CHARM
Center for HIV and Research in Mental Health

Guide for Requesting CHARM Collaboration for Community Events
Instructions and Guidelines

CHARM Mission

The Center for HIV and Research in Mental Health (CHARM) at the University of Miami aims to **promote, develop and support impactful community-engaged HIV research addressing mental health and related disparities as a strategic mentoring resource to combat the HIV epidemic.**

About CHARM

CHARM has five cores: Administration Core, Developmental Core, Methods Core, Equitable Implementation Sciences (EIS) Core, and Mental Health Disparities and Community Engagement (MHD-CE) Core. This collaboration request will be done through and with the MHD-CE Core which **offers specialized services and activities to help research and understand the social and structural factors impacting HIV and Mental Health Disparities.**

Purpose of the Collaboration Request

One of CHARM's Core Values is MEANINGFUL COMMUNITY ENGAGEMENT. CHARM attends community events and serves as a catalyst to bridge the gap between the community and researchers. CHARM aims to build mutually beneficial relationships with Community Organizations. One element of these relationship is collaborating on Community Organization-led events. The purpose of this process is to standardize the requests of these collaborative events.CHARM will be accepting requests to collaborate on **community-based organization-led events which focus on:**

1. HIV and Sexual Health
2. Mental Health
3. Community Engagement and Advocacy

Who Can Apply?

Local community groups in South Florida involved in Mental Health or HIV programs can submit a collaboration request to support their events. Whether your event is focused on raising awareness, offering support or testing services, or advocating for policy change, we're interested in collaborating with you!

In order to apply, you must be an official CHARM Community Partner. To be an official CHARM Community Partner, you must have completed the Community Agency Survey within the past year. Please contact Meadgine Ilmet at **mfi13@miami.edu** or Ame Leon at **axl425@miami.edu** to complete the Community Agency Survey.

What We Offer / What collaboration means

Organizations with approved requests will receive a financial contribution towards supporting their event. The amount of this support will be defined on a case-by-case basis, depending on availability of funds.

As a CHARM Community Partner, your organization will also have access to networking opportunities, capacity-building resources, be eligible to apply for CHARM Community Pilot Awards (a 1-year research pilot award of $25,000), opportunities to be community partners on CHARM research studies, and additional ongoing support from our team via the Community Navigation Portal.

Depending on the format of your event, CHARM's collaboration should include:

- Adding the CHARM logo to your event flyer
- Allowing the CHARM Outreach Coordinator to attend the event. Depending on the format of this event, the Outreach Coordinator may:

- o Have a table at the event, if available
- o Make a short announcement about CHARM
- o Recruit participants for our "CHARM Community Survey"
  - ▪ The CHARM Community Survey is a 2-minute questionnaire.
  - ▪ The survey can be filled out anonymously, or respondents can opt-in to our "consent to contact" list, which allows researchers to reach out to them if they have a study that might interest them (sometimes this involves paid studies and/or access to free services like mental health therapy)
- o Distribute flyers related to study participant recruitment for CHARM-related studies
- Post-event details (number of attendees, populations attended, relevant feedback from attendees)

How to Apply

Submit a request by filling out this [REDCap Survey](#).

Support for events will be decided on a case-by-case basis, based on the availability of funds. If approved, we cannot guarantee to provide the full amount requested.

Timeline for Requests

CHARM will accept requests on a rolling basis. Requests must be submitted at least 45 days before the planned event.

Approval Process

The CHARM MHD-CE and Administrative Cores will review requests and assess our capabilities for collaborating on your planned event. Typically, we are not able to support more than 2 events per quarter, and these requests are usually $500 or less. Additionally, organizations will be approved for a maximum of one collaboration event per CHARM budget year.

If your request is approved for collaboration, the CHARM Administrative Core will contact you to discuss options for payment.

Core Usage

We invite Community members to utilize CHARM resources as necessary. Here's a list of what services each core provides:

-Administrative Core - provides scientific and programmatic leadership, management, strategic/fiscal management for the center.

-Mental Health Disparities and Community Engagement (MHD-CE) Core - provides consultation on community engagement and culturally appropriate intervention approaches for research projects. Leads Community Pilot Award program and builds partnerships with Community Organizations via the Community Agency Survey.

-Methods Core - provides assistance with study analysis and navigating statistical challenges.

-Development Core - pairs researchers with mentors, develop a mentoring plan, provides opportunities for Community Organizations to be community partners on CHARM related projects.

-Equitable Implementation Science (EIS) Core - provides consultations on implementation science components of research projects. Connects "implementers" of HIV and mental health services to researchers who would like to implement/disseminate their evidence-based-practices into the community.

To access these resources, please visit the [CHARM website](#) for more information.

For all questions or concerns, please contact us: charm@miami.edu or call (305) 243-0033.