



KNIGHT  
CANCER  
*Institute*

# Grantee Orientation Webinar

Community Partnership Program  
2021-2

---

PRESENTED BY: Melissa Varnum, MPH and Alex Dest, MPH

[Click here to view recording](#)

Password: Knightcpp1!

# Agenda

- **Part I – CPP Orientation**

- Overview of Community Partnership Program
- Project Preparation Period Activities
  - Technical assistance overview
- Networking & Collaboration Opportunities
- Communications Toolkit
- Grant Reporting Guidelines
- Important Updates
- Next Steps

## **Part II – Human Subjects Protection Overview**

# Community Partnership Program Overview

# Program Mission

The mission of the Community Partnership Program is to work hand in hand with Oregon communities as allies in the Knight Cancer Institute's efforts to end cancer as we know it. We will:

## Support

- Oregon communities in understanding and addressing their most pressing cancer-related needs.

## Enhance

- Collaboration between Oregon communities and OHSU to address cancer in Oregon.

## Foster

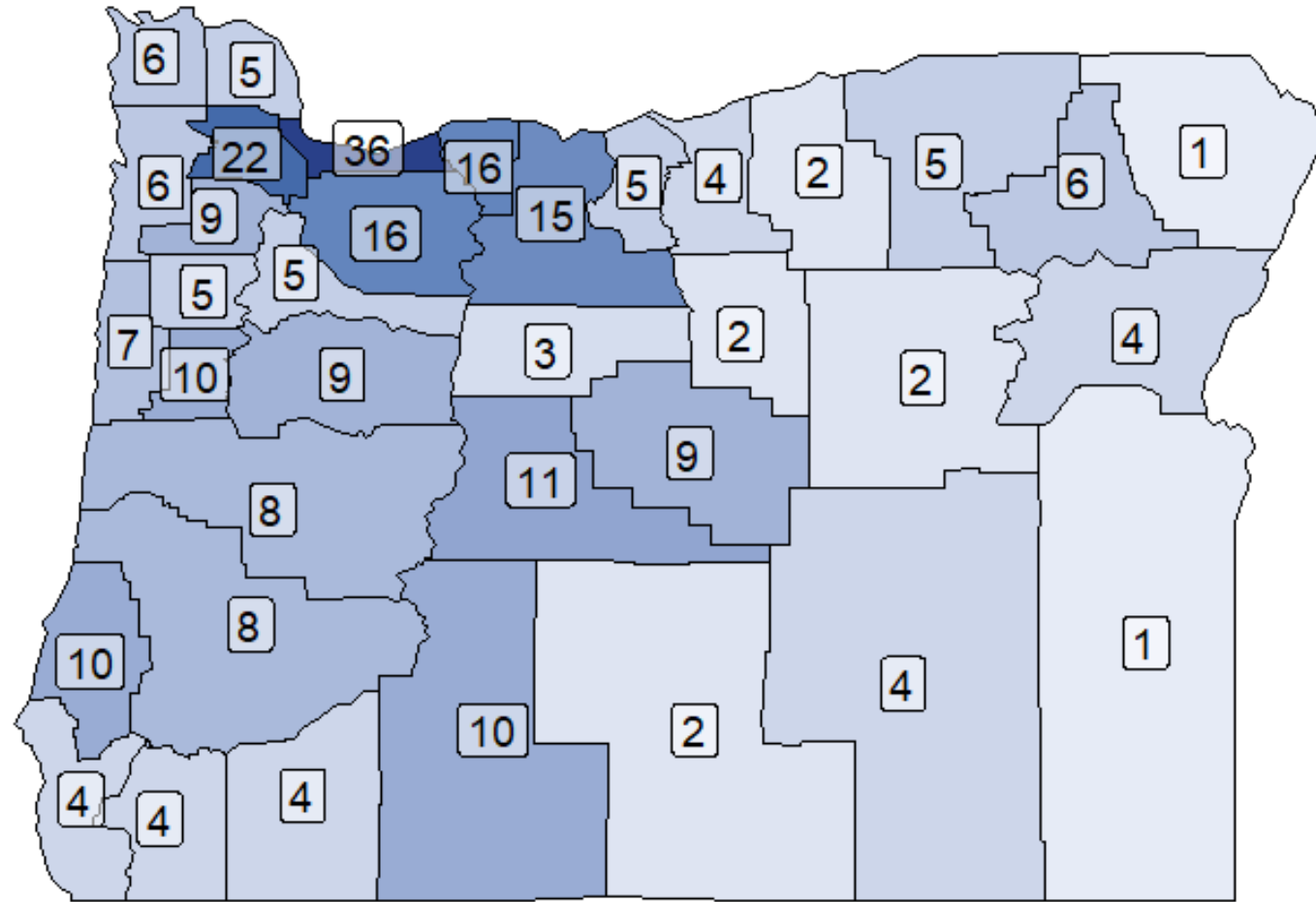
- Skills and abilities of communities to enhance long-term sustainability.

# Congratulations!

Tier	Organization	City
Tier 1	South Coast Rural Health Integrated Project Team	Coos Bay
Tier 1	Access Care Anywhere	Boring
Tier 1	Tobacco-Free Coalition of Oregon (TOFCO)	Portland
Tier 1	Healthy Community Collective	Hood River
Tier 1	2Live2Cure	Hood River
Tier 2	Pacific Integrative Oncology	Eugene
Tier 2	Virginia Garcia Memorial Health Center & Foundation	Aloha
Tier 2	Healthy Active Oregon Coalition	Portland
Tier 2	Hood River County Prevention Department	Hood River
Tier 2	Native American Youth and Family Center	Portland
Tier 2	Umatilla County Public Health	Pendleton
Tier 3	Mid-Columbia Medical Center	The Dalles

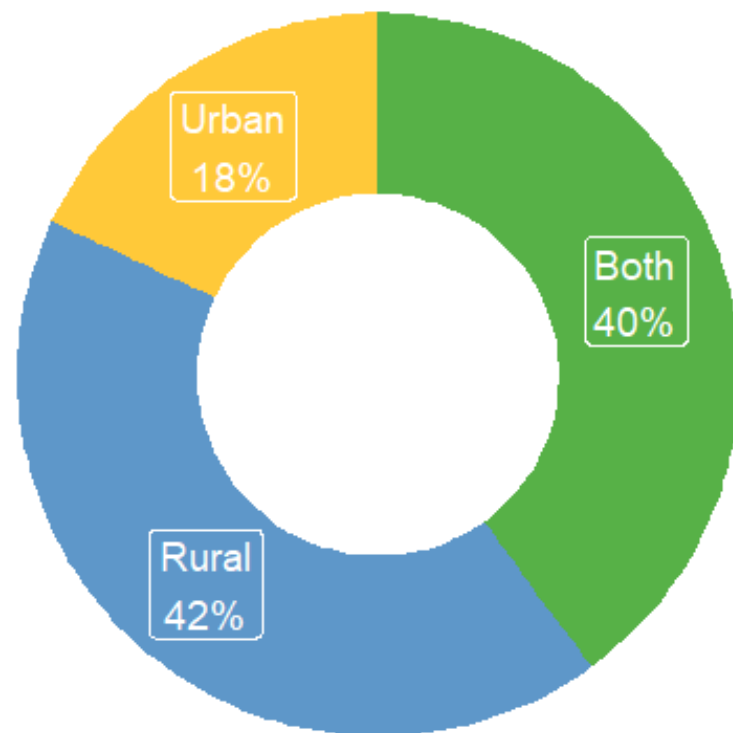
# Program Impact

Funded projects have impacted all 36 Oregon counties



# Geography

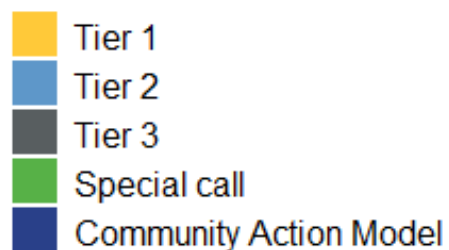
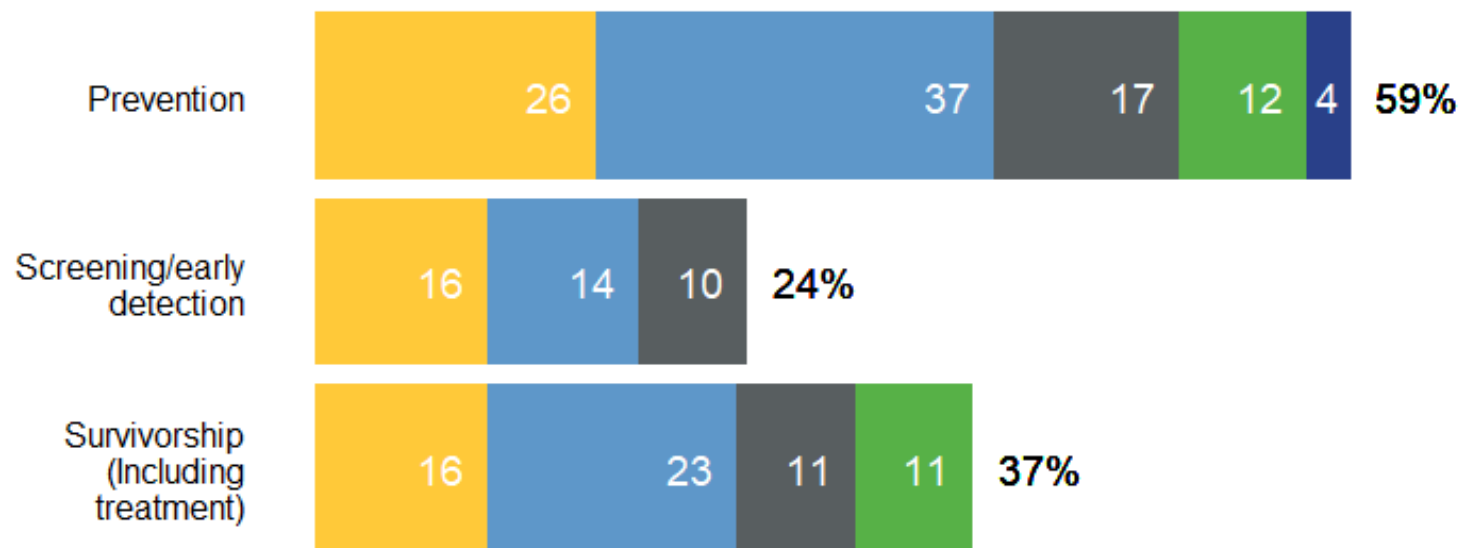
82% of funded projects include a focus on rural areas





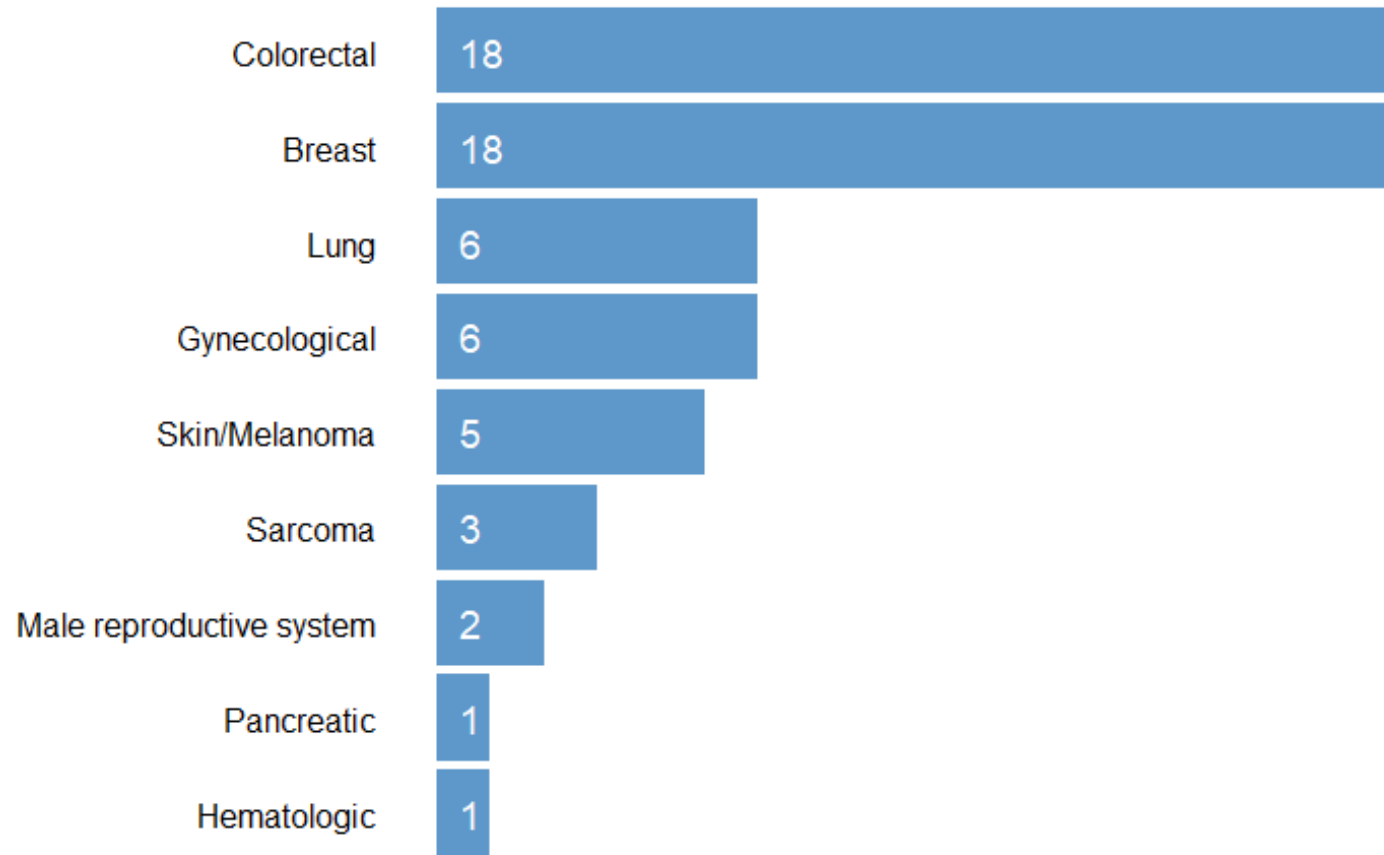
# Cancer Continuum and Tier

Funded projects span the cancer continuum



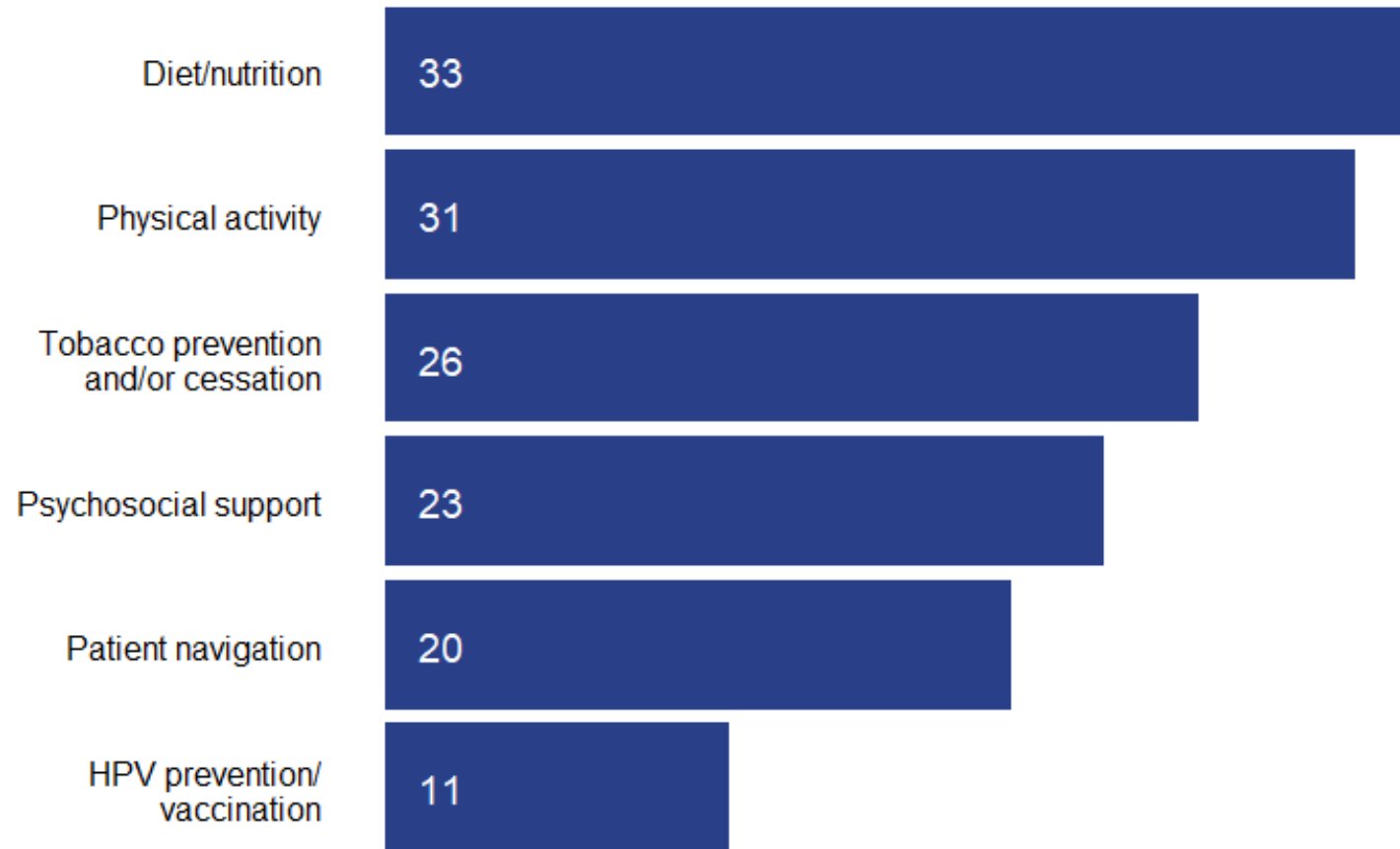
# Cancer Type

49 proposals focus on specific cancers



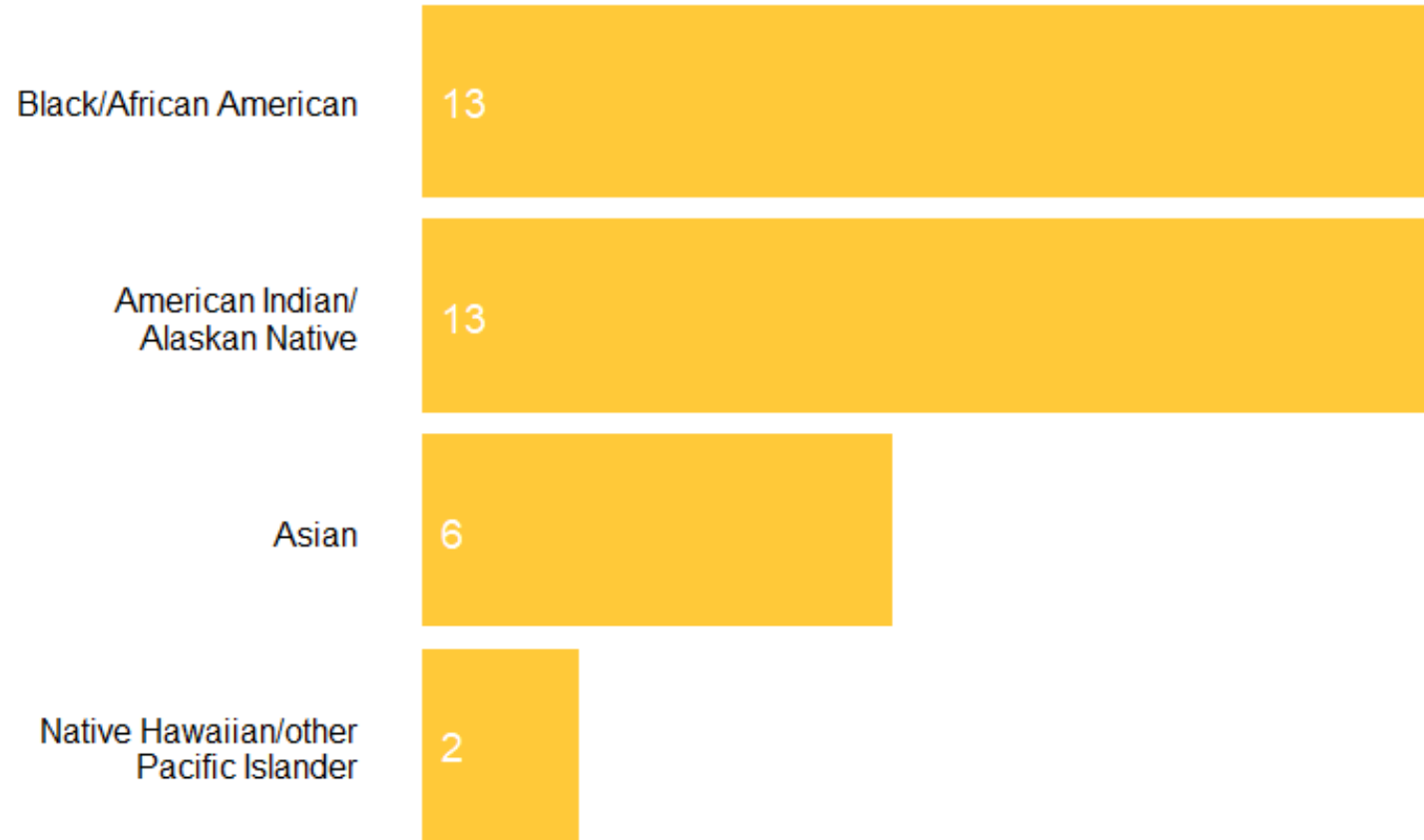
# Cancer Topic

113 projects focus on at least one cancer topic



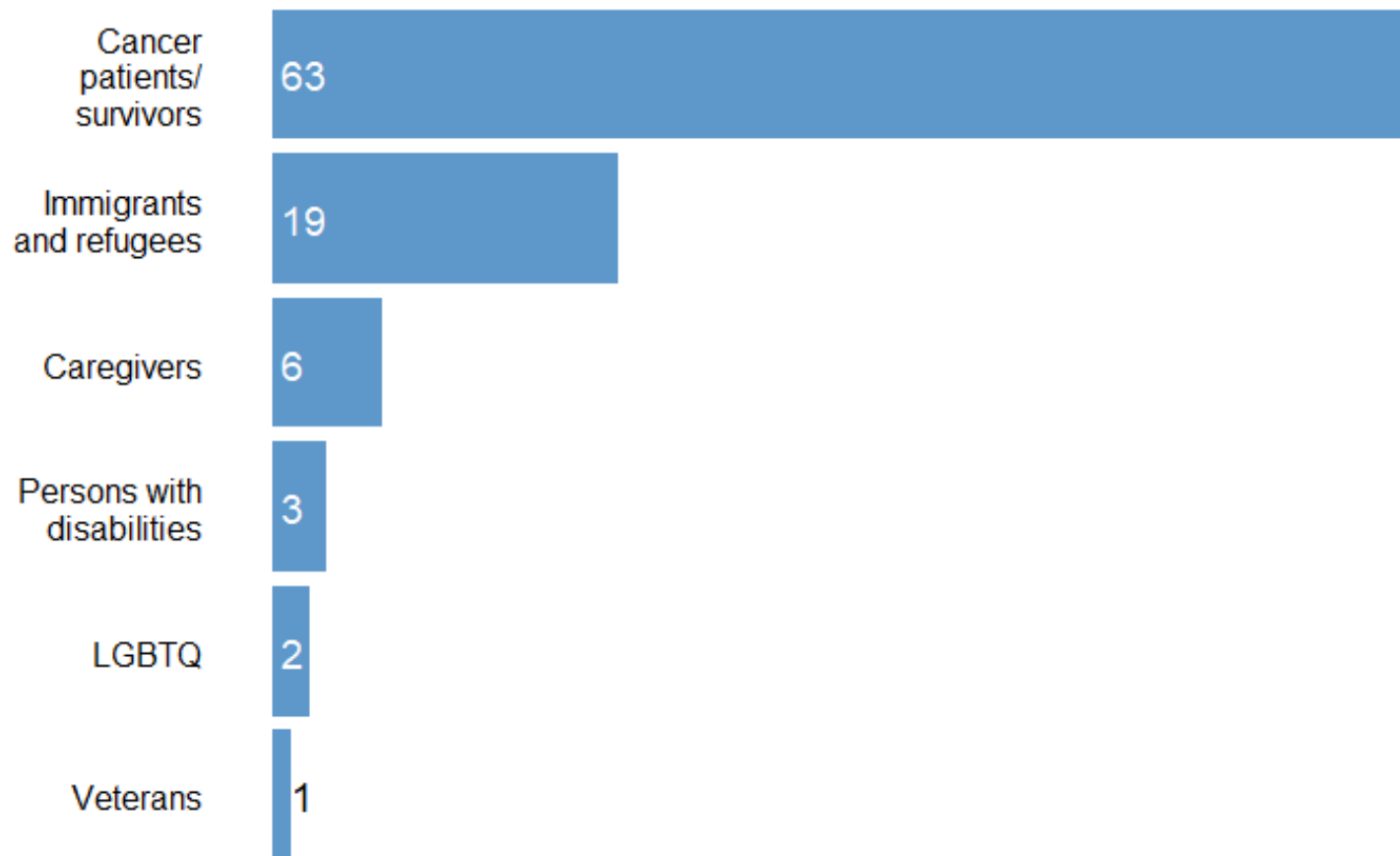
# Race

30 funded projects focus on a particular race



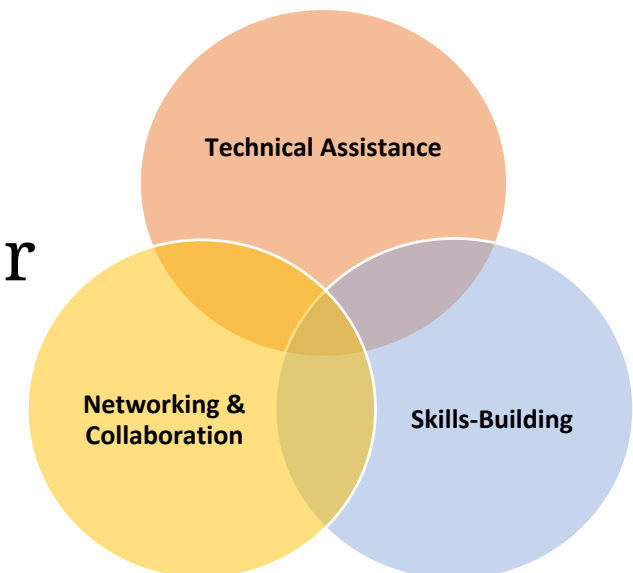
# Unique Populations

80 projects target at least one unique population



# Grantee Resources

- **Technical Assistance:** OHSU-supported assistance to build capacity of grantees in evaluation planning and human subjects protection oversight
- **Skills-Building:** Opportunities to increase knowledge of best practices for community cancer research and programming
- **Networking & Collaboration :** OHSU-hosted opportunities for collaboration and peer-to-peer learning



# Project Preparation Period

Technical Assistance Support

# Project Preparation Period

- Now through Jan. 31, 2022
  - Time dedicated to technical assistance and initiation of administrative requirements
  - Completion time varies from project to project
- **Activities:**
  - Sign award agreement and submit current W-9
  - Participate in individual kick-off call to:
    - Finalize evaluation tools and plans
    - Discuss training topics of interest
    - Initiate Request for Determination to IRB to determine if human subjects research; full study submission if applicable
  - **Tier 1:** Create work plan/timeline (optional)



# Evaluation Core

*Amy Wilson, Alex Dest*

- Assigned evaluator will work closely with you and your team to:
  - Ensure outcomes are feasible and measurable
  - Identify/recommend tools for collecting data (evaluation)
  - Modify proposed approach, if applicable
  - Supporting the Request for Determination submission process

# Human Subjects Protection

Human subjects protection supports community grantees in protecting and minimizing risks to people who choose to participate in research projects.

All grantees are required to submit a Request for Determination to an IRB and/or obtain IRB approval if needed.

*Stay tuned for more!*

# Skills-Building

- Trainings opportunities will be available to grantees throughout the project period.
- During kick-off calls, TA team will ask questions about training topic interests/needs, preferred format/timing, etc.
- Based on grantee feedback, planned trainings and technical assistance opportunities will be shared in February, 2022.

# Networking & Collaboration

## Individual Projects

- Mid-project check-ins/site visits

## Peer-to-Peer

- In person regional grantee networking sessions
- Grantee highlight webinars

## CPP Program-wide

- Quarterly grantee newsletter
- Grantee conference
- Grantee resources page

# Individual Projects

## Mid project check-ins/site visits

- 5-7 months into project
- Projects in action: let us know of scheduled grantee activities we can attend/observe

# Peer-To-Peer

## Grantee workshops

- Virtual trainings with dedicated time for grantee networking to discuss common successes, challenges, etc.

## Regional grantee networking sessions (possible)

- Details to be determined
- Opportunities for grantees to plan/host if desired to meet more often!



# All Grantees



## Quarterly grantee newsletter

- Updates on upcoming networking opportunities, trainings, funding opportunities, etc.

## Grantee Conference

- **Date/Location:** May 10-11, 2022 in Portland, OR
- **Share your work!**
  - Poster presentations
  - Grantee panel presentations
- **Networking**
- **Resource sharing**
- **Skills-building**

**Fees:** Knight funds registration & accommodations for up to two participants per funded project.

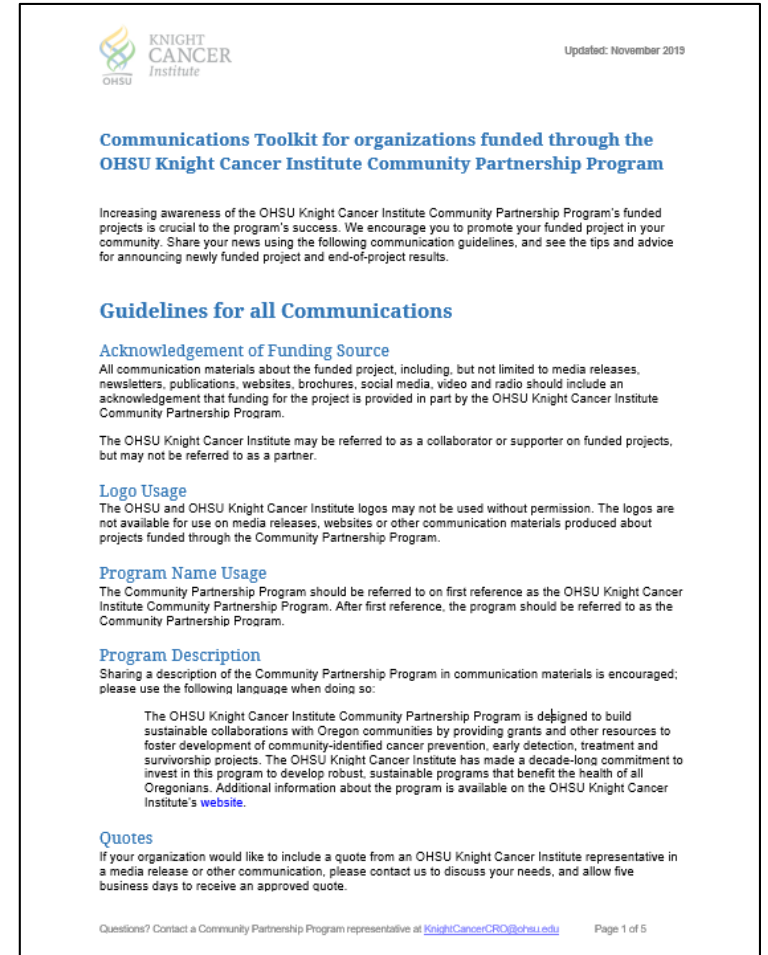


# Communications Toolkit


An opportunity to promote the work your organization will be doing in your community. We want your hard work to be recognized!

- Guidelines for funding announcements and sharing project results
- OHSU branding logistics
- Social media prompts
- Acquiring quotes + approvals from OHSU
- Assistance from Knight Cancer Institute Communications

**Are there opportunities to share about your work through local media? Contact us with ideas/questions!**



The screenshot shows the top portion of a document titled "Communications Toolkit for organizations funded through the OHSU Knight Cancer Institute Community Partnership Program". It includes the OHSU Knight Cancer Institute logo, an update date of November 2019, and several sections: "Guidelines for all Communications", "Acknowledgement of Funding Source", "Logo Usage", "Program Name Usage", "Program Description", and "Quotes".

 Updated: November 2019

**Communications Toolkit for organizations funded through the OHSU Knight Cancer Institute Community Partnership Program**

Increasing awareness of the OHSU Knight Cancer Institute Community Partnership Program's funded projects is crucial to the program's success. We encourage you to promote your funded project in your community. Share your news using the following communication guidelines, and see the tips and advice for announcing newly funded project and end-of-project results.

**Guidelines for all Communications**

**Acknowledgement of Funding Source**  
All communication materials about the funded project, including, but not limited to media releases, newsletters, publications, websites, brochures, social media, video and radio should include an acknowledgement that funding for the project is provided in part by the OHSU Knight Cancer Institute Community Partnership Program.

The OHSU Knight Cancer Institute may be referred to as a collaborator or supporter on funded projects, but may not be referred to as a partner.

**Logo Usage**  
The OHSU and OHSU Knight Cancer Institute logos may not be used without permission. The logos are not available for use on media releases, websites or other communication materials produced about projects funded through the Community Partnership Program.

**Program Name Usage**  
The Community Partnership Program should be referred to on first reference as the OHSU Knight Cancer Institute Community Partnership Program. After first reference, the program should be referred to as the Community Partnership Program.

**Program Description**  
Sharing a description of the Community Partnership Program in communication materials is encouraged; please use the following language when doing so:

The OHSU Knight Cancer Institute Community Partnership Program is designed to build sustainable collaborations with Oregon communities by providing grants and other resources to foster development of community-identified cancer prevention, early detection, treatment and survivorship projects. The OHSU Knight Cancer Institute has made a decade-long commitment to invest in this program to develop robust, sustainable programs that benefit the health of all Oregonians. Additional information about the program is available on the OHSU Knight Cancer Institute's [website](#).

**Quotes**  
If your organization would like to include a quote from an OHSU Knight Cancer Institute representative in a media release or other communication, please contact us to discuss your needs, and allow five business days to receive an approved quote.

Questions? Contact a Community Partnership Program representative at [KnightCancerCRO@ohsu.edu](mailto:KnightCancerCRO@ohsu.edu) Page 1 of 5

# Final Project Report (FPR) Guidelines

**The report is a three-step process:**

1. Contact evaluation specialist to set up a FPR consult (30 days prior to due date)

## **Online Portal**

2. Submit the final project report in the online portal.
3. Submit all supporting documents
  - a. Evaluation tools
  - b. Data summaries
  - c. Outreach and engagement materials



# Final Project Report Guidelines

## **Projects are required to report on:**

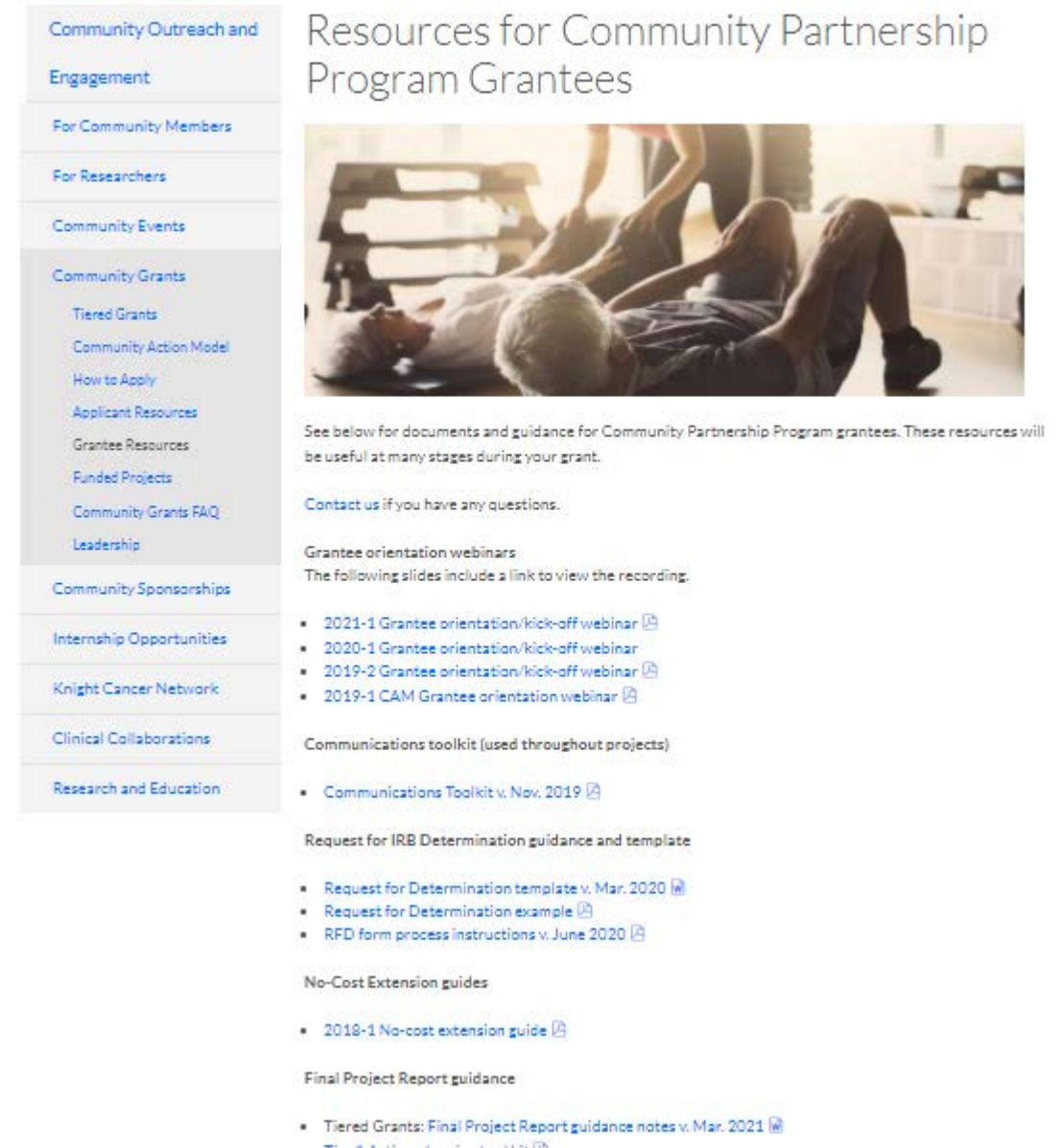
- Objectives
- Reach (participants)
- Evaluation/assessment (tools used, associated preliminary findings)
- Collaboration/partnerships
- Strengths, successes and benefits
- Barriers, challenges, lessons learned
- Sustainability & future plans
- Participation in technical assistance support

## **Report guidelines available on [Grantee Resources](#) webpage**

- Online form available 90 days prior to project end date
- Final reports due 30 days after project period end date

# Grantee Resources Page

1. Orientation webinar
2. Communications toolkit
3. Request for Determination guidance and templates
4. No cost extension and final report instructions
5. Grantee conference



The screenshot shows a webpage titled "Resources for Community Partnership Program Grantees". On the left is a vertical navigation menu with the following items: "Community Outreach and Engagement", "For Community Members", "For Researchers", "Community Events", "Community Grants" (highlighted), "Tiered Grants", "Community Action Model", "How to Apply", "Applicant Resources", "Grantee Resources", "Funded Projects", "Community Grants FAQ", "Leadership", "Community Sponsorships", "Internship Opportunities", "Knight Cancer Network", "Clinical Collaborations", and "Research and Education". The main content area on the right features a header image of people in a meeting, followed by introductory text: "See below for documents and guidance for Community Partnership Program grantees. These resources will be useful at many stages during your grant." Below this is a section for "Grantee orientation webinars" with a list of four webinars from 2019-2021. Other sections include "Communications toolkit (used throughout projects)" with one document, "Request for IRB Determination guidance and template" with three documents, "No-Cost Extension guides" with one document, and "Final Project Report guidance" with one document.

## Resources for Community Partnership Program Grantees

See below for documents and guidance for Community Partnership Program grantees. These resources will be useful at many stages during your grant.

Contact us if you have any questions.

### Grantee orientation webinars

The following slides include a link to view the recording:

- [2021-1 Grantee orientation/kick-off webinar](#)
- [2020-1 Grantee orientation/kick-off webinar](#)
- [2019-2 Grantee orientation/kick-off webinar](#)
- [2019-1 CAM Grantee orientation webinar](#)

### Communications toolkit (used throughout projects)

- [Communications Toolkit v. Nov. 2019](#)

### Request for IRB Determination guidance and template

- [Request for Determination template v. Mar. 2020](#)
- [Request for Determination example](#)
- [RFD form process instructions v. June 2020](#)

### No-Cost Extension guides

- [2018-1 No-cost extension guide](#)

### Final Project Report guidance

- [Tiered Grants: Final Project Report guidance notes v. Mar. 2021](#)

# Important to know

- **Project Start/End Dates**

- Start: Feb. 1, 2022
- End: Jan. 31, 2023

- **Funds Distributions**

- Dependent on IRB approvals – *this can take up to several weeks/months*
- If not research - payment processed upon this designation
- If human subjects research - 10% funds payments distributed; remaining balance submitted upon receipt of IRB approval documentation
- If you hold two active grants, one must end before initiation of/payment for this newly funded project

- **No Cost Extensions**

- Available to all grantees in good standing
  - *We will notify you when time to apply (90 days prior to end date)*

# Part II: Human Subjects Protection

Alexandra Dest, MPH  
Evaluation Research Data Analyst

# Agenda

- Human subjects protection and the Institutional Review Board (IRB)
- What to expect in the Human Subjects Protection process for your project
- Completing a Request for Determination form

# Human Subjects Protection

## What is it?

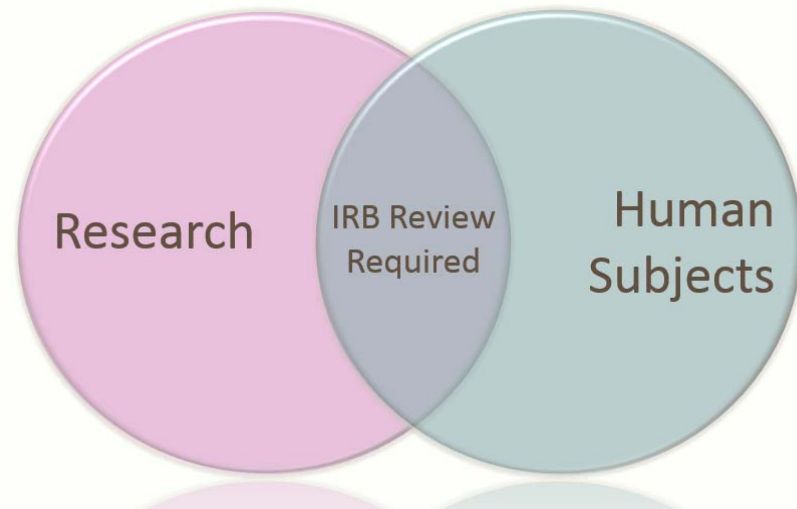
The steps taken to be sure people who choose to participate in a research project are protected from any potential harm that may result from their participation.



# Institutional Review Board (IRB)

Among other things, IRBs are responsible for:

- ❑ Protecting the rights and welfare of all human subjects or research participants.
- ❑ Providing approval and oversight for all projects determined to be human subjects research.
- ❑ Ensuring compliance with federal regulations.



# Human Subjects Protection Process

## Request for Determination form (RFD)

- Determines the project's intent and level of engagement in research
- Our team will support you in completing and submitting this form for your project

## To move forward for payment:

- Must receive IRB approval or a not human subjects research determination from the IRB



# Completing the Request for Determination Form

## Request for Determination Form



Research Integrity Office  
Mail Code L108-R1  
Portland, Oregon 97239-3098  
Phone: 503.494.7887  
Fax: 503.346.6806

Version **PEFamis-OCTRIH-Highlight Tool**  
Updated 7.16.2015

Community PI Name \_\_\_\_\_ eIRB \_\_\_\_\_  
Research Navigator Name \_\_\_\_\_  
Project Title \_\_\_\_\_

### INSTRUCTIONS

#### Use this form when:

- You are not sure if your project requires human subjects' protection (Institutional Review Board=IRB) oversight, or
- You would like a formal determination from the IRB as to whether the project requires human subjects' protection oversight, or
- You are conducting genetic research with samples, information or data that are not individually identifiable to the research team.

**Complete the entire form unless your response to a particular question instructs you to skip ahead.**

**Upload the form to the eIRB in place of, or in addition to, a protocol (your project's plan).**

**If your project meets the definition of Research (Section 1), includes Human Subjects (Section 2), and OHSU is Engaged in the research (Section 3), you should submit a new study with a full protocol instead of submitting this form.**

### Section One – Research | Evaluation | Study

**Your project goal is to prove or study whether a new idea can help or improve something; this is research. Research is a systematic investigation,** including research development, testing and evaluation, designed to develop or contribute to **generalizable knowledge.**

- This project is research. → **Skip to Section Two.**
- I don't think this project is research, or I am not sure. → **Answer the questions below.**
- 1.1. Is this a case study of a single patient or a case series of three or fewer patients? If so, describe. *Note: Inclusion of more than three patients is generally considered research.*
- 1.1.1. If yes, will it involve testing of biological specimens for non-clinical purposes? If so, describe.
- 1.2. Is this a quality improvement/quality assurance, program evaluation, or public health project? If so, explain. *(These types of activities may not meet the definition of research. See the [Quality Improvement or Research? Quick Guide](#) on the [IRB Policies and Forms](#) web page for more information.)*
- 1.3. Will you be looking at changes or differences between groups? Will individuals, groups, or institutions/organizations be randomized or otherwise designated to receive different interventions that will be compared? Example: deciding whether there are changes between groups based on a Community Paramedic visiting a certain number of patients but not others. If so, explain. *Note: Randomization or comparison against a control tends to indicate a systematic investigation, which may be research.*
- 1.4. What are you hoping to learn from this project? Will the knowledge you gain be generalizable to other contexts or situations? Might you be interested in utilizing your knowledge in a proposal to a funder or are you being required to report your results to a funding agency?

# Completing the Request for Determination Form

## Request for Determination Form

Version **PEFarris-OCTRI+Knight Tool**  
Publish date March 27, 2020



Research Integrity Office  
Mail Code L106-RI  
Portland, Oregon 97239-3098  
Phone: 503.494.7887  
Fax: 503.346.6808

Community PI Name: Add name of person responsible for project oversight eIRB \_\_\_\_\_  
Research Navigator Name: \_\_\_\_\_  
Project Title: [CPP IRB Pilot] Add project title

### INSTRUCTIONS

#### Use this form when:

- You are not sure if your project requires human subjects' protection (Institutional Review Board=IRB) oversight, or
- You would like a formal determination from the IRB as to whether the project requires human subjects' protection oversight, or
- You are conducting genetic research with samples, information or data that are not individually identifiable to the research team.

**Complete the entire form unless your response to a particular question instructs you to skip ahead.**

**Upload the form to the eIRB in place of, or in addition to, a protocol (your project's plan).**

**If your project meets the definition of Research (Section 1), includes Human Subjects (Section 2), and OHSU is Engaged in the research (Section 3), you should submit a new study with a full protocol instead of submitting this form.**

### Section One – Research | Evaluation | Study

**Your project goal is to prove or study whether a new idea can help or improve something; this is research. Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.**

- This project is research. → **Skip to Section Two.** Only select this box if the intent of your project is specifically research.
- I don't think this project is research, or I am not sure. → **Answer the questions below:** Select this box if you aren't sure and would like the IRB to make this determination. This is the recommended option to select.
- 1.1. Is this a case study of a single patient or a case series of three or fewer patients? If so, describe. *Note: Inclusion of more than three patients is generally considered research. The answer here is typically 'No,' unless your project will involve three or fewer participants.*
- 1.1.1. If yes, will it involve testing of biological specimens for non-clinical purposes? If so, describe.
- 1.2. Is this a quality improvement/quality assurance, program evaluation, or public health project? If so, explain. *(These types of activities may not meet the definition of research. See the [Quality Improvement or Research? Quick Guide on the IRB Policies and Forms](#) web page for more information.)* Briefly describe the overall intent of your project (can pull from question 1 on CPP proposal). If this is a continuation, reference that this project builds on a previously funded CPP project. The CPP team will then add the IRB number for your previously reviewed project.

# Completing the RFD Form

- ❑ **Yellow text:** **additional information** from Knight CPP team designed to help you better respond the question. This text also includes references to the Knight CPP proposal where you may have already provided the details requested.
- ❑ **Blue text:** indicates a field where you need to **replace the existing text** with the information requested.
- ❑ **Green text:** this is **sample language** that you should include *if relevant*. Yellow text will provide context as to whether or not this text is relevant.

# Completing the RFD Form

- As you respond to questions, please remove the yellow CPP guiding text.
- No CPP text will be included in the version submitted to the IRB
- The IRB will not have background information on your project beyond what is provided here

# Completing the RFD Form

The RFD form has check box questions to prompt you on which sections/questions need to be completed.

## Section One – Research | Evaluation | Study

**Your project goal is to prove or study whether a new idea can help or improve something; this is research. Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.**

- This project is research. → **Skip to Section Two.** Only select this box if the intent of your project is specifically research.
- I don't think this project is research, or I am not sure. → **Answer the questions below:** Select this box if you aren't sure and would like the IRB to make this determination. This is the recommended option to select.

# RFD – Section One

## Asks about:

- The goal/intent of your project
- Are you looking at changes or differences between groups?
- What are you hoping to learn? What do you plan to do with results?

# RFD – Section Two

## Asks about:

- The data you'll be collecting
- Who will you be collecting data from?
- How will the data be collected?

2.2. Describe the information, data and/or specimens to be used for the project. For Tier 1 grantees, you can pull this information from methodology section of the proposal. For tiers 2/3, you can pull from the methodology and evaluation sections of the proposal and the project objectives template.

### Data to be collected during this project include:

- Add name of data collection tool (e.g., literature review, survey, process data, interviews)
  - Add description of tool
  - Add how the tool will be administered (e.g., online, in person)
  - Add who the target audience will be and how they will be recruited
  - Add whether data collected will be identifiable (name, date of birth, etc.) or anonymous
  - Add information about the types of questions you plan to ask. You do not need to add the specific questions; high level overview is fine.

Include all the above information for **EACH** data collection tool

## RFD – Section Three

### Asks about:

- OHSU and other institutions' role in the project
- Template language available if OHSU is not engaged in the project

## RFD – Sections Four and Five

### Asks about:

- Whether your project involves genetic research
- Protected Health Information (PHI) and HIPAA requirements (does your project include access to identifiable information?)



# Possible RFD outcomes

- **No**, your project is not considered human subjects research
  - No further IRB action needed, unless project design changes
- **Yes**, your project is considered human subjects research
  - Submit additional documents and information about project to the IRB

***We will support your team through this multi-step process!***

# Next Steps

1. **Award Agreement:** Receive, sign and return along with current W-9 form in online portal
2. **Technical Assistance Support**
  - Respond to kick-off call scheduling email
  - View video tutorial on *Completing a Request for Determination* (RFD) and begin draft
  - TA team will support you to finalize plan & tools

# Team contact info:

<b>Technical Assistance Team</b>	
Amy Wilson	<a href="mailto:wilamy@ohsu.edu">wilamy@ohsu.edu</a>
Alex Dest	<a href="mailto:dest@ohsu.edu">dest@ohsu.edu</a>
Melissa Varnum	<a href="mailto:varnum@ohsu.edu">varnum@ohsu.edu</a>
<b>Communications – Social Media</b>	
Dustin Hawes	<a href="mailto:hawesdu@ohsu.edu">hawesdu@ohsu.edu</a>
<b>General Support</b>	
<a href="mailto:knightcancercro@ohsu.edu">knightcancercro@ohsu.edu</a>	503 418-8077

**Questions?**

**Thank you!**