where a diverse set of partners from the three types of communities – the health providing and health seeking community; the academic research community; and the research grants administration community – often vary in their understanding in and/or capacity to successfully fulfill the requirements of the pre- and the post-award grants management process. By engaging in collective dialogue about the grants management processes in this Learning Lab, learners will be able to establish a greater understanding of the relational dynamics that impact the grants management process, identify methods to build more equitable partnerships, and subsequently reduce administrative barriers to more efficiently implement research studies and translate their findings.