

Supplementary Budgetary Guidance for Community Participation in the HPTN YEAR THREE BUDGETS

The HPTN has committed to community participation and collaboration as a foundation of effective public health research and practice. This requires that individual sites invest appropriate resources in planning for and implementation of activities that develop and sustain community participation at each stage and all levels of the HPTN trials process. Key to supporting community participation within the Network is the development of a Community Involvement Workplan (CIW) as well as identifying in the site budget the necessary resources to support community activities. Activities identified in the CIW will have community participation funding outlined in the core budget. Any protocol-specific community activities will need to be included in the protocol budgets.

The following are key points for the community participation plan and the site's fiscal support of collaboration activities:

- Developing relationships with the community and other organizations that support the community are critical to trust. Funds are necessary to support these activities such as community education efforts (For example, health fairs or community campaigns, bicycles for outreach workers).
- Community advisory activities can take forms other than Community Advisory Boards and will require funds to support the efforts. (For example, convening focus groups with high-risk individuals for direct community input, conducting community forums with local leaders).
- **Support for upcoming HPTN full meetings and regional training for community participants. Travel is associated with this level of participation and must be covered by the site budget.** HPTUs are also responsible for lodging and per diem expenses.
- **Support for community participation from each site is expected on protocol teams** as well as on the Working Groups (Science, Ethics and Community) and other HPTN committees, such as the PRC and NEC. **This includes support for travel to face-to-face meetings.**
- Participation by site community liaisons at non-HPTN meetings and conferences is recommended. Supporting participation in this way can indicate the value sites place on community participation and help develop community participants' facility in research settings.

If you have any questions while putting this information together, please contact either Stella Kirkendale (skirkendale@fhi.org, 919-544-7040 x222) or Wayne Wilson (wwilson@fhi.org, 919-544-7040 x394).

LABOR:

Each HPTU is required to have at least 50% full time equivalent (FTE) for staff responsible for coordinating the community participation efforts at the site. This percentage of time can be divided among more than one staff person. The 50% is a minimum, and additional staff time can be budgeted to address site activities outlined in the site Community Involvement Workplan (CIW). Additional guidance on the CIW will follow.

Position	% of Effort
Community Educator (required)	50% cumulative FTE (minimum) – staff time will support efforts to educate and develop collaboration with community members and appropriate NGOs, as well as coordinate community advisory functions (CABs, town meetings, focus groups, etc.), participate in the development and implementation of the site community plan and advise site staff on community needs.

TRAVEL:

Note that, in addition to the Community Educator, the site is expected to send a minimum of one Community Advisor to the HPTN Annual and CWG Meetings.

Meetings must include travel, lodging and per diem for the specified number of days per person.

Travel	Community Traveler
<ul style="list-style-type: none"> • HPTN Annual Meeting (February 2003) – 1 trip for two people from site to Washington DC; 3 days per person • Regional Community Program Training – 1 trip for 2-3 people from site to regional international destination (possibly in-country travel depending on location); 3-4 days per person • Science Working Group face-to-face meeting (assume 1 trip per relevant working group) – from site to Washington DC area – 1 day; 2-3 days per person • Community Working Group face-to-face meeting – in conjunction with February, 2003 HPTN annual meeting; 2-3 days per person • Protocol Team Meetings – 1-2 trips to Washington DC for development activities (after protocol is accepted by IRBs, meetings need to be in the study-specific budget) • In-country travel – as required • Regional/International HIV Conference 	<ul style="list-style-type: none"> • Community Educator, Community Advisor • Community Educator, 1-2 Community Advisor • Community Advisor, if site has a SWG representative. • Community Advisor, Community Educator • Community Advisor (each protocol will have one participant) • Community Educator, Community Participant • Community Participant (to build skills and experience – site’s discretion)

OTHER EXPENSES:

Community Support Item	Description and Examples
<ul style="list-style-type: none"> • Community participation support activities • Community education materials • Telecommunications costs 	<ul style="list-style-type: none"> • Costs associated with developing relationship with community such as town meetings; process to identify needs for the plan; focus groups; Community Advisory Board meetings (if appropriate); stipends for participation (in kind or monetary, to cover childcare costs, transportation to meetings) • Educational brochures or other media, either purchased or produced (videos; public service announcements; community newsletter; flipcharts) • Additional costs to support community member access, including internet access, email, and other phone services for working group conference calls

EQUIPMENT:

<ul style="list-style-type: none"> • Equipment and Maintenance* 	<ul style="list-style-type: none"> • Facilitating community participation in community meetings and HPTN process will require additional equipment, such as phones with hands-free/speaker phone option for conference calls and computers for community access to email and internet. New and innovative ideas for increasing participation are encouraged (e.g., bicycles for community mobilizers to conduct outreach, satellite phones to help community members participate in conference calls at late hours, etc.)
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* Please refer to your Notice of Grant Award to determine if these costs were originally allowed.

CONSULTANT COSTS:

<ul style="list-style-type: none"> • Community Consultants 	<ul style="list-style-type: none"> • Costs associated with services provided to the project, such as focus group facilitation to gather community specific information.
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