

*Measurement Approaches to Partnership Success (MAPS):
Dissemination Guidelines**

A Detroit Community-Academic Urban Research Center (Detroit URC) Project

This document lists the guidelines and procedures that the Measurement Approaches to Partnership Success (MAPS) project has agreed upon for conducting dissemination-related activities of the project.

STANDARDIZED ACKNOWLEDGEMENT:

All publications, presentations, and other dissemination-related activities that describe the Measurement Approaches to Partnership Success (MAPS) project and/or use project data will include the following standardized acknowledgement.

The Measurement Approaches to Partnership Success (MAPS) project is a project of the Detroit Community-Academic Urban Research Center (Detroit URC). The focus of MAPS is to develop an in-depth understanding of success in long-standing community-based participatory research (CBPR) partnerships; to identify a specific set of factors that contribute to success; to develop and test a measurement tool to evaluate long-standing CBPR partnerships; to develop mechanisms to feedback and apply partnership evaluation findings; and to widely disseminate the MAPS tool.

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Funding & Grant Sources:

Acknowledgement of NIH grant support and a disclaimer, as appropriate, on any publication written or published with such support and, if feasible, on any publication reporting the results of, or describing a grant-supported activity is required. The acknowledgement below should be included in all project materials:

This publication [or presentation, or document] was made possible by the National Institutes of Health (NIH), National Institute of Nursing Research (NINR) award R01NR016123.

DISSEMINATION PROCEDURES

Role of Principal Investigators for Publication and Dissemination of Research

The Principal Investigators (PIs) will facilitate the review of proposed publications and at least one PI will be designated to provide final approval on all MAPS-related publications, presentations, and dissemination materials before materials are finalized and made available publicly. The MAPS PIs will co-create, in conjunction with the Detroit URC Board and research team members**, an ongoing list of potential publications, authors, and journals that will be discussed broadly and revisited regularly by the partnership.

1. Authorship of academic journal articles

A. Criteria

- i. At least one MAPS Principal Investigator (Brush, Israel, Lachance) will be included as co-authors on all MAPS academic journal articles.
- ii. In addition, there should always be at least one Detroit URC Board community partner as a co-author.
- iii. Research team members and Detroit URC Board members who have the most expertise on the given topic will have first priority to be a co-author.
- iv. The number of co-authors will depend on the requirements of the publication. If the publication's guidelines limit the number of authors, a rotating system, to the extent feasible, will be used for selecting co-authors.
- v. Priority will also be given to members who have been more involved with the particular topic that will be addressed in the article.
- vi. As appropriate, members of the Expert Panel will be invited to participate as co-authors on relevant publications.

B. Procedures and Process

- i. The lead author and members of the writing team will be selected by the MAPS PIs, and/or through invitation and self-selection (e.g., members of the Expert Panel, Detroit URC Board), and/or by initiation of an interested party (e.g., research team member, community partner, doctoral student) in consultation with the PIs.
- ii. The lead author and members of the writing team will determine the order of authorship.
- iii. Selected co-authors must be actively involved in the development of the article, including discussion of content and purpose, reviews of outlines and analytic results, and discussion of implications of findings. (See below for designation by the Council of Science Editors of what is involved in qualifying for authorship.)

- iv. If someone who has agreed to be a co-author is unable to do so, the decision for a replacement will be made by the lead author.
- v. The lead author will be responsible for assuring compliance with NIH's policy on assuring public access to published articles based on MAPS' work. The lead author is responsible for providing a copy of peer reviewed publications to the Project Manager to assure accurate record keeping, and for posting to the MAPS website.
- vi. The lead author is responsible for providing the Project Manager with the following information about MAPS supported publications:
 - a. (a) names of all authors; (b) journal; (c) proofs for final approval; (d) publication date

The MAPS research team will refer to the following designation by the Council of Science Editors as useful guidance in qualifying for authorship:

All persons designated as authors need to qualify for authorship. Each author must have participated sufficiently in the work to take public responsibility for the content. Authorship credit will be based only on substantial contributions to (a) conception and design, or analysis and interpretation of data for that manuscript; (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval by the co-author of the version to be published. Conditions (a), (b), and (c) must all be met. All parts of the article must be the responsibility of at least one author for each component of the article that is critical to its main conclusions (for example, one or more co-authors must take responsibility for the accuracy of data presented in statistical tables). It is understood that editors may require authors to describe what each contributed, and that this information may be published.

Adapted from: Mario Biagiolo, Judith Crane, Pamela Derish, Mark Gruber, Drummond Rennie and Richard Horton (1999) Draft White Paper, Council of Science Editors, CSE Task Force on Authorship, http://www.councilscienceeditors.org/services/atf_whitepaper.cfm.

2. Attending and participating as participants at conferences, seminars, and workshops focusing on the work of MAPS

A. Criteria

- i. Attendees and participants will be determined and approved by the MAPS PIs (Brush, Israel, Lachance), in discussion with the Detroit URC Board, and research team members.
- ii. To the extent feasible, there should always be at least one University, and one Detroit URC Board community partner co-presenting.
- iii. Members who have the most expertise on the given topic will have first priority to be a co-presenter.
- iv. A rotating system for selecting participants will be used, if feasible, when more than one person meets the criteria for attending conferences.
- v. Flexibility will be maintained for choosing participants for conferences based on the needs of the presentation.

B. Procedures & Process

- i. Community partners should be involved in making presentations to the extent feasible.
- ii. Presenters/co-presenters will be selected by the MAPS PIs, and/or through invitation and self-selection (e.g., members of the Expert Panel, Detroit URC Board), and/or by initiation of an interested party (e.g., research team member, community partner, doctoral student) in consultation with the PIs.
- iii. Selected co-presenters/co-authors must be actively involved in the planning of the presentation, ideally including development and review of abstracts prior to their submission, development of the presentation product, and discussions about joint presentation content.
- iv. The lead author is responsible for providing the Project Manager with the following information about MAPS supported presentations:
 - a. (a) names of all authors; and (b) presentation title, venue, date and location.

3. Communications about MAPS related activities and findings with the media and at public meetings

A. Procedures & Process

- i. The standardized acknowledgement of MAPS (p.1) and the funding acknowledgement (p.1) will be used for all publications, presentations, and other dissemination-related activities, including media releases and public meetings.
- ii. Whenever a MAPS research team, or Detroit URC Board member is contacted by the media regarding MAPS activities, he or she will refer the contact to the MAPS Project Manager, who will direct the media to the appropriate MAPS team member.
- iii. Press releases related to the MAPS project must be developed or approved by the MAPS PIs (Brush, Israel, Lachance).
- iv. When making a presentation, the presenter will acknowledge that MAPS is a Detroit URC project.

4. Data Use & Data Requests

A. Procedures & Process

- i. The MAPS PIs will respond to requests from other investigators (faculty, researchers, students, community members) for access to MAPS data by providing them with a copy of the Dissemination Guidelines (this document), the community-based participatory research principles for the Detroit URC, and the “Request for Use of Measurement Approaches to Partnership Success (MAPS) Data” form. Individuals will be asked to consult with the MAPS Project Manager in preparing the Request for Use of MAPS data form.
- ii. The MAPS PIs will review and discuss the completed Request forms for approval/disapproval.
- iii. Individuals requesting to use MAPS data may be asked to revise the request to incorporate suggestions from the PIs.

5. Monitoring and Reviewing Dissemination Guidelines

A. Procedures & Process

- i. Monitor dissemination activities of the MAPS Project to ensure that the guidelines and procedures listed above are being followed.
 - a. The MAPS PIs (Brush, Israel, Lachance), in conjunction with the Detroit URC Board, will review and update as needed these dissemination procedures and ensure that they are relevant and adhered to in all dissemination activities.

*** The MAPS Dissemination Guidelines were adapted using the following resources:**

CBPR Research for Improved Health Study Team. 2011. *Publications Guidelines, Research for Improved Health: A National Study of Community-Academic Partnerships*. Project Protocols, National Congress of American Indians Policy Research Center. From: NARCH V (Indian Health Service/NIGMS/NIH U261HS300293 2009-2013), a partnership between the National Congress of American Indians Policy Research Center (Sarah Hicks, PI); the University of New Mexico Center for Participatory Research (Nina Wallerstein, PI); the University of Washington Indigenous Wellness Research Institute (Bonnie Duran, PI); and CBPR projects nationwide.

Detroit Community-Academic Urban Research Center (Detroit URC). 2012. [*Procedures for Dissemination-Related Activities*](#). A partnership between the University of Michigan Schools of Nursing, Public Health and Social Work, the Detroit Health Department, eight community-based organizations (Community Health and Social Services Center (CHASS), Communities In Schools, Detroiters Working for Environmental Justice, Detroit Hispanic Development Corporation, Friends of Parkside, Institute for Population Health, Latino Family Services, and Neighborhood Service Organization), and Henry Ford Health System.

Healthy Environments Partnership (HEP). 2013. *Dissemination Guidelines*. A partnership among Detroit community organizations (Chandler Park Conservancy, Detroit Health Department, Detroit Hispanic Development Corporation, Eastside Community Network, Friends of Parkside, Henry Ford Health System, Institute for Population Health), community members-at-large; and the University of Michigan School of Public Health. HEP is a project of the Detroit URC with funding from: National Institute of Environmental Health Sciences R01 ES10936, R01ES14234, National Institute for Minority Health & Health Disparities, R24 MD 001619, 3P60MD002249-04S1, and the Aetna Foundation.

**** Principal-Investigators, Co-Investigators, Statisticians, Staff, Students**