

for Clinical Research Sites (CRS)

Clinical Research Site (CRS):

HPTN Studies:

Staff Member Completing the CIWP:

Community Advisory Board (CAB) Chair/Representative Signature:

CTU Principal Investigator (PI) or Investigator of Record (IoR) Signature:

Date Submitted:

The information collected on this work plan will be used by FHI CORE Community staff and CRS community education staff to assess, plan and evaluate community involvement efforts that will take place at CRSs in the coming year. Type your answers following each question thinking of the broad community, not just the population(s) targeted for recruitment.

Work plans should be submitted to Jonathan Lucas (jlucas@fhi.org), Rhonda White (rwhite@fhi.org), and Cheryl Cokley (ccokley@fhi.org).

I. Community Assessment

1. Please provide the names and contact information (office and mobile phone numbers, and e-mail address) for the site's community education staff. This will allow us to keep the network directory and e-mail alias list up to date.
2. Describe community-related challenges that your site anticipates related to current and upcoming HPTN studies. Describe how the community education staff, CAB and research staff plan to respond to these challenges.
3. Have there been changes in the population in your community in the past year that impact the site's education, awareness and sensitization efforts? If yes, please describe.

4. Describe events happening in your community that might adversely impact study accrual, retention and adherence or community ownership of current and/or upcoming HPTN studies.
5. Are there new messages or information regarding upcoming trials that the site needs to consider in planning its education, awareness and sensitization efforts?

II. Community Involvement

1. New scientific information regarding HIV and HIV prevention strategies.
 - a. How will the CAB be kept up to date on new scientific information regarding HIV and HIV prevention strategies?
 - b. Is there any CAB training planned for the coming year? If yes, please describe.
2. Please describe the structure and membership of your CAB. Are there representatives of the study target population serving on your CAB? If not, what efforts will be made to facilitate this?
3. In trying to reach out to the larger community, what groups or organizations (non-governmental organizations, community based organizations, AIDS service organizations, etc.) does the site work with? Please name the groups/organizations and describe the site's work with each of them. In your description, please identify what subgroups from the larger community (women, MSM, minority populations, students, etc.) these organizations serve.
4. Are there groups in the community that you have not yet been successful in reaching? What plans does the site have to reach out to these groups in the coming year?

5. Please provide the names and contact information (mobile and office phone numbers, and e-mail address) for the site's 2 HPTN Community Working Group (CWG) representatives. This will allow us to keep the network directory and e-mail alias list up to date.

III. Goals and Objectives/Community Education Activities

Indicate goals for the coming year and summarize measurable objectives that will be used to accomplish the goals.

HPTN Community Program Goal: To conduct community preparedness and engagement activities to facilitate successful conduct of HPTN clinical research studies.

Goal #1:

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Goal #2:

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Goal #3:

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Goal #4:

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Goal #5:

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?

Objective:

Strategies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Who is responsible for this objective?

What materials will you need and what is the estimated cost?