

| DOMAIN & FORMS | DATA ENTRY COMPLETED BY: | DATA ENTRY TIMELINES: | METRICS: |
|--|--|---|---|
| Consultation Services Consult Request Form | Research team OR CCH staff | Rolling submission | <ul style="list-style-type: none"> • # of consultations • % of teams indicating having no previous engaged research experience (self-report) • # of consultations in each translation phase (T1-T4) • # of consultations by type of research (basic, clinical, genomics, etc.) • % of consultations by research topic • % of consultations community of focus (age, race/ethnicity, etc.) • % of consultations target geographic community • # of services offered per consultation • Services most frequently provided • Satisfaction with services provided <ul style="list-style-type: none"> ○ Timeliness ○ Quality ○ Overall satisfaction • Outcomes <ul style="list-style-type: none"> ○ # of proposal submissions funded (Note: Not all consults focus on proposal submissions) <ul style="list-style-type: none"> ▪ # funded by specific agency ▪ # funded by specific funding mechanism ▪ # of proposals that list community stakeholders as key personnel on grant ▪ # of proposals that Call for community advisory as part of the grant proposal ▪ # of consultations activities that led to community partner pursuit of funding support ○ # of consultations that led to new community-academic partnerships ○ # of consultations that led to changes in programs, policies, or practices <ul style="list-style-type: none"> ▪ # co-authored by community stakeholders ○ # of published articles <ul style="list-style-type: none"> ▪ # co-authored by community stakeholders ○ # of conference presentations, posters, etc. <ul style="list-style-type: none"> ▪ # co-authored by community stakeholders ○ # of new research studies generated from the consultation support |
| Project Details Form | JB, GRS, JS, GC | Throughout consult. Update weekly | |
| Services Provided Form | JB, GRS, JS | During active consult –weekly updates | |
| Satisfaction Survey | Research team (lead contact listed on Consult Request Form) | Once the consult is marked “Closed” and marked “Launch Survey” by CCH Staff in Project Details Form | |
| Outcomes Form | Research team | Once the consult is marked closed and “Close-out Date” is entered by CCH Staff in Project Details Form | |

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| <p>Capacity Building & Education</p> | <p>All CCH Staff</p> | <p>Upon completion of event (Some data can be entered prior to event as a placeholder, e.g. title, etc.)</p> | <ul style="list-style-type: none"> • # of educational offerings that are coordinated by CCH staff (community stakeholders present) • Type of educational offering • # of educational offerings that are presented by CCH staff • # of educational offerings that are conducted on locally vs a national conferences • Audience type (academic, community, both) • # of attendees |
| <p>Fiscal Support</p> <p><u>ARCC:</u> Award Initiation Form</p> <p>Award Recipient Survey</p> | <p>Jen/Gina</p> <p>Seed Grant Recipients</p> | <p>At the beginning of a grant cycle.</p> <p>When grantees complete their grant (end dates vary).</p> | <ul style="list-style-type: none"> • # of seed grants by type (e.g. ARCC, PBR, etc.) • Average seed grant amount awarded per year, by type (e.g. ARCC, PBR, etc.) • # of publications about the funded project • # of seed grantees that secured subsequent funding as a result of seed grant funding <ul style="list-style-type: none"> ○ # of additional funds secured per grantee ○ Type of grant ○ Grantee's role on project ○ Average amount ○ Start/end dates |
| <p><u>PBR:</u> Award Initiation Form</p> <p>Quarterly Reports</p> | <p>PPRG Team</p> <p>Seed Grant Recipients</p> | <p>At the beginning of a grant cycle.</p> <p>Each quarter based on grantee award date.</p> | <ul style="list-style-type: none"> • Additional outcomes (qualitative information) <ul style="list-style-type: none"> ○ # peer-reviewed publications ○ # of dissemination materials to community audiences ○ Types of dissemination events/materials to community audiences ○ # of subsequent IRB-approved research ○ Other scholarship (presentations, posters, etc.) ○ New or modified policies, practices or programs implemented as a result of the projects |

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| Partnership Brokering | GC, JS, GRS, JB | After meeting new individuals. Weekly updates. Sort by last name to determine if individual is already in system. | <ul style="list-style-type: none"> • # of partners • Partner characteristics by: <ul style="list-style-type: none"> ○ Organizational affiliation ○ Research interest (e.g. HIV/AIDS, diabetes, etc.) ○ Community of focus the partner organization serves (e.g. age, race/ethnicity, etc.) ○ Target geographic community the partner organization serves (e.g. North, West, South sides of Chicago) ○ # of CCH activities the partner has been engaged in ○ Types of activities the partner has been engaged in • Initial date of interaction • Date of last interaction |
| REV. 07/24/18 | | | |
| Institutional-level Changes | All CCH Staff | Monthly check-ins at CCH meeting | <ul style="list-style-type: none"> • # of changes <ul style="list-style-type: none"> ○ Institutional-level; community-level • Level of change <ul style="list-style-type: none"> ○ Institutional; community-level • Types of changes (policy, practice, program, change in the physical design/layout of the environment) • Key actors (people who helped achieve the change) <ul style="list-style-type: none"> ○ Number of key actors ○ Number of changes involving non NU key actors ○ Organizational affiliation of the key actors [qualitative] • Sectors impacted by the change (academic, community-based organizations, etc.) • Date change was enacted (Month/Year) • Description of change achieved [qualitative] • Description of the <u>goal</u> for the change achieved [qualitative] • CCH role in enacting change [qualitative] |
| Community-level Changes | All CCH Staff | | |

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