

DRAFT Policies and Procedures
Updated January 2020

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Elements of a Vision for CPCRN

Mission: Accelerate the adoption and implementation of evidence-based cancer prevention and control strategies in communities, enhance large-scale efforts to reach underserved populations and reduce their burden of cancer, deepen our understanding of the predictable processes that achieve those goals, and develop the D&I workforce in cancer prevention and control.

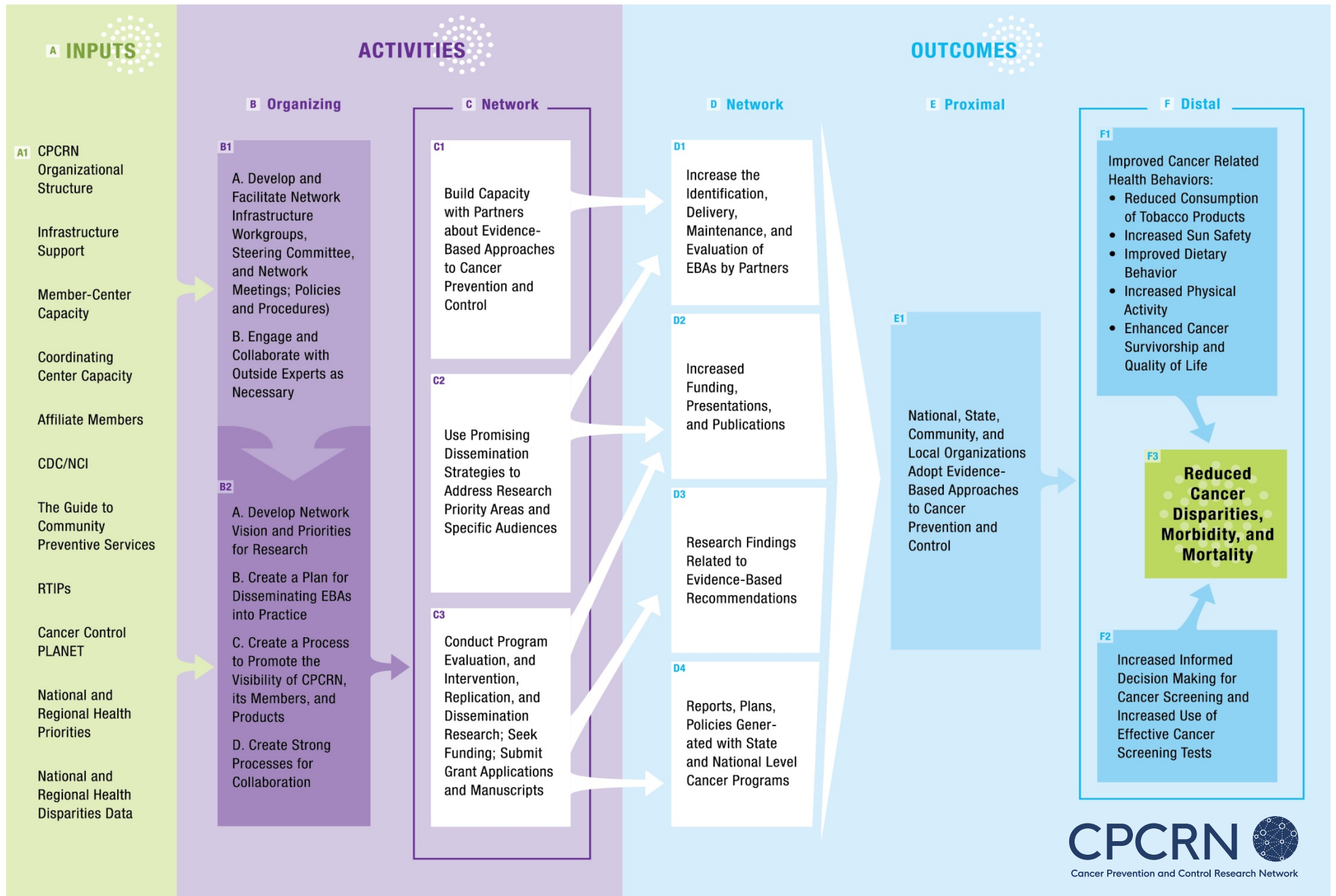
Vision: Reduce the burden of cancer in U.S. populations and eliminate cancer disparities.

Working together, the CPCRN Collaborating Centers, the Coordinating Center, funding partners, and affiliates are advancing the science and practice of cancer prevention and control in ways that transcend efforts by each individual center. Each center brings unique and complementary expertise, as well as access to diverse study populations in a wide variety of geographical settings. Collectively and individually, CPCRN has established an extensive infrastructure of collaborative research and practice partnerships across community organizations, governmental agencies, and academic/research institutions. This combination of skills, expertise and collaboration enables us to rapidly respond to enduring and emerging cancer control needs with a focus on practical implementation, dissemination, and community-engaged research.

Priority Areas

- Enhance large-scale efforts to reach, engage, and provide service to underserved populations with the aim of building community capacity to reduce cancer disparities
- Identify, develop, and apply rigorous research methods for studying dissemination and implementation processes
- Contribute to and use theory-based models; assess their utility in guiding dissemination and implementation efforts across diverse settings, populations, and conditions
- Develop and promote the use of theory-based, standardized metrics for measuring dissemination and implementation processes and outcomes
- Generate and synthesize research findings to guide practice and policy decisions
- Improve information exchange between practitioners and investigators across all phases of the research continuum (i.e., discovery to dissemination)
- Create and advance community partnerships for dissemination and implementation processes.

CPCRN Logic Model



Expectations for Network Engagement

Aligned with the Network Strategic Plan ([link](#)), the objectives below describe the mutually agreed upon expectations for participation in the network:

- 1.1 Conduct cross-center collaborative projects with broad CPCRN investigator engagement focused on:
 - evaluating the implementation of existing CPC strategies in varying settings (e.g. FQHCs)
 - developing, testing, and implementing new evidence-based interventions
- 1.2 Each CPCRN Workgroup and Collaborating Center will contribute multiple products including, but not limited to:
 - Presentations at national and local conferences
 - Publications
 - One or more collaborative grant submissions
 - Toolkits
 - Training materials
- 1.3 Develop and sustain engaged relationships with community partners, particularly those engaged with underserved populations.
- 1.4 Conduct and publish at least one scoping / systematic review or commentary related to EBI adoption, where relevant and appropriate to workgroup activities.
- 1.5 Bring substantive expertise to the work of national and state government, non-profit organizations, agencies and coalitions (e.g., Roundtables), and other stakeholder audiences.
- 1.6 Serve on the board or advisory/steering committee of an organization or coalition whose work relates to CPCRN, when applicable
- 1.7 Collaborate with community partners, practitioners, or organizations on scientific presentations and/or publications, when applicable
- 1.8 The Coordinating Center will facilitate increased visibility of the network's contributions and expertise within academic and non-academic channels.
- 1.9 Develop, implement, and disseminate high quality training experiences and materials to relevant organizations
- 2.1 Engage junior faculty, post-doctoral fellows, and students in the work of the network
- 2.2 Build a social and professional community of CPC-focused implementation science researchers
- 2.3 Attend and present at relevant implementation science meetings

CPCRN Progress Reporting: Overview of Reporting Obligations

This document outlines CPCRN's progress reporting obligations, developed by the Coordinating Center through extensive work with the network centers and funders. The progress reporting data will be used to show the value added of funding this research network and show what can be accomplished together that might not be possible without the funding, infrastructure, resources, and colleagues provided by the network.

Progress reports are due yearly on December 15th for the previous September 30th-September 29th grant period. The network progress report includes:

1. Individual Network center reporting

Network centers will use the CPCRN online progress reporting tool at <http://cpcrn.org/progresstool/> to submit yearly progress reports. Data will be collected in the categories below:

- Report summary
- Grant applications
- Publications
- Presentations
- Training and workshops
- Reports, plans, or policies generated with state and national programs
- Research activities
- General dissemination communications
- Quotable feedback and anecdotes
- Requests for scientific expertise
- Catalyzing action
- Effecting change
- Awards/honors
- Mini-grants

2. Workgroup reporting

Workgroup Chairs are responsible for submitting a 2-3 page narrative report (in MS Word format) to the Coordinating Center each year using the template found on the [CPCRN website](#). A sunseting workgroup must submit a final report with plans for completing their work and distributing products. Workgroup reports will include:

- List of workgroup contributors
- Number of workgroup meetings
- Summary of workgroup progress
- Plan of work for the next year
- List of all workgroup publications during the reporting period
- List of all workgroup grant applications during the reporting period

3. Coordinating Center reporting

The Coordinating Center will submit an annual progress report to the Funders detailing Coordinating Center activities around:

- Organizing collaborative research activities with network members, partners, and affiliates
- Evaluating network activities and disseminating network products.

Steering Committee Roles and Responsibilities

1. Steering Committee Co-Chairs

- a. Facilitate Steering Committee planning and setting overall strategic direction for the next year, and future years
- b. Lead the Steering Committee's development of network-wide collaborations, and model cross-center collaboration through direct and visible actions
- c. Generate and facilitate discussion among PIs and the Coordinating Center to help develop short and long-term plans to achieve priority performance indicators
- d. Coordinate with funders to clarify expectations and assure that Steering Committee activities are consonant with these expectations
- e. Assure that the Steering Committee is adhering to agreed-upon timelines and is accountable in meeting benchmarks
- f. Proactively facilitate potential network-wide collaborations and among multiple centers.

2. Individual PIs (and designated Co-P.I., where appropriate)

- a. Attend and actively participate in Steering Committee planning and discussion to stimulate collaborations
- b. Actively participate in at least one cross-center workgroup
- c. Provide leadership within their own centers to identify and bring other network faculty resources/talent into the collaboration process as appropriate

3. Steering committee as a whole

- a. Ensure CPCRN activities are in alignment with the mission, vision, logic model/performance indicators, network strategic plan, and funder expectations
- b. Annually review the mission of the network and all other policy documents and make revisions as needed to ensure the network will accomplish its goals
- c. Stimulate cross-center collaboration to assure the network adds overall value
- d. Move forward/participate in discussion of action plans to generate cross-center CPCRN projects/products
- e. Actively participate in workgroups to contribute to specific plans for projects/products
- f. Discuss all potential workgroups, approve workgroup formation, and provide feedback in the planning and development of workgroup projects.

Coordinating Center Roles and Responsibilities

1. Facilitate function of CPCRN workgroups and Steering Committee
 - a. Develop and implement a network strategic plan in conjunction with the Steering Committee
 - b. Facilitate a process for new workgroup formation
 - c. Work closely with the Steering Committee and Steering Committee Co-Chairs to ensure CPCRN activities are in alignment with the mission, vision, logic model/performance indicators, and funder expectations
 - d. Manage conflicts as they arise (*See details in the Guidelines for Collaboration on page 11.*)
 - e. Schedule and/or obtain call-in numbers for conference calls for workgroups and Steering Committee
 - f. Share workgroup minutes on the website
 - g. Provide targeted literature searches for CPCRN workgroups, if requested
 - h. Other tasks as determined by workgroups
 - i. Advise assist with implementation of multi-site data collection initiatives
2. Plan and facilitate meetings
 - a. Develop meeting agendas
 - b. Compile and distribute meeting materials
 - c. Select meeting venues
 - d. Reserve needed audiovisual equipment and coordinate presentations with speakers
3. Maintain the CPCRN website (www.cpcrn.org)
 - a. Maintain current calendar, including workgroup and Steering Committee conference calls, meetings, and events of interest to the network
 - b. Share Steering Committee meeting minutes to Google Drive
 - c. Share funding opportunities
 - d. Update member directory
 - e. Share PowerPoint presentations from network meetings
 - f. Update workgroup information and membership
 - g. Maintain automated functions allowing workgroups and the Steering Committee to send emails via the website
4. Prepare and help draft documents related to the CPCRN policies and procedures
 - a. Draft policies and submit to Steering Committee for input and approval
 - b. Provide other documents as designated by the Steering Committee
5. Assist in the implementation communications plan for the network
6. Prepare summary documents and presentations about the CPCRN
7. Coordinate CPCRN reporting and evaluation

CPCRN New Workgroup Formation Process

CPCRN utilizes a flexible, inclusive process to develop new CPCRN cross-center workgroups. Time will be allotted during Steering Committee meetings for principal investigators, co-investigators, project directors, and other network members to pitch research ideas and find collaborators. This process will allow workgroups to emerge organically and then dissolve when their work is complete. In order to present a workgroup idea to the Steering Committee, network members should:

- Contact the Coordinating Center to request time on the Steering Committee agenda
- Develop a 1-page concept paper and submit it to the Coordinating Center for dissemination throughout the network ([link to template](#)). The concept paper should include a description of the proposed workgroup topic, potential lead investigator(s), brief rationale, preliminary planned activities, general timeline, and estimated resources needed. Center PIs will distribute all 1-page concept papers widely within their centers, with special consideration to engage junior faculty, co-investigators, and project directors.
- Communicate with interested collaborators after the Steering Committee meeting to determine if the project will move forward and become a CPCRN workgroup.
- **Please note:** If there is significant overlap among workgroup concepts, the Steering Committee will work to consolidate the ideas into a single workgroup.
- **Please also note** that cross-center workgroup concepts may be related to or informed by Collaborating Center core project ideas, but should not be completely overlapping work. Cross-center workgroups should reflect collaborative projects formed between at least 2 Collaborating Centers around mutual topics of interest and include sufficient investment of time and resources by Collaborating Centers to make the work possible.

Once a workgroup is formed, CPCRN workgroups are expected and encouraged to use Coordinating Center resources such as web conferencing. Workgroup chairs will regularly report on workgroup activities during Steering Committee calls, and workgroup productivity will be monitored through CPCRN progress reports.

In the spirit of the network, CPCRN centers are expected to have significant involvement in cross-center workgroups and to contribute at least 50% of their resources towards these collaborations.

Workgroup Guidelines:

1. A workgroup must be focused on one or more specific projects with deliverables (e.g., a grant, a publication, survey development, data collection).
2. Leadership for the workgroup must be identified, typically a chair and co-chair from different network centers.
3. Steering Committee consensus should be developed around priority ideas and the new workgroup must be approved by the Steering Committee.
4. All network members should have the opportunity to participate if they choose.
5. Workgroups must be formally established and group objectives set.

**Guidelines for Collaboration
(revised July 2018)**

Workgroup: *A group of people from two or more centers who collaborate on tasks/projects to meet goals around a common theme.*

CPCRN workgroups operate under an “opt in” model. That is, no CPCRN centers or affiliates are required to participate in any specific workgroup activities, but all CPCRN centers are expected to contribute to cross-center workgroups. Participation in individual workgroups is voluntary, and involvement with any CPCRN workgroup requires a minimum level of engagement. This minimum level of engagement is intended to: (1) ensure consistency and continuity in participation; (2) facilitate shared ownership of workgroup products; (3) ensure fairness in workgroup members’ contributions and recognition for those contributions; and (4) facilitate timely progress toward workgroup goals. With these goals in mind, CPCRN teams and individual members adopt the following guidelines for collaboration:

Setting Expectations

- Workgroup member roles are clearly defined.
- Workgroup members discuss and agree upon team norms that will facilitate collaboration.

Contribution/Engagement

Workgroup Members:

- To support workgroup goals, individual members volunteer to lead or become meaningfully involved with research activities. These include, but are not limited to:
 - Sub-committee involvement
 - Development and management of IRB applications
 - Research design, recruitment, qualitative/quantitative data collection/analysis
 - Contacting and engaging partner organizations
 - Drafting and reviewing abstracts, presentations, and manuscripts
 - Grant proposals
 - Trainings/workshops
 - Intervention development and evaluation
- Timely and thorough feedback on all work-related matters is expected.
- network centers send members to national conferences, stakeholder meetings, and other public venues to present CPCRN work.
- Network centers contribute resources towards workgroup expenses such as participant incentives, transcription, publication fees, etc.

Workgroup Chairs:

- Workgroup chairs provide members with multiple and varied opportunities for involvement.
- Chairs, or their representatives, maintain and distribute meeting agendas and minutes to facilitate inclusion of those members who cannot attend a meeting.
- When appropriate, chairs initiate smaller-scale, sub-committee meetings to catalyze progress.
- Chairs announce plans for workgroup products in both meetings and email correspondence and provide an opportunity for each center to participate.
- Chairs give team members sufficient time to provide feedback on products including but not limited to abstracts, manuscripts, posters, data collection instruments, infographics, and data briefs, typically 1-3 weeks depending on the complexity of the request.

Attendance

- Regular and timely attendance to meetings is encouraged.
- Meetings have a defined purpose and are efficient to make the best possible use of everyone's time.
- If possible, members notify the leader of an anticipated absence as early as possible and then take the initiative to obtain missed information. Meeting minutes or audio recordings are available from the chairs or Coordinating Center.

Research Ethics

- Anyone requesting to use data from a workgroup must notify all members in writing of their plans.
- Data cannot be shared with individuals or organizations beyond those clearly stated in the original IRB application. With appropriate IRB approval, shared data must be de-identified and all efforts made to ensure that identities cannot be uncovered from other data provided.
- Exercise ethical behavior in all areas of the research process. Research misconduct is not permitted in any capacity.

Authorship

- At least one person from each participating center involved in the workgroup should be invited to serve as an author on research products.
- Authors should meet **all four** criteria from the International Committee of Medical Journal Editors (ICMJE):
 - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 - Drafting the work or revising it critically for important intellectual content; AND
 - Final approval of the version to be published; AND
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- Contributors who meet fewer than all four criteria for authorship should not be listed as authors. They are included in the acknowledgements.

Conflict Resolution

- If a conflict occurs within or across workgroups, individual(s) involved will transparently discuss the conflict within the workgroup.
- If the conflict cannot be resolved within the workgroup, the Steering Committee Co-Chairs and Coordinating Center are consulted.
- For conflicts that remain unresolved, the conflict will be discussed during a full Steering Committee meeting. All individuals involved in the dispute will have the opportunity to present to the Steering Committee, which will discuss and ultimately arbitrate the dispute.
- Given that the Steering Committee felt that such disputes would be rare, they opted for this approach over establishing a formal *Publications and Presentations Committee*.

Funding Acknowledgment Policy

Communications produced under a CDC cooperative agreement must bear an acknowledgment and disclaimer, as appropriate. This requirement applies to PRC Core and Special Interest Projects awards including CPCRN. The award document recommends the following statement:

This publication (report, peer-reviewed manuscript, peer-reviewed presentation, tool, etc.) is a product of a Health Promotion and Disease Prevention Research Center supported by Cooperative Agreement Number (add Cooperative Agreement Number) from the Centers for Disease Control and Prevention. The findings and conclusions in this report [peer-reviewed manuscript, etc.] are those of the author(s) and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

- a. If there are multiple CPCRN centers involved in the research product, the cooperative agreement number for each member center should be listed.
- b. Furthermore, the main title slide of all CPCRN presentations and homepage of all CPCRN websites must include the above statement AND must include the PRC logo (see below).
- c. For research products from CPCRN4 or earlier, NCI must also be included in the statement above.



Cooperative Agreement Numbers (2019-2024)

CPCRN Center	Cooperative Agreement #
Colorado School of Public Health	U48 DP006399
Emory University	U48 DP006377
New York University School of Medicine - CUNY	U48 DP006396
University of Arizona	U48 DP006413
University of Iowa	U48 DP006389
University of North Carolina at Chapel Hill	U48 DP006400
University of South Carolina	U48 DP006401
University of Washington	U48 DP006398

**See the member resources section of the CPCRN website for previous cooperative agreement numbers.*

CDC Publications Clearance Policy

All publishable products with CDC staff listed among the authors must receive formal clearance from the agency before publishing. This includes *employees of CDC*, but does not include employees of other universities/CPCRN Network Centers that receive CDC funding. Clearance is to be coordinated by the first-listed CDC author. The CDC clearance process must happen *after* a final draft is ready, but *before* the draft is submitted to the publishers for review. When preparing a publication for submission to publishers, authors should leave ample time (at least 4-6 weeks) in between completion of the document and submission to publishers to allow for CDC clearance. Products requiring formal clearance include, but are not limited to manuscripts, journal articles, book chapters, abstracts for meetings, and website content. For more information, see: <https://cpcrn.org/member-resources?open=policies>.

CPCRN Communications Plan

The broad goal of the communications plan is to build awareness of the dissemination and implementation research being conducted by CPCRN, such that we are recognized as being a national leader in this area. The Coordinating Center will disseminate CPCRN research and information through the following communications channels:

1. **Scientific publications and presentations**, including trainings for national, state, and local partners.
2. **CPCRN website**, www.CPCRN.org
The website describes in detail the Network's mission and vision, Collaborating Centers, and Workgroups. It also will feature:
 - a. Recent news - The Coordinating Center will add all news items sent from network members.
 - b. Presentations about CPCRN work given at conferences
 - c. Boolean searchable database of CPCRN publications (with abstracts and PubMed links)
 - d. Training curriculum files for the Network's Putting Public Health Evidence into Action curriculum
 - e. Interactive application allowing users to visually explore connections between various Network members and their areas of expertise
 - f. "Meet our Experts" feature that allows users to identify CPCRN members to contact for scientific consultation with filters for expertise and location.
3. **CPCRN newsletter**
The newsletter is distributed quarterly to network members, Funders, partners, and outside audiences. The newsletter is published around the 15th of February, May, August, and November. It includes details about CPCRN presentations at upcoming conferences and dissemination of CPCRN reports, publications, awards, events, and investigator updates, as well as funding announcements and job postings. Network members are encouraged to submit news items for the newsletter to the Coordinating Center at any time. Additionally, before the newsletter is published, the Coordinating Center will solicit additional news items and set a deadline for submissions (typically two weeks before publication).
4. **Social media**
CPCRN's primary social media channel is Twitter ([@CPCRNCancer](https://twitter.com/CPCRNCancer)). All network members are encouraged to follow CPCRN and share CPCRN tweets so that CPCRN research and information will be disseminated widely. The Coordinating Center will also use Facebook ([@CPCRN](https://www.facebook.com/CPCRN)) when appropriate.
5. **CPCRN listserv**
The CPCRN listserv includes email addresses for all CPCRN members listed in the CPCRN directory. Any CPCRN member may distribute CPCRN-relevant information to the network by sending an email to the listserv at cpcm@listserv.unc.edu.

Affiliate Member Policy

Approved by the Steering Committee, November 2019

This policy establishes procedures and expectations for individuals who are not part of funded CPCRN centers to participate in CPCRN as affiliate members. Members may include, but are not limited to, faculty members, researchers, or community partners.

Eligibility for Affiliate Membership

To be eligible for Affiliate membership, individuals must have interest in and capability to contribute to the mission and goals of the CPCRN. Affiliate members are expected to provide expertise that extends or broadens the ongoing work of the network. Affiliate members agree to represent themselves and not their institutions. Applicants must not have conflicts of interest.

Procedure for Becoming an Affiliate Member

Individuals seeking to become affiliate members must:

- Identify a current CPCRN Collaborating or Coordinating Center member who will serve as a sponsor.
- Download and complete the application form ([link](#)).
- Send the completed application form and a CV to the sponsor.
- The sponsor will add a brief paragraph describing what the affiliate applicant will contribute to the network.
- The sponsor submits the application to the Coordinating Center for referral to the Steering Committee.
- The Steering Committee reviews the application and determines if the affiliate membership will be approved.

Expectations of Affiliate Members

Affiliate Members are expected to participate actively in the work of the network. The specific role and contribution of the affiliate member will vary based on his or her interest and expertise and network needs. At a minimum, affiliate members must attend two or more workgroup calls or meetings per year and engage in at least one workgroup project or activity.

Benefits of Affiliate Membership

Affiliate members collaborate with a wide range of researchers in the cancer control research community. Affiliate members are listed in the CPCRN directory and are subscribed to CPCRN workgroup and network communications. Affiliate members participate in or co-lead efforts to:

- Conduct research
- Develop manuscripts, presentations, tools, or products
- Develop grant applications

Affiliate members do not become eligible to receive Special Interest Project funding from CDC; however, new funding opportunities may emerge as a result of an affiliate member's involvement with CPCRN. Workgroups are encouraged to delineate the roles and responsibilities of Affiliate Members in the initial stages of research, projects, manuscripts, grant applications and other activities. Data use agreements, if appropriate, should describe Affiliate members' access to and use of data originating from workgroup research.



Support for Affiliate Members

The Coordinating Center has some funds available to support affiliate members' participation in workgroups and other network activities. For example, the Coordinating Center has previously provided research incentive funds and travel funds for Affiliate members.

Removal and Reinstatement of Affiliate Membership

Affiliate members that do not meet minimum participation requirements will be deemed inactive and removed from network communications and activities. With a commitment to actively participate, membership can be re-established.