

# Research Collaboration Guidelines

## Family Health Centers of San Diego

Family Health Centers of San Diego (FHCS) is open to establishing research collaborations with academic researchers. Researchers interested in establishing a potential research collaboration with FHCS should read and follow these guidelines.

FHCS is interested in collaborating with projects that are consistent with the FHCS Laura Rodriguez Research Institute's mission, vision, and research areas.

## Mission Statement

The Laura Rodriguez Research Institute's mission is to conduct responsible, culturally responsive, community-engaged clinical and population-based research in the uniquely real-world setting found in community health centers with a special commitment to uninsured, low income, and medically underserved persons.

## Vision Statement

The Laura Rodriguez Research Institute's vision is to ensure that health innovation engages and benefits the underserved.

## Research Areas

Laura Rodriguez Research Institute Priority Research Areas:

1. Precision Medicine
2. Neurodevelopment Disorders
3. Child Development and other enriching programs for pediatric populations
4. Infectious Disease (HIV and Viral Hepatitis)
5. Chronic Disease Management (Chronic Pain, Diabetes, Fatty Liver, Hypertension, Obesity)

Emerging Research Areas:

1. Learning Health Systems
2. Integrative medicine
3. Mobile health clinics

Unique Areas of Expertise:

1. LGBTQ health
2. Refugee health
3. Aging
4. Physical and rehabilitative medicine
5. Mental health/SUD
6. Digital Health
7. Genetics

## Types of research FHCS D supports:

- Programmatic research that improves access to care
- Research that brings new resources for FHCS D. Examples include, but are not limited to:
  - Increased utilization rate for a targeted service.
  - Increased number of referrals.
  - New provider and staff training in services.
- Interventions that are feasibly and sustainably implemented in a community health center.
- Research that improves patient outcomes
- Research involving patient navigation interventions
- Collaborative research from the ideas-development stage
- Parity in resource allocation (i.e., funds on FHCS D subcontract should reflect the level of involvement and personnel and resources needed to accomplish the proposed aims)

## Types of research FHCS D does not support:

- Research involving placebo-controlled trials
- Research that refers patients to clinical trials with no tangible benefit to the patient
- Research that places demands on clinician time without consideration for time taken away from patient care.
- Research that uses FHCS D solely as a recruitment site.
- Proposals where the cost to FHCS D to administer and carry out the terms of the sub-contract is in excess of the funds allocated to FHCS D.

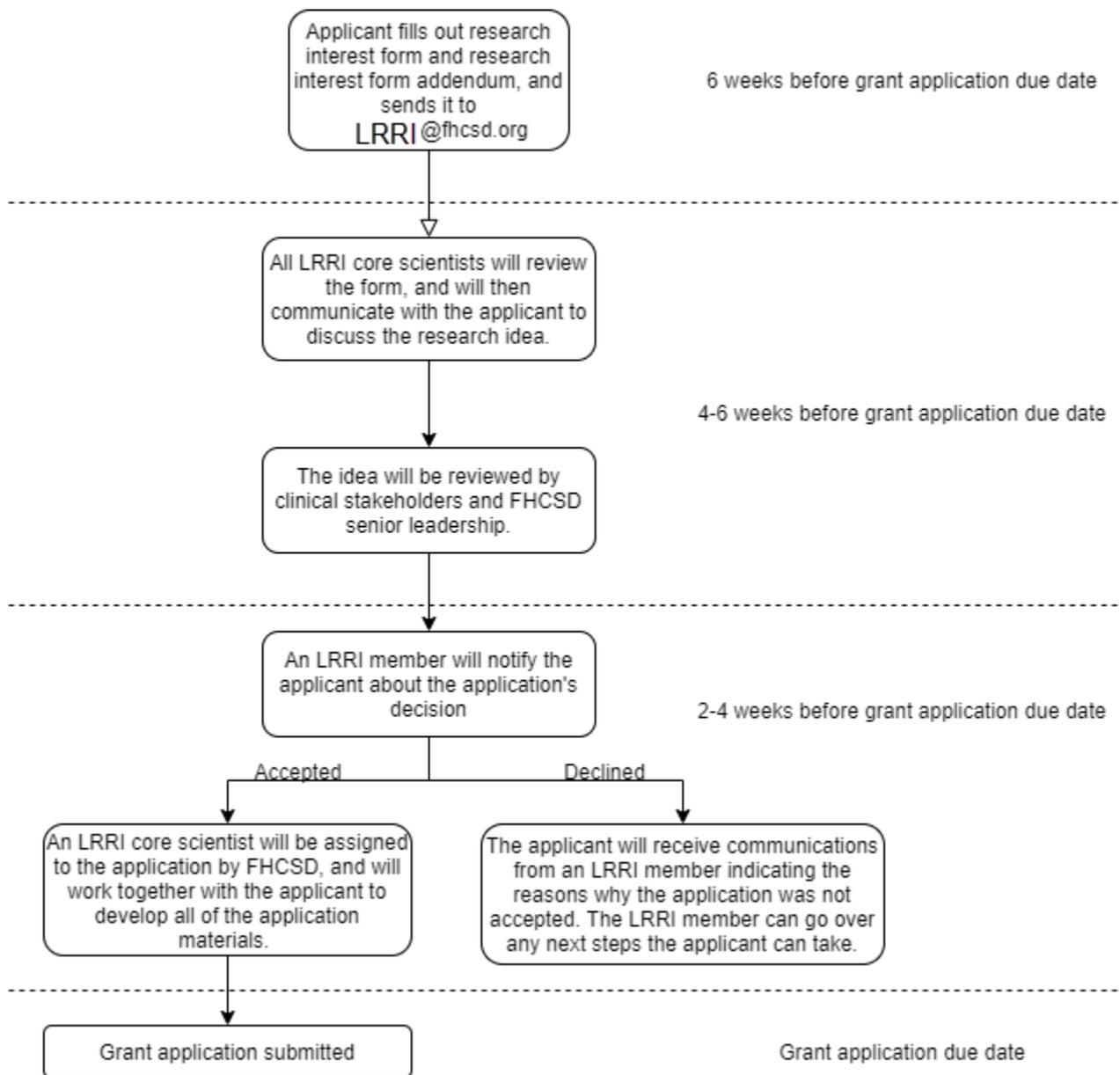
## To establish a potential research collaboration with FHCS D, researchers should:

*Please refer to the FHCS D Research Collaboration Process Flowchart on Page 3.*

1. Fill out the FHCS D Research Interest Form (attached) and the research interest form addendum, and return the form to the LRR I Team at [LRR I@fhcsd.org](mailto:LRR I@fhcsd.org), with at least 6 weeks before the due date of the grant application. Rare exceptions for shorter timelines will be considered on a case-by-case basis.
2. An LRR I core scientist will review the forms as soon as possible and communicate with the applicant to discuss the idea(s) and provide input on the project ideas.
3. Ideas will then be reviewed by programmatic and clinical stakeholders and ultimately approved (or rejected) by FHCS D Senior Leadership.
4. Within 2-4 weeks of submission of the research interest form, an LRR I staff member will notify the applicant if the project idea has been approved or rejected. Shorter timelines for receipt of feedback will be provided as possible.
5. If an idea is approved, an LRR I lead core scientist will be assigned to the application by FHCS D.
6. The applicant is expected to develop remaining materials in collaboration with the LRR I lead core scientist and the rest of the FHCS D investigative team (e.g., grant writers, IT, etc.). There will be regular meetings with FHCS D staff to develop all of the application materials.
  - a. The timeline of this phase will vary depending on the funding announcement.

- b. Development of letters of support, the subcontract budget and budget justification, scope of work, and the biosketch for the LRRJ lead core scientist will also vary depending on the funding announcement.
- 7. If an idea is not accepted, the applicant will receive communication from an LRRJ member indicating the main reasons why the idea was not accepted, and the LRRJ member will go over any next steps the applicant can take.

*FHCSD Research Collaboration Process Flowchart*



# Areas to consider when filling out the research interest form and addendum:

## Collaboration

A close collaborative relationship is expected between the research applicant and the FHCSO investigative team. The research applicant and the FHCSO investigative team are expected to maintain close communication and engagement 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 include:

- Identifying key research personnel, internal and external to FHCSO
- Identifying areas of expertise of the FHCSO investigative team, given their role at FHCSO, and the extent to which they can provide guidance on and support for different aspects of the research project.
- Execution of memoranda of understanding, including data-sharing and publication agreements (FHCSO Data Use Agreement is attached for reference)
- Development of the technical systems necessary to support research data collection and analyses

## Areas to consider continued:

### FHCSO Clinic/Employee/Data Use

The research interest form includes a section regarding the use of FHCSO space, involvement of FHCSO employees, and use of FHCSO data. Using this information, the FHCSO investigative team will inform the research applicant of the capacity and readiness at FHCSO clinical sites to engage in this research and will work with the research applicant to identify what is and is not feasible.

The FHCSO investigative team will be responsible for discussions with FHCSO internal administrative and clinical personnel to determine clinic/intervention site capacity.

## Dissemination

The research applicant and the FHCSO investigative team will be responsible for disseminating findings to the public health community, healthcare community, public policy makers, and funders through webinars, policy briefs, clinic and community presentations, and scientific journals. Any dissemination efforts need to recognize FHCSO partners/partnerships and data use agreement policies.

## Expected Outcomes

The research applicant should demonstrate the team's future potential to develop a larger-scale project in additional clinic sites, and/or their potential to conduct multiple small-scale research projects in clinic 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 for clinical

encounters with minimal burden on staff and clinic workflow, electronic health record functional enhancements, and practice change toolkit(s) (e.g., assessments, electronic health record enhancements, communication strategies), thus improving minority health and addressing health disparities. The FHCS D investigative team will review the expected outcomes to ensure that the outcomes are consistent with the listed criteria. They will prioritize proposals that are able to demonstrate a pathway to a broader program of research.

## Eligibility

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

## Budget

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

Below are budget line items to be included in any project conducted in collaboration with FHCS D.

- The FHCS D lead investigator (most typically the FHCS D lead core scientist) should be at least 10% FTE when the budget allows for substantive participation. This individual will be the primary point of contact for the application and project.
- Research coordinator time: Internal FHCS D staff familiar with FHC processes to reduce onboarding, training, space, and computer access burdens. Percent FTE will be determined based on the needs of the project.
- Recruitment Coordinator/Recruitment Assistance/Patient Navigator time: Must be an internal FHCS D staff member because he/she will have fewer barriers accessing patient data, making calls, and integrating with existing clinical activity.
  - Sometimes in smaller grants, this can overlap with the research coordinator, but not always, as they serve different roles.
  - This position is optional depending on the scope of the study. If the study involves patient navigation for services, a patient navigator is recommended to be written into the budget.
- IT time on every budget: every grant requires data pulls from IT and other EHR needs.
- Other Suggested Staff (Project-dependent)

## Social Distancing

During times when the state of California has issued social distancing guidelines:

- FHCS D will not consider research ideas that involve extra person-to-person contact for potential research participants beyond the current contact they are receiving as part of clinical care.
- The research idea will need to include plans for adherence to social distancing guidelines during research activities.

# Evaluation Guidelines:

Research ideas will be evaluated using these criteria.

## Fit with Organization and Investigator Expertise

1. Does the research idea fit into one of FHCSO's research priority areas?
  - Child Development and other enriching programs for pediatric populations
  - Chronic Disease Management (Chronic Pain, Diabetes, Fatty Liver, Hypertension, Obesity)
  - Homelessness
  - Infectious Disease (HIV and Viral Hepatitis)
  - Mental Health
  - Substance Use Disorders
2. Does the research idea fit into one of FHCSO's emerging areas of interest?
  - Digital health
  - Integrative medicine
  - Mobile health clinics
  - Trauma affected maternal-child dyads
  - Trauma informed care

If an idea does not fall under one of the priority areas or emerging areas of interest listed above, but has the potential to serve patient needs at FHCSO, it will also be considered. Please send a letter of interest to the FHCSO email shown below before submission.

3. Does the academic partner PI have a track record of being a subject matter expert in the proposed research area?
4. Does the academic partner PI have adequate experience or training in the necessary areas?

## Research Impact

1. Does the research idea impact each of these areas? A research idea does not need to meet all of these areas. This is for FHCSO to identify what categories the research idea fits under and how well it accomplishes each area.
  - Improves access to care
  - Brings new resources to FHCSO and/or its patients
  - Intervention can be feasibly and sustainably implemented in a community health center
  - Improves patient outcomes
  - Parity in resource allocation (funds on FHCSO subcontract should reflect the level of involvement, and personnel and resources needed to accomplish the proposed aims)
  - Potential to develop future projects at additional sites
  - Data collected will lead to infrastructure development or improvements in the quality of clinical care

## Collaboration

1. To what extent did the academic PI collaborate with FHCSO personnel?
  - Initiated ideas from the idea-development stage
  - Brought expertise in the research area to the project
  - General timeliness in meetings and deadlines
  - General communicative ability
  - Ability to incorporate suggestions given by FHCSO personnel
  - Considerate of FHCSO's time and resources

## Burden on FHCSO

1. What FHCSO resources does this research idea use? (Just because an idea uses FHCSO resources, it does not mean the idea will be evaluated negatively.)
  - Use of clinic space
  - Use of patient data
  - Involvement of FHCSO employees
  - Involves patient navigation interventions

## Contact Information for Inquiries:

FHCSO Laura Rodriguez Research Institute Team

[LRRI@fhcsd.org](mailto:LRRI@fhcsd.org)

Attachments:

FHCSO Research Interest Form

FHCSO Research Interest Form Addendum

FHCSO Data Use Agreement