2011 CCTSI Community Engagement Pilot Grants Progress Report

Please answer the questions below, in the order presented, for the period beginning May 1, 2011, and ending October 31, 2011. Reports must be submitted **no later than November 11, 2011**, to Montelle Tamez via email at montelle.tamez@ucdenver.edu. Completion of the progress report is intended to be a joint effort between the Community and Academic partners. Please limit progress reports to six pages.

CE Grant #   Grant Start Date: **5/1/2011**   Grant End Date: **04/31/2012**

Grant Type: ☐ Partnership Development   ☐ Joint Pilot Project

Project Name:

Academic Lead and Organization:

Community Lead and Organization:

Academic funds expended as of October 31, 2011: $

Community funds expended as of October 31, 2011: $

1. Briefly describe your progress to date on the outcomes proposed in your application.

2. What major accomplishments has this project achieved in the past six months?

3. Describe how the Community and Academic partners have worked together on your project (e.g., how you've structured your partnership, how often you meet, meeting content; how work is distributed, etc.).

4. What issues, circumstances, or challenges have you experienced in implementing your project?

5. How have goals or activities changed from the plan outlined in your proposal as a result of these issues. *Please be as specific as possible.*

6. Have there been significant changes in personnel (Academic or Community) related to your grant in the past six months?

☐ No   ☐ Yes *Describe these changes.*

7. What are the major tasks or activities that you hope to accomplish in the next three months? *Please be as specific as possible about next steps.*

8. What products have resulted thus far from your CCTSI-sponsored project? *Check all that apply.*

☐ Manuscripts (submitted or in development) *Please specify*:

CCTSI Community Engagement Pilot Grant Progress Report (continued)

☐ Abstracts submitted for presentation, *specify title(s), the forum and whether local, national, and/or international (e.g., professional meeting, CCTSI research symposium, etc.)*

☐ Other, *please specify*:

9. Please list your project partners in the first column of the table below, then checkbox the description that best describes how project partners **currently** interact.

Community Engagement Pilot Project Partners	Characteristics of Each Partnership (in relation to the carrying out of the work)					Thoughts/ Reflections
	• Aware of organization • Loosely defined roles in relation to project • Little communication • All decisions are made independently	• Provide information to each other • Somewhat defined roles in relation to project • Formal communication • All decisions are made independently	• Share information and resources • Partners have defined roles in relation to project • Frequent communication • Some shared decision making	• Share ideas • Share resources • Frequent and prioritized communication • Shared decision making is a group norm	• Project partners share a group identity (extends beyond the project) • Frequent communication characterized by mutual trust, respect • Consensus-based decision making/adequate input in advance of decisions	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
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10. What other information or reflections do you feel are important to share?