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# Grantee Orientation Webinar

Community Partnership Program  
Grant Cycle 2025-1

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Presented by: Devra O'Gara, B.A. and Gina Beer, M.P.H.

# Community Partnership Program Team

Co-Directors: [Jackilen Shannon, Ph.D.](#) and [Kerri Winters-Stone, Ph.D.](#)



**Paul Bollinger, M.P.H.**  
*Community Partnerships Manager*



**Blanca Cisneros, B.A.**  
(she/her/ella) *Community Outreach Specialist*



**Devra O'Gara, B.A. (she/her)**  
*Community Grants Administrator*

**Evaluation Team:** Gina Beer, M.P.H. and Chelsea Ruder, M.P.H.

# Agenda

## **Part I – CPP Orientation**

- Overview of Community Partnership Program
- Project Preparation Period Activities
- Technical Assistance Overview
- Networking & Collaboration Opportunities
- Communications Toolkit
- Grant Reporting Guidelines
- Important Updates
- Next Steps

## **Part II – Human Subjects Protection Overview**

# Congratulations!

## Tier 1:

Organization	City
De Rose Community Bridge and Holistic Wellness	Portland
Douglas County Cancer Services	Roseburg

# Congratulations!

## Tier 2:

Organization	City
Asante Physician Partners	Grants Pass
Centro Cultural del Condado de Washington	Cornelius
Community Cancer Center	Roseburg
Oregon Chinese Coalition	Beaverton
Oregon School-Based Health Alliance	Portland
Pink Lemonade Project	Vancouver
Salem Free Clinics	Salem
Sky Lakes Medical Center Foundation	Klamath Falls

# Congratulations!

## Tier 3:

Organization	City
Chelsea Hicks Foundation	Tualatin
Multnomah County Health Department	Portland

# Community Partnership Program Overview



# Program Mission

The mission of the Community Partnership Program is to work hand in hand with Oregon communities as allies in the Knight Cancer Institute's efforts to end cancer as we know it. We will:

## Support

- Oregon communities in understanding and addressing their most pressing cancer-related needs.

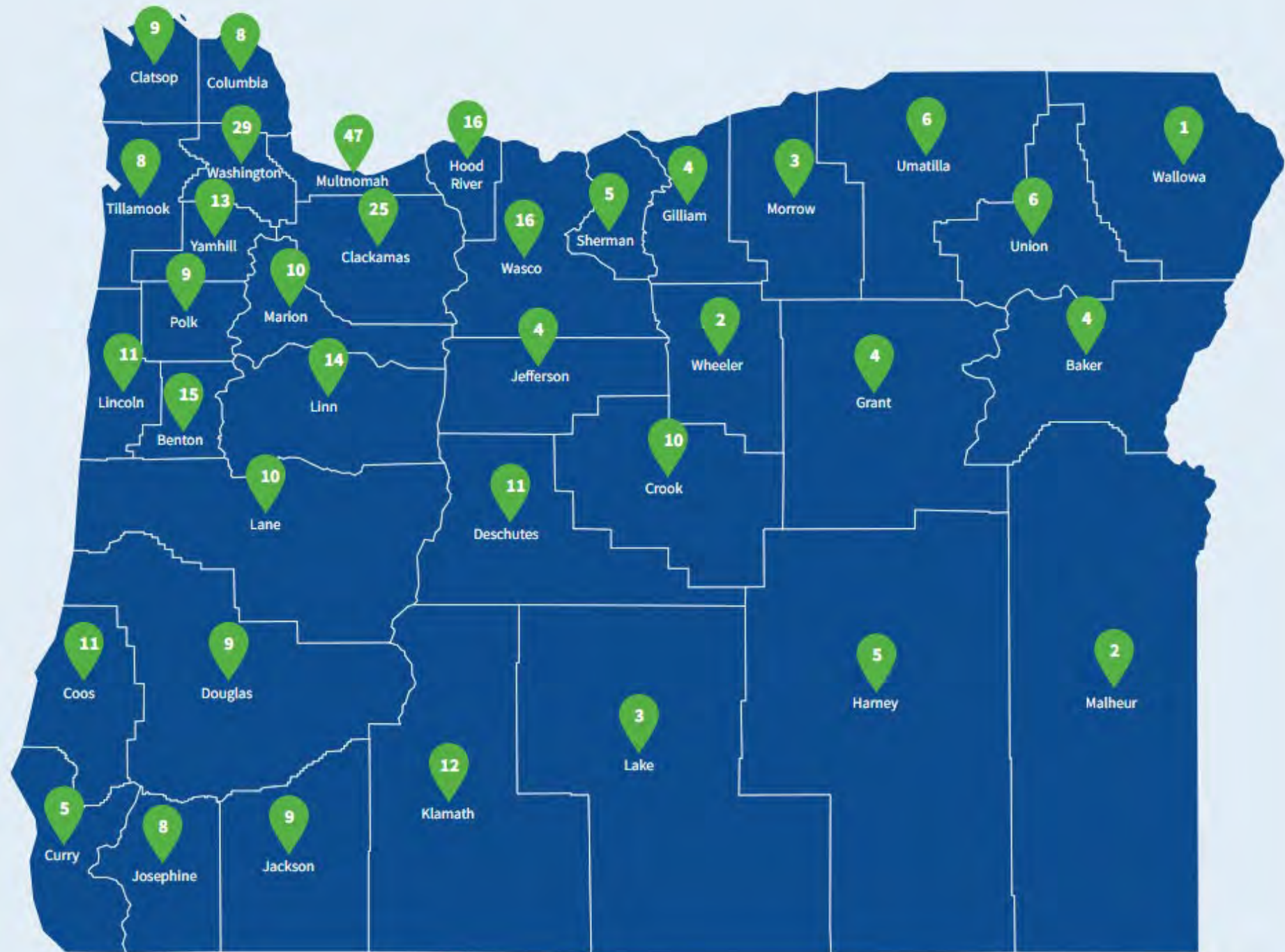
## Enhance

- Collaboration between Oregon communities and OHSU to address cancer in Oregon.

## Foster

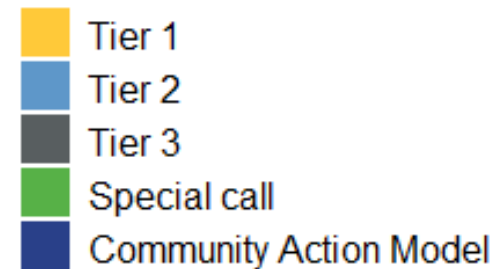
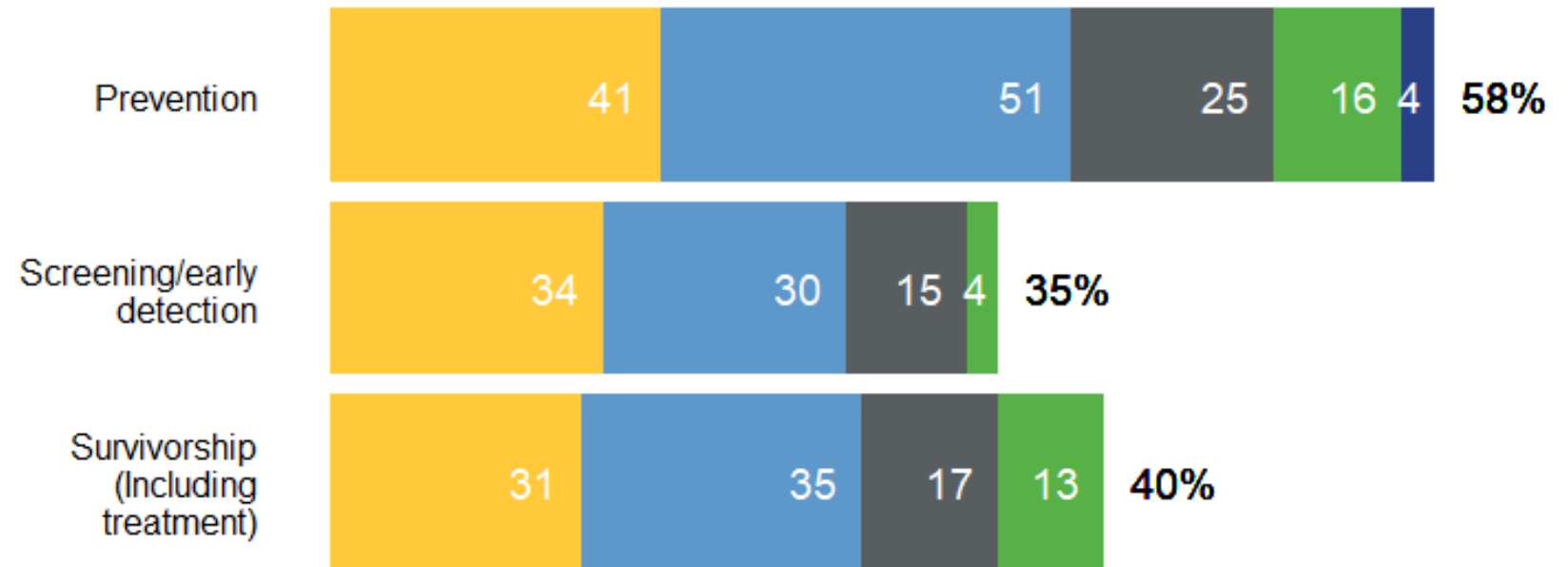
- Skills and abilities of communities to enhance long-term sustainability.

Funded  
projects have  
impacted all  
36 Oregon  
counties



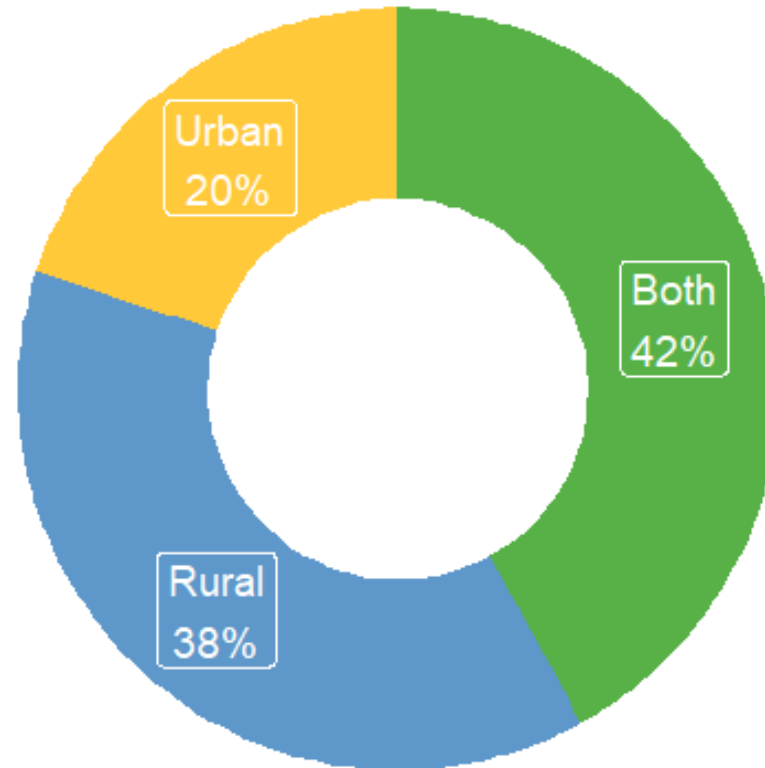
## Cancer Continuum and Tier

Funded projects span the cancer continuum



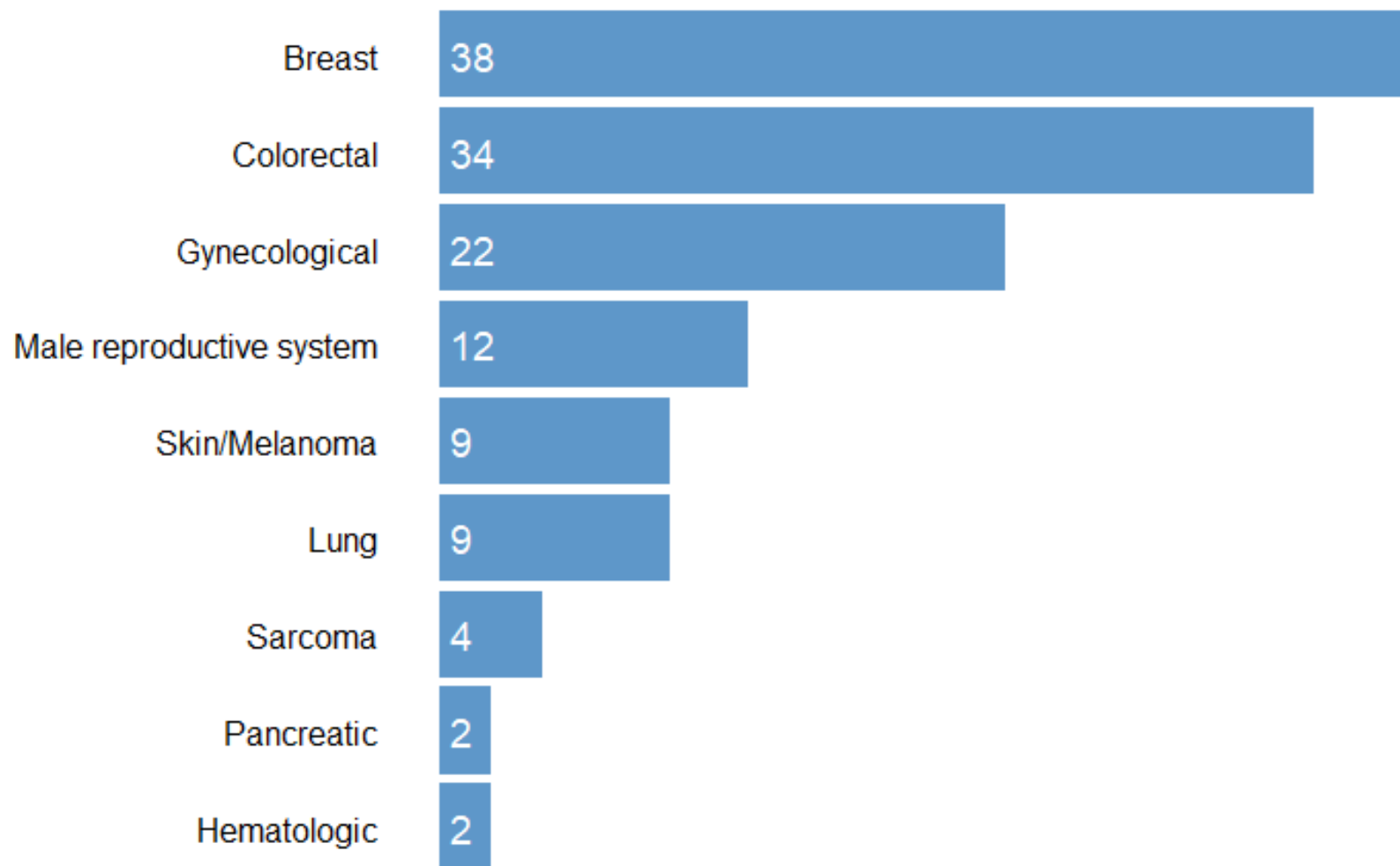
## Geography

80% of funded projects include a focus on rural areas



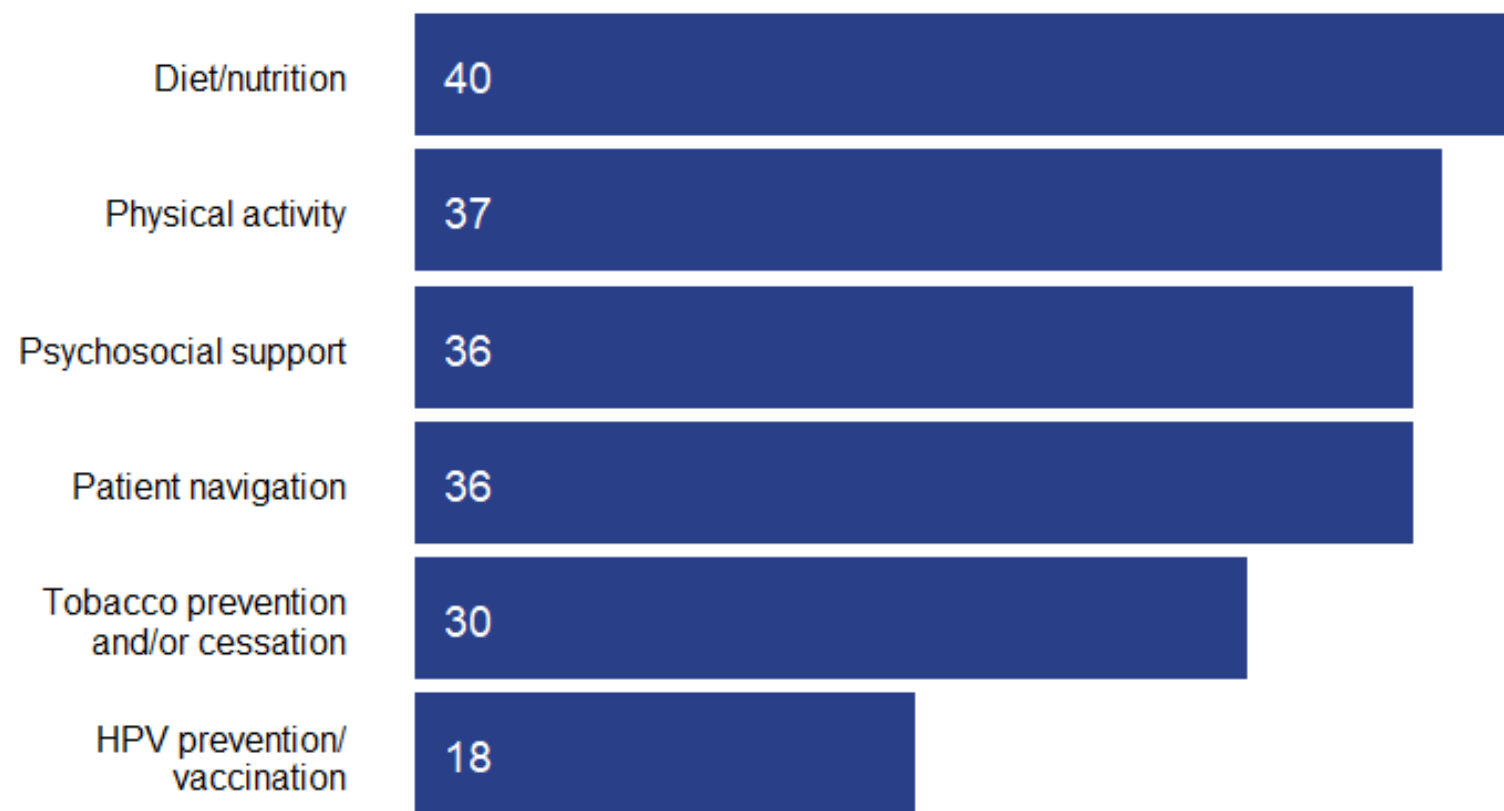
## Cancer Type

85 proposals focus on specific cancers



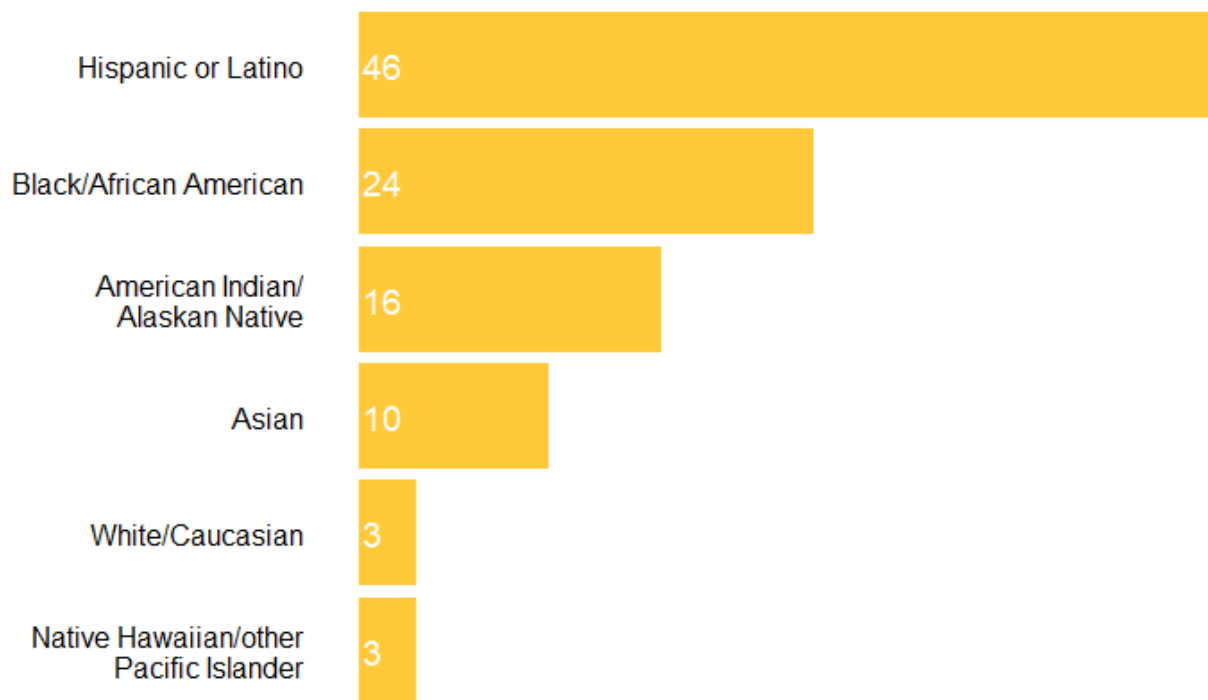
## Cancer-related Topic

157 projects focus on one or more cancer-related topics



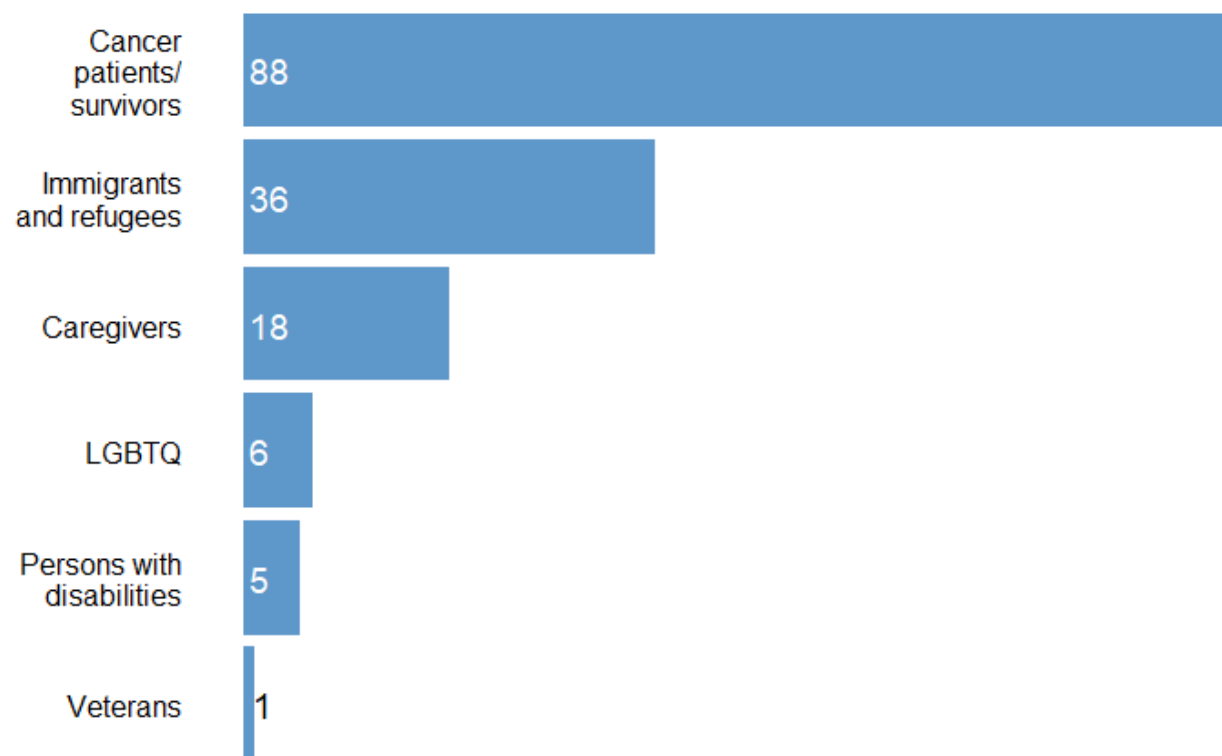
# Race and/or ethnicity

84 funded projects focus on a particular race and/or ethnicity



# Unique Populations

126 projects target at least one unique population



# Project Preparation Period

Technical Assistance Support



# Project Preparation Period

Now through **July 18, 2025:**

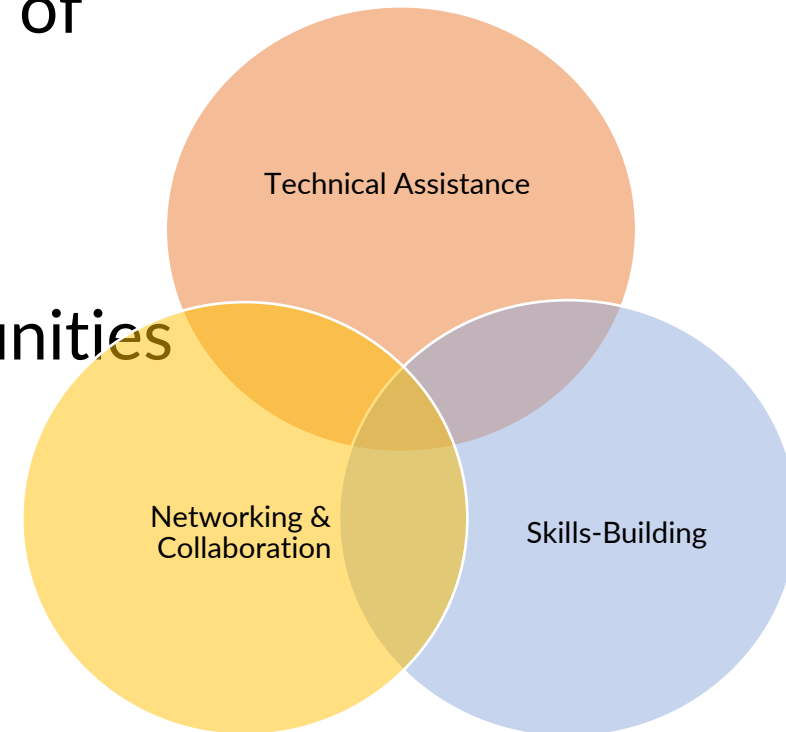
- Technical assistance and completing administrative requirements
- Completion time varies from project to project

## **Activities:**

- Sign award agreement and submit current W-9 via online portal
- Participate in individual kick-off meeting to:
  - Finalize evaluation tools and plan
  - Discuss training topics of interest
  - Review research determination checklist
- Submit Research Determination Checklist and/or Request for Determination to IRB to determine if human subjects research; full study submission if applicable

# Grantee Resources

- **Technical Assistance:** OHSU-supported assistance to build capacity of grantees in evaluation planning and human subjects protection oversight
- **Skills-Building:** Opportunities to increase knowledge of best practices for community cancer research and programming
- **Networking & Collaboration :** OHSU-hosted opportunities for collaboration and peer-to-peer learning



# Networking & Collaboration

## Project Specific

- Technical Assistance kick-off call
- Mid-project check-ins

## Peer-to-Peer

- Workshops and trainings
  - **June 25, 2025:** Interviewing vs. Focus Groups: Exploring Methods Through Hands-On Practice

## Program –wide Activities

- Quarterly grantee newsletter
- Grantee drop-in hours: Autumn, 2025
- Grantee conference (Oct. 29-30 in Sunriver, Oregon)
- Grantee resources page: recordings of prior trainings and reporting information

# Project-Specific

Technical Assistance kick-off calls

Mid-project check-ins:

- 5-6 months into project
- **Projects in action:** Let us know of scheduled grantee activities we can attend/observe.



# Peer-To-Peer

Grantee workshops and trainings

- Virtual trainings with dedicated time for grantee networking to discuss common successes, challenges, etc.
- Look for an invitation to the June 25 training: *Interviewing vs. Focus Groups: Exploring Methods Through Hands-On Practice*



# Program-wide Activities

## Drop-in hours

- Opportunity to ask project-specific and general questions, plus connect with peers.

## Grantee newsletter

- Updates on upcoming opportunities, trainings, funding opportunities, etc.

## Grantee Conference (required)

- Wednesday and Thursday, Oct. 29-30
- Sunriver Resort in Sunriver, Oregon.
- Knight funds registration & accommodation for up to two project representatives per project.





# Communications Toolkit

An opportunity to promote the work your organization will be doing in your community. We want your hard work to be recognized!

- Guidelines for funding announcements and sharing project results
- OHSU branding logistics
- Social media prompts
- Acquiring quotes + approvals from OHSU
- Assistance from Knight Cancer Institute Communications

**Are there opportunities to share about your work through local media? Contact us with ideas/questions!**



# Final Project Report (FPR) Guidelines

## The report has three-steps:

1. First-time grantees are encouraged to contact us to set up a FPR consult 30 days prior to due date.

## In the Online Portal:

2. Submit the final project report in the online portal
3. Submit all supporting documents

# Final Project Report Guidelines

## Projects are required to report on:

- Objectives
- Reach (# of participants, both unique and cumulative)
- Evaluation/assessment (tools used, associated preliminary findings)
- Collaboration/partnerships
- Strengths, successes and benefits
- Barriers, challenges, lessons learned
- Sustainability & future plans
- Technical assistance support

## Report guidelines available on Grantee Resources webpage

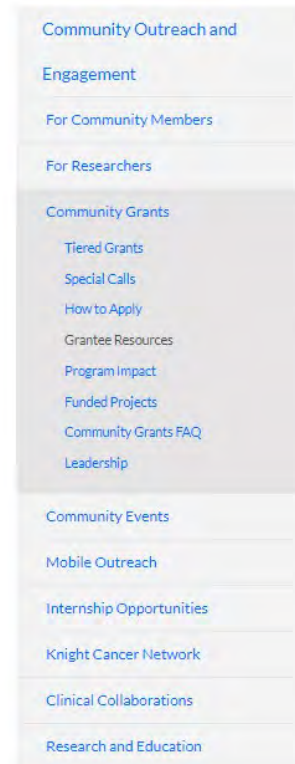
- Online form available 90 days prior to project end date
- Final reports due 30 days after project period end date



# Grantee Resources Page

1. Orientation webinar
2. Communications toolkit
3. Research Determination Checklist and Request for Determination guidance and templates
4. No cost extension and final project report instructions
5. Grantee conference

[View the grantee resources page on our website.](#)



## Resources for Community Partnership Program Grantees



### Who to Contact

At any time, email project-related questions to [KnightCancerCRO@ohsu.edu](mailto:KnightCancerCRO@ohsu.edu) and the most relevant team member will contact you.

- For questions related to project programming, grant terms, no-cost extensions, final project reports or updating project contacts in our system, a Community Partnership Program (CPP) member of staff will reach out to you.
- For questions on how best to collect data and/or analyze results, a member of the project evaluation team will contact you.

[See a list of Community Partnership Program staff and leadership plus read their bios.](#)

### Project Resources

See below for documents and guidance for Community Partnership Program grantees. These resources will be useful at many stages during your grant. [Contact us if you have any questions.](#)

#### Grantee Orientation Webinars

The following slides include a link to view a recording of the relevant new grantee orientation.

- [2023-1 Grantee Orientation webinar](#)
- [2022-2 Grantee Orientation webinar](#)
- [2022-1 Grantee Orientation webinar](#)
- [2021-2 Grantee orientation webinar](#)
- [2021-1 Grantee orientation webinar](#)

#### Communications Toolkit

Grantees should refer to the most recent edition of the Communications Toolkit when creating documents or generating media content.

- [Communications Toolkit v. 8-22](#)

# Important Information

## Distribution of Grant Funds

- Dependent on research determination and if applicable, IRB approvals – *this can take up to several weeks/months*
- If human subjects research: 10% funds payments distributed; remaining balance submitted upon receipt of IRB approval documentation
- Once checklist/determination has been received AND grantee has completed award acceptance paperwork, funds will be released.

## Project Start/End Dates

- Start: August 1, 2025
- End: July 31, 2026 (final reports due 30 days later)

## No Cost Extensions

- Available to all grantees in good standing
- We will notify you when time to apply (90 days prior to end date)

# Part II: Human Subjects Protection

Gina Beer

Evaluation Research Data Analyst

# Evaluation Team



*Chelsea Ruder, M.P.H.*  
*(she/her)*



*Gina Beer, M.P.H.*  
*(she/her)*

# Evaluation Support

## **Support for all grantees (included in your grant)**

- Provide guidance on feasibility and measurability of outcomes
- Recommend tools for data collection
- Provide guidance on evaluation approach
- Support IRB process
- Facilitate evaluation-related trainings and resources
- Provide evaluation drop-in hours before any deadlines

## **Budgeted support**

- Dependent on agreed upon scope of work

# What is Human Subjects Protection?

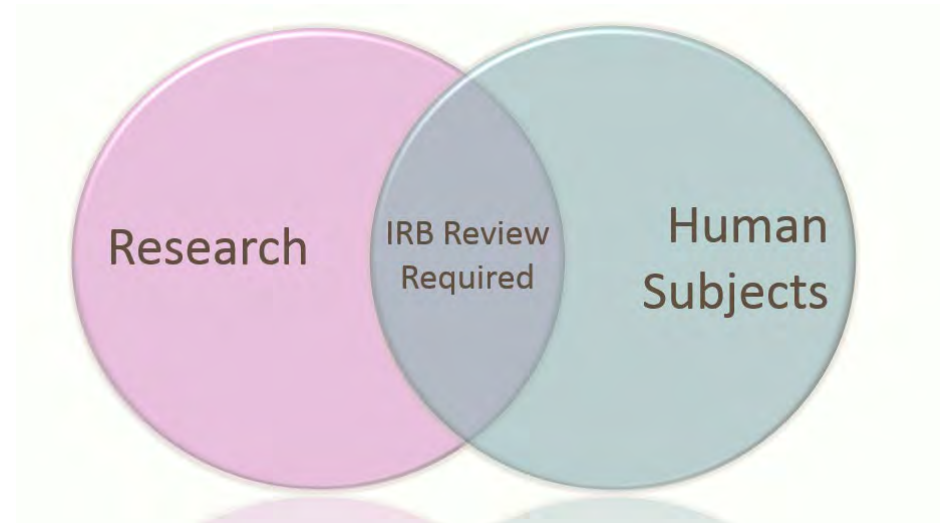
The steps taken to be sure people who choose to participate in a research project are protected from any potential harm that may result from their participation.



# Institutional Review Board (IRB)

Among other things, IRBs are responsible for:

- ❑ Protecting the rights and welfare of all human subjects or research participants
- ❑ Providing approval and oversight for all projects determined to be human subjects research
- ❑ Ensuring compliance with federal regulations





# QI/Evaluation or Research

*What is the difference?*

## Definition of Research

A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. ([45 CFR 46.102\(d\)](#))

## General Characteristics of Quality Improvement vs. Research

### Quality Improvement

- Implement change according to mandates of hospital's Clinical QI program
- Improve process or delivery of care with established/accepted methods
- Implement systematic monitoring to ensure existing quality standards are met
- All participants receive standard of care
- Improve performance in a specific program

### Research

- May be funded by an external research agency
- Answer a research question/tests a hypothesis
- Uses research design: Group comparisons, randomization, control groups, prospective comparison, cross-sectional, case-control, etc.
- Develops new paradigms or untested methods, establishes a new clinical practice standard
- Follows a protocol that overrides clinical decision-making
- Develop or contribute to generalizable knowledge



# HSR Key Components for CPP Projects

Purpose

Generalizability

OHSU Involvement

Does your project aim to address a need **within** your specific community and/or organization?

Is it your **intention** that the results of this project be applicable only to your community and/or organization?

# “What about the data we collect?”

Only collect data necessary to accomplish your project aims

Store all information securely and give access to those that need it

## And just a note

Anonymous vs confidential does not impact whether or not it is research

- **Anonymous:** no identifiable is collected and linked to responses
- **Confidential:** identifiers collected and may be linked to responses but not reported or shared

# Human Subjects Protection Process



# Completing the Research Determination Checklist



## COMMUNITY PARTNERSHIP PROGRAM (CPP) RESEARCH DETERMINATION CHECKLIST

### CPP Staff Use Only

Organization: \_\_\_\_\_  
Submission ID: \_\_\_\_\_  
Staff Reviewed: \_\_\_\_\_  
☐ No RFD required  
☐ RFD required

### Project Purpose

- ☐ This project is a public health project, program evaluation, and/or quality improvement/quality assurance project.

### Generalizability

- ☐ This project aims to address a need within my specific community and/or organization.  
☐ We do not intend for the results of this project will be applicable in other communities and/or organizations.

### OHSU Involvement

- ☐ OHSU will act as a funder and provide general technical assistance (e.g., evaluation support) via the Knight Cancer Institute Community Partnership Program.  
☐ OHSU will not intervene or interact with human subjects or participants for the project.  
☐ OHSU will not obtain individually identifiable private information about human subjects or participants for the project.  
☐ OHSU will not obtain informed consent of individuals for participation in the project.

### Protected Health Information

- ☐ This project may collect health information and/or identifiable information (including but not limited to name and contact information) of participants. Only data necessary to accomplish project aims will be collected. All information will be securely stored and managed by our organization, in accordance with any applicable HIPAA regulations.

If all of the above statements apply to your project, no further oversight is needed.

Any changes to your project may require a submission to the Institutional Review Board (IRB). It is normal for the scope and/or direction of a grant funded project to change. We encourage all grantees to adapt project activities as needed and to collect the data necessary to successfully meet their objectives. Our intent is to support organizations by ensuring the appropriate level of protection and oversight from OHSU's IRB throughout the duration of the project.

Examples that may require a reassessment include but are not limited to:

- Changing the overall intent of the project (e.g., from quality improvement to research)
- Changing plans around how results will be used and/or shared

If you're proposing a change to your project's design, scope, and/or data collection methods, follow the steps below:

- Contact the CPP team at KnightCancerCRO@OHSU.edu to discuss the change. They can help determine whether additional steps need to be taken.
- Project activities involving human subjects (including participant recruitment, data collection, etc.) must wait until it is determined whether the project needs to go through further OHSU IRB determination. You will be notified when your project activities can resume by CPP staff.

\_\_\_\_\_  
Name of Primary Contact

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Date

# Possible Checklist Outcomes

- **No**, your project is not considered human subjects research based on what you reported to CPP
  - No further IRB action needed, unless project design changes
  
- **Potentially**, your project may be considered human subjects research or it is unclear based on what you reported to CPP
  - Submit a Request for Determination (RFD) form to the OHSU IRB
  - You will receive a formal determination from the IRB whether the project is considered research or not

*We will support your team through this multi-step process!*

# Completing the Request for Determination Form

## Request for Determination Form

Version **PEFarris-OCTRI+Knight Tool**  
Publish date March 27, 2020



Research Integrity Office  
Mail Code L106-RI  
Portland, Oregon 97239-3098  
Phone: 503.494.7887  
Fax: 503.346.6808

Community PI Name: Add name of person responsible for project oversight eIRB \_\_\_\_\_  
Research Navigator Name: \_\_\_\_\_  
Project Title: [CPP IRB Pilot] Add project title

### INSTRUCTIONS

#### Use this form when:

- You are not sure if your project requires human subjects' protection (Institutional Review Board=IRB) oversight, or
- You would like a formal determination from the IRB as to whether the project requires human subjects' protection oversight, or
- You are conducting genetic research with samples, information or data that are not individually identifiable to the research team.

Complete the entire form unless your response to a particular question instructs you to skip ahead.

Upload the form to the eIRB in place of, or in addition to, a protocol (your project's plan).

If your project meets the definition of Research (Section 1), includes Human Subjects (Section 2), and OHSU is Engaged in the research (Section 3), you should submit a new study with a full protocol instead of submitting this form.

### Section One – Research | Evaluation | Study

Your project goal is to prove or study whether a new idea can help or improve something; this is research. Research is a **systematic investigation**, including research development, testing and evaluation, designed to develop or contribute to **generalizable knowledge**.

- ☐ This project is research. → **Skip to Section Two.** Only select this box if the intent of your project is specifically research.
- ☐ I don't think this project is research, or I am not sure. → **Answer the questions below:** Select this box if you aren't sure and would like the IRB to make this determination. This is the recommended option to select.

1.1. Is this a case study of a single patient or a case series of three or fewer patients? If so, describe. *Note: Inclusion of more than three patients is generally considered research.* The answer here is typically 'No,' unless your project will involve three or fewer participants.

1.1.1. If yes, will it involve testing of biological specimens for non-clinical purposes? If so, describe.

1.2. Is this a quality improvement/quality assurance, program evaluation, or public health project? If so, explain. (These types of activities may not meet the definition of research. See the Quality Improvement or Research? Quick Guide on the IRB Policies and Forms web page for more information.) Briefly describe the overall intent of your project (can pull from question 1 on CPP proposal). If this is a continuation, reference that this project builds on a previously funded CPP project. The CPP team will then add the IRB number for your previously reviewed project.

# Possible RFD Outcomes

➤ **No**, your project is not considered human subjects research by OHSU IRB

- No further IRB action needed, unless project design changes

➤ **Yes**, your project is considered human subjects research by OHSU IRB

- Submit additional documents and information about project to the IRB

***We will support your team through this multi-step process!***

# Follow Up and Payment

## Project Changes

- If you plan to make changes to the design or intent or your project, reach out to us. Depending on the changes, you may need to complete an RFD, but we will support you through this process.

## To move forward for payment:

- Must confirm project (via checklist) does not meet definition of research involving human subjects OR receive IRB approval OR a not human subjects research determination from the IRB



# Next Steps

1. **Award Agreement:** Receive, sign and return along with current W-9 form in online portal
2. **Technical Assistance Support**
  - Respond to kick-off scheduling email
  - Review and draft Research Determination Checklist
  - Review Communications Toolkit

# Contact Info:

Technical Assistance Team	
Blanca Cisneros	<a href="mailto:cisnerbl@ohsu.edu">cisnerbl@ohsu.edu</a>
Chelsea Ruder	<a href="mailto:ruderc@ohsu.edu">ruderc@ohsu.edu</a>
Gina Beer	<a href="mailto:beerg@ohsu.edu">beerg@ohsu.edu</a>
CPP General Support	
<a href="mailto:knightcancercro@ohsu.edu">knightcancercro@ohsu.edu</a>	
(503) 418-8077	

**Any Questions?**

**Thank you!**

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