
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(4.5) Community Advisory Board Engagement Request

Overview

The West Virginia Clinical & Translational Science Institute (WVCTSI) and Community Engagement and Outreach (CEO) Core realize the importance of seeking community input on project ideas, designs, and translation that impact community members, including clinicians and patients, around the state. The Community Advisory Board (CAB) has been created to assist with WVCTSI projects to ensure community perspectives are incorporated. When projects are in need of community input and are submitted to the CEO Core, the staff will ensure a uniform engagement process to deliver project information in a community-focused manner.

Purpose

The CAB can offer input and support relative to each step in the research process. These services include support for decision-making, connecting investigators to communities and partners, study design and implementation, and dissemination of research results.

Scope

This document outlines the CAB engagement request process required for investigators seeking support from the WVCTSI's CAB.

Clarification

In addition to engaging the CAB members, all project teams should follow their institutional policies and procedures regarding project protocols and Internal Review Board submissions.

Definitions

Project Team: The individual(s) listed on the proposal electronic submission form as contact personnel on behalf of the WVCTSI-related project.

Policy

CEO staff should be notified of interest prior to project submission to the CAB in order to determine guidelines for submission and define expectations.

Procedures

1. To engage the CAB membership for project feedback and guidance, a request will be submitted using an online electronic services form located on the CEO website and administered by CEO staff. These staff will ensure that information is complete and properly recorded.
2. CEO staff will schedule a core consultation with the project investigator(s) to identify their project needs and the role planned for the CAB. An outlined plan will be created with action items and planned engagement strategies to reach the CAB.
 1. In most cases, the CEO staff can present project information to the CAB on the investigators' behalf and provide the project team with notes and feedback from the group.
 2. When appropriate, the project team can send a representative to the CAB meeting to engage the team and solicit feedback themselves with prior CEO and CAB leadership approval.
3. Once a project is deemed ready by CEO staff, the project discussion will be placed on the next CAB meeting agenda and feedback will be collected for the project team.

Roles and Responsibilities

It is the responsibility of the project team to provide accurate information upon completing the online form. The CEO Core reserves the right to request additional information at any time to aid the review process. Project details shall not be distributed for any use other than communicating with CAB members, sharing within the CEO core, and WVCTSI organizations.

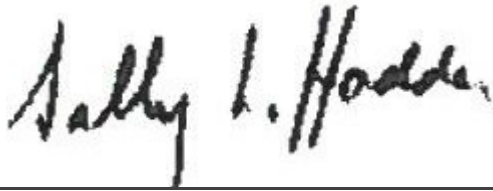
References and Authority

N/A – There are no institutional policies referencing membership administration.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	



Approved By

11/01/2020
Date