



HealthLINK
Center

Research Collaboration Guidelines

Casa Familiar (Casa) is open to establishing research collaborations with academic applicants on projects that are consistent with the Casa mission, vision, values, and service areas. Applicants interested in establishing a potential research collaboration with Casa should read and follow these guidelines. These guidelines were developed in collaboration with the SDSU HealthLINK Center Community Engagement Team.

Mission Statement

“The mission of Casa Familiar is to enhance quality of life for people living in underserved and underrepresented communities.”

Vision Statement

“We envision healthy, just, and sustainable communities that reach our full potential.”

Casa Familiar’s Values

Integrity, Respect, Familia, Culture & Community Ideal

Service Areas

Casa Familiar Priority Service Areas:

1. “Bilingual and Culturally-Relevant Services”
2. Financial Opportunities and Counseling
3. Educational Programming
4. Youth and Senior Programs
5. Environmental Justice
6. Community Development
7. Economic Development

Exploratory Areas of Research:

1. Mental Health
2. Air and Water Quality
3. Energy Consumption

Latest Programs and Initiatives:

1. Environmental Justice
 - a. La Semilla Climate Resiliency Development
2. Tenant Rights
 - a. Avanzando San Ysidro Community Land Trust
3. Immigration & Human Rights
4. Supporting historically disinvested communities
 - a. Cultural Corridor

Unique Areas of Expertise:

1. Immigration assistance
2. Public Benefit assistance
3. Senior Social Services
4. Financial Coaching and Career Counseling
5. Youth Education
 - a. S.T.E.A.M. Projects
6. Juvenile Diversion
7. Domestic Violence Prevention
8. Environmental Justice

Types of research Casa Familiar supports:

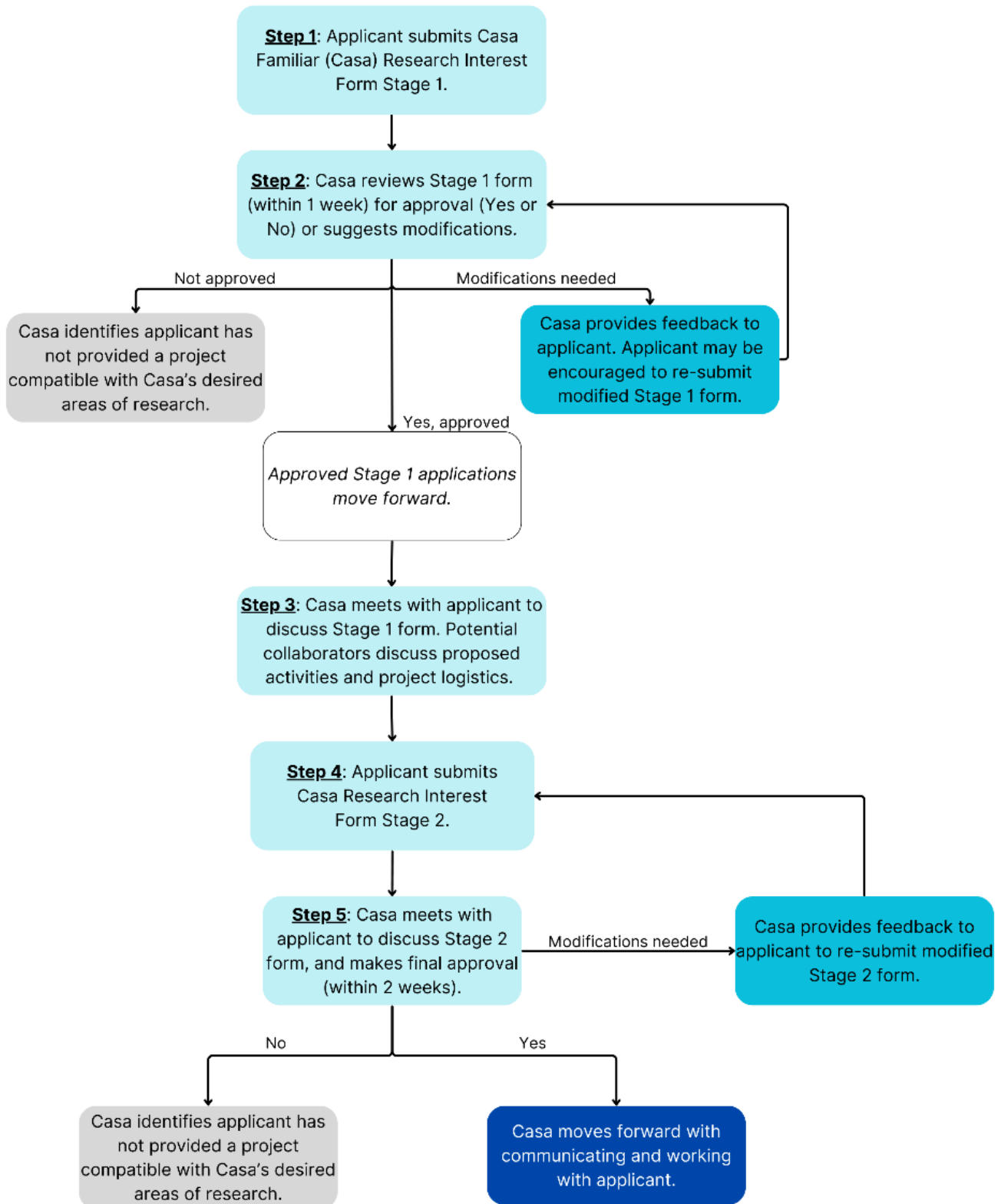
1. Research that follows Casa's mission of enhancing quality of life.
2. Research that provides tangible community support.
3. Research projects that include intervention strategies.
4. Research that inspires program development that benefits Casa and the community it serves.

Types of research Casa Familiar does not support:

1. Research that only uses Casa as a recruitment site.
2. Research that exposes participants to being targeted by law enforcement.
3. Research projects that involve law enforcement or ICE.
4. Research that promotes inadvertent negative consequences

Process to establish a potential research collaboration with Casa Familiar:

See Casa Familiar Research Interest Form.



Areas to consider when filling out the research interest form:

Collaboration

A close collaborative relationship is expected between the applicant and Casa to maintain close communication and engagement and to share decision making authority as it relates to the development, implementation, and dissemination of research conducted under this collaboration.

During the planning period, activities aimed at developing collaborative arrangements for the research project could include:

- Identifying key research personnel, internal and external to Casa
- Identifying areas of expertise of Casa and the extent to which Casa can provide guidance on and support for different aspects of the research project
- Execution of memoranda of understanding including data-sharing and publication agreements
- Development of the technical systems necessary to support research data collection and analysis
- Other stakeholders and collaborators associated with Casa that may be involved with a research project (e.g., schools, other community-based organizations, residential and commercial properties)

Casa Familiar Site/Employee/Data Use

The research interest form includes a section regarding the use of Casa space(s), involvement of Casa employees, and use of Casa data. Using this information, Casa will inform the applicant of the capacity and readiness of Casa to engage in this research and will work with the applicant to identify what is and is not feasible. Casa will be responsible for discussions with Casa's internal personnel to determine site capacity.

- Casa Civic Center (212 W Park Ave. San Ysidro, CA 92173) can host large gatherings of ~350 people, has a stage, tables and chairs for ~150 people, and audio/visual projector are available. Limited street parking and 5-minute walk from Beyer Boulevard MTS Trolley Station.

Promotoras/Community Health Workers (CHWs)

- Promotoras are highly skilled community liaisons who play a critical role in connecting underserved populations with essential resources and services. As natural leaders and trusted connectors within their communities, they excel at fostering relationships and ensuring that information and opportunities reach those who need them most. Our team includes seven staff promotoras and approximately 25 volunteer promotoras, all of whom bring a wealth of experience and expertise to their roles.
- Promotoras are proficient in conducting surveys and focus groups, delivering educational presentations, coordinating and supporting community events, and promoting healthy living through meal preparation and nutrition education. They have completed extensive training in critical areas such as domestic violence prevention, health and wellness, mental health advocacy, public speaking, and lifestyle education, among many others. Promotoras who participate in research projects need to complete BRIC (Building Research Integrity and Capacity), a community-focused training program, in lieu of CITI (Collaborative Institutional Training Initiative). The Lead Casa Promotora has completed BRIC.
- This robust training and diverse skill set enable promotoras to effectively engage with communities, provide culturally relevant support, advocacy, and facilitate meaningful participation in research and

program initiatives. Researchers and organizations working in collaboration with promotoras benefit from their deep understanding of community needs, their ability to build trust, and their commitment to fostering positive outcomes.

- Promotoras can also be involved in research project dissemination activities, e.g., inviting promotoras to co-author a publication or policy brief, to co-present at a professional conference, and/or to distribute messaging of the project's findings through social media and community forums.

Dissemination

The applicant will be responsible for working with Casa to plan dissemination of research findings to the community served, public policymakers, and funders. Possible methods and platforms used to share information could include: 1) Casa Workshop Series for community members, 2) Casa Monthly Program Meetings for staff and leadership, 3) Casa Newsletter featuring community updates, resources, and events, and 4) Casa Partnership Workshops delivered to stakeholders and collaborators, e.g., senior centers, affordable housing complexes.

Expected Outcomes

The researcher should demonstrate the team's future potential to develop a larger scale project in additional sites, and/or their potential to conduct multiple small-scale research projects in sites. These future phase research projects and activities should have the potential to result in practice and policy recommendations, evidence to support long-term changes, elucidation of best practices and metrics with minimal burden on staff and site workflow, and practice change toolkit(s) (e.g., assessments, communication strategies), thus improving minority health and addressing health disparities. Casa will review the expected outcomes to ensure that the outcomes are consistent with the listed criteria. Casa will prioritize proposals that can demonstrate a pathway to a broader program of research.

Eligibility

The submitted research interest form must identify a lead applicant with expertise and/or potential to successfully conduct the proposed research.

Additional Budget Information to Consider

Budget creation will vary depending on what is required by the funder and staff requirements at Casa.

- Number of required staff for each project.
- 15% Facilities & Administration rate
- Staff budget line items that must be included in any project conducted in collaboration with Casa:
 - Advocacy & Community Engagement Officer: Listed as the Subcontract Principal Investigator per Casa preferences – Recommend at 5% FTE base / % FTE will depend on project activities.
 - Chief Programs Officer: % FTE will depend on project activities.
- Staff budget line items that may depend on the project topic area:
 - Director and Manager of appropriate department: % FTE will depend on project activities.
 - Promotora Manager: % FTE will depend on project activities.
 - Promotoras: % FTE will depend on project activities.

Contact information for inquiries: development@casafamiliar.org