



Guidelines for Submission of Research for Review

The purpose of the Advisory Board for Community Research (ABCR), sponsored by the Center for Healthy Communities, is to give guidance and support to researchers interested in community-based research in Montgomery County. The ABCR consists of academics, community agency personnel, and community members and wishes to help researchers to design studies that are both acceptable and beneficial to the citizens who graciously agree to participate in research purported to benefit their community. The ABCR is *not* an institutional review board, and its input cannot substitute for required IRB approval. An ABCR endorsement of a community-based participatory research design, however, may be useful when submitting a study to the IRB.

The following guidelines were developed for researchers who wish to receive feedback from the ABCR. Please read the instructions carefully and clarify any concerns with Annemarie Halfpap at 937-775-1121.

General guidelines for conducting community-based participatory research:

1. Identify at least one community based contact person who is familiar with the population you will be working with. If possible, a member of this population should be included as one of your primary community contact people. If you are having difficulty with identifying such a person, please call the ABCR for assistance.
2. Please review your research design with your contact person(s). Pay particular attention to discussing issues of obtaining sites, subject recruitment methods and time frames, population appropriate data collection methods, and any population specific risks and benefits.
3. Since it is our aim to foster programs of research that contribute to the community in the long term, you should discuss with your contact person any long-term plans stemming from your research that will provide continuing benefit to the community.

Procedure for requesting ABCR feedback and assistance:

The ABCR can assist researchers in the early stages of developing study designs that will be respectful of and acceptable to community members. The Advisory Board will also review and comment on completed research proposals. Prior to meeting with the Advisory Board, please submit 4 copies of the following to Annemarie Halfpap at Center for Healthy

Communities, 140 E. Monument Ave., Dayton, OH 45402

- a. The attached cover sheet, completed
 - b. A two to three page description of your study identifying the following (if your study is still in development, address as many elements as you can): problem to be addressed, purpose, questions or hypotheses, design, probable site(s), sampling methods, data collection methods and description of instruments, planned analysis, and planned time frame.
 - c. A one to two page description of how this research will benefit the community. Describe the relevance of the problem to the target population in Montgomery County. Information on ethnic/cultural relevance should be included as appropriate. Provide a detailed description of the short term and/or long term risks and benefits for the individual participants and the community. If risks are present, provide a detailed description of how you will be safeguarding the participants. Provide information about any plans related to continuing programs stemming from your study.
4. Submissions will be reviewed within 2 weeks. Someone from the ABCR may contact you to set up a face-to-face interview to discuss your proposal.
 5. The researcher(s) will be notified in writing with the Board's feedback within 10 days of the ABCR meeting. If appropriate, the letter may be used by the researcher as a supporting document for submission with the IRB request.
 6. Researchers are encouraged to contact the ABCR for clarification of any comments in the feedback letter.



Advisory Board for Community Research
Center for Healthy Communities
Dayton, Ohio

Cover Sheet for Community Research Proposal

1. Date of submission:
2. Title of Study:
3. Name, affiliation, and contact information for primary investigator:
4. Name, affiliation, and contact information for other investigators:
5. Population you plan to work with:
6. Proposed site(s) of data collection:
7. Names and affiliations of community contacts: