

Community Advisory Board Member: Payment Update

August 2023

Drivers for Change



Drexel's commitment to community engagement



Feedback from faculty and past CAB Members



ORI's strategic goals to provide transparent processes through CLARITY Project

Previous Feedback

- ▶ “The vendor management system is too long, confusing and complicated for some of our community members”
- ▶ ”The current process doesn’t serve our population and is a barrier to participation”
- ▶ ”Im not sure if I need IRB approval, when its not human subject research?”
- ▶ ”If my members don’t fit the “vendor” mold, I often can’t proceed”

Pilot Process

- ▶ As part of this implementation, ORI collaborated with the Office of the General Counsel, Accounts Payable, and Tax Compliance for the following activities:
 1. Reviewed existing CAB Member practices, procedures, and attestations from different institutions to identify common themes, language, and processes consistent with Drexel University's commitments and feedback.
 2. Developed the Drexel University CAB Member Attestation Form that encompasses language about a CAB's purpose, members' impact, responsibilities, and payment.
 3. Initiated a pilot with several Faculty members, utilizing a new CAB member attestation form and consult process.

Established Community Advisory Board Definition

- ▶ A Community Advisory Board (CAB) is a collective group of community members and representatives that provide community insight, information, and assistance to a research project or initiative team at Drexel University or one of its affiliated entities, including the Academy of Natural Sciences of Drexel University.

CAB Members Role and Impact

CAB Members Role:

Bring forward the lived experiences, needs, and priorities of the community voices that otherwise may not be heard or represented at the table.

Sharing wisdom, cultural knowledge, and experiences.

Being a critical “two-way” bridge to promote equity, inclusion, and partnerships.

CAB Members Impact:

Impact the programs and policies affecting your community.

Engage with researchers and scholars to disseminate knowledge that are translatable and meaningful to the impacted communities.

Raise awareness of University research, students, and resources that are available to the community.

Feedback from Pilot Groups



Minor language changes to improve members understanding



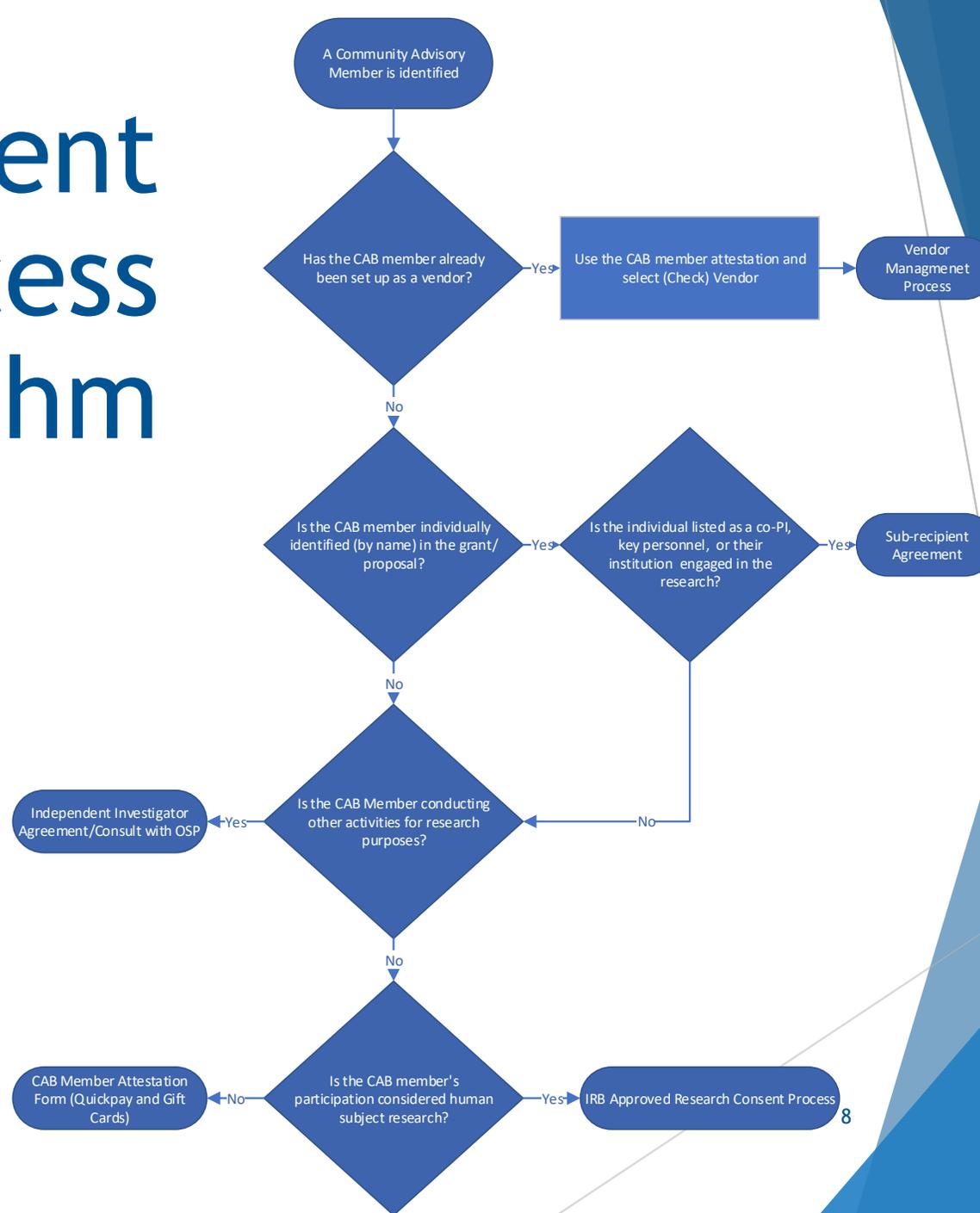
Clarification on payment methods



Guidance on when to use the attestation form

ORI will continue to take feedback after go-live, and incorporate and update the site, documents, and guidance as applicable.

CAB / Agreement Process Algorithm



CAB Member Attestation Form

Drexel University Community Advisory Board Member Attestation

A Community Advisory Board (CAB) is a collective group of community members and representatives that provide community insight, information, and assistance to a research project or initiative team at Drexel University or one of its affiliated entities, including the Academy of Natural Sciences of Drexel University.

The Purpose

The purpose of this CAB is [INSERT CAB SPECIFIC PURPOSE/SHORT DESCRIPTION]. CAB Members can do this by:

- Bringing forward the lived experiences, needs, and priorities from the community voices that wouldn't otherwise be heard or represented at the table.
- Sharing your wisdom, cultural knowledge and experiences.
- Being a critical "two-way" bridge to promote equity, inclusion, and partnerships.

The Members

Individual members of the CAB (CAB Member(s)) are from [INSERT INTENDED CAB REPRESENTATION/MEMBER DESCRIPTION]

The Impact

CAB Members will be able to make an impact in several ways:

- Impact the programs and policies affecting your community.

Frequently Asked Questions

How do I use the CAB Attestation Form?

Starting September 6th:

- ▶ Confirm by reviewing the algorithm that this is an appropriate use for the CAB

- ▶ Revise the “placeholders” for text:

The Purpose

The purpose of this CAB is [INSERT CAB SPECIFIC PURPOSE/SHORT DESCRIPTION]. CAB Members can do this by...

- ▶ If you need revisions to areas besides the placeholders, reach out to Cassandra Myers, cjm523@Drexel.edu. This template is similar to our legal agreements, and this language has been vetted by OGC, Tax, Procurement and others. If you need non “placeholder” language revised, you will need to obtain sign-off from ORI.

- ▶ Set up quick pay with Jeannine Reed-Heil/ Jennifer Reed-Hack

- ▶ Retain Attestation Forms and W-9 (if you think payments will be greater than 600.00 in a year.

Do I need IRB approval?

Only if the CAB Members participation is also Human Subject Research.

For example, you are studying the CAB Members responses for generalizable knowledge (Human Subject), and not limited to informing future work, projects, or research (Not Human Subject)

Who should I contact
for Quick Pay
Questions/Instructions

Jennifer Reed-Hack: jr3275@drexel.edu
Jeannine Reed-Heil: jr3724@Drexel.edu

Next Steps

- ▶ September 6th: attestation, FAQ's, guidance will be available on ORI website.
- ▶ No longer need specific sign-off from ORI to use process, although consultation with Cassandra Myers or Sarah Saxton can still be requested.
 - ▶ If you need use before September 6th, please contact Cassandra Myers, or Sarah Saxton

