

2026 Request for Applications

Community Based Research Collaboratory Governing Board Member Application

At UW Medicine, and in the [Office of Healthcare Equity](#), we believe that healthcare is a fundamental human right and everyone should have the same access and opportunities for the best possible outcomes. This belief is very clearly tied to our mission to improve the health of the public. We are committed to transforming the way care is provided to eliminate these inequities. In support of this mission and WA State [RCW 69.78](#), which aims to improve participation in clinical trials from underrepresented communities, we are partnering with community-based organizations to serve with the Community Based Research Collaboratory (CBRC).

CBRC purpose statement

The Community Based Research Collaboratory (CBRC) exists to unite researchers and marginalized communities in transformative partnership, ensuring research is driven by community needs. We aim to establish a foundation of trust and equity to ultimately eliminate health disparities across Washington.

CBRC background

The Community-Based Research Collaboratory (CBRC) functions as a partnership space where community-based organizations (CBOs) and academic partners co-develop, implement, and evaluate research grounded in community priorities. CBRC Governing Board Members provide essential cultural, regional, and lived-experience expertise to ensure ethical, community-driven research practices and equitable outcomes.

This Request for Applications (RFA) **seeks Community-Based Organizations to serve as CBRC Governing Board Members**. Selected organizations will contribute guidance across CBRC projects, support implementation of Washington State's Diversity in Clinical Trials law (RCW 69.78) and strengthen bidirectional engagement between researchers and communities.

Interested community organizations should apply using the [Community Based Research Collaboratory Governing Board Application](#). A limited number of organizations will be selected to serve as community partners for a 12-month period.

Scope of Work & Time Commitment

This project requires a consistent but manageable level of engagement over the course of one year:

- **Estimated time commitment:** 8-12 hours per month
- **Project duration:** 12 months
- **Total annual effort:** approximately 100-150 hours annually
- **Equivalent effort:** roughly 5%-7% FTE (Full-Time Equivalent) for one person

Staffing and Participation Requirements

To support continuity and shared organizational capacity, applicants must:

- Provide contact information for at least two (2) staff members from their organization who can support participation in the CBRC. While both contacts will be included in communications, the expectation is that the secondary contact will participate if the primary contact is unavailable. We also welcome identified individuals to attend all in person and virtual meetings as desired.



- Opportunity to distribute the workload across both individuals, as desired, supports maintained engagement even if one staff member is unavailable.

Governing Board member responsibilities:

The selected community-based organizations will support the following activities:

Provide Cultural & Regional Expertise:

- Provide cultural knowledge, community context, historical insights, and lived experience perspectives relevant to CBRC research projects.
- Advise on regional issues, community relationships, cultural norms, and recommended guidelines for data collection, engagement, and interpretation.
- Identify potential risks or community concerns and propose culturally responsible mitigation strategies.
- Support efforts to improve trust, transparency, and bidirectional communication between researchers and community members.

Support Consultation & Co-Development

- Participate in CBRC monthly planning meetings, working groups, co-design sessions, and project development activities.
- Review study materials, engagement plans, recruitment strategies, and communication materials to ensure cultural relevancy.
- Support evaluation of community impact, including culturally meaningful success indicators.

Support Washington State RCW 69.78 Implementation

- Provide guidance on culturally appropriate strategies for improving representation of underserved populations in clinical trials.
- Offer feedback on recruitment/research practices to reduce barriers while protecting community autonomy and trust.
- Help identify community organizations, networks, and venues that can support outreach and engagement.

Community Engagement & Relationship Building

- Facilitate introductions to community leaders, tribal nations (as appropriate), grassroots partners, or affinity groups aligned with the project.
- Co-host or support culturally respectful listening sessions, informational sessions, and/or community discussions.
- Promote bidirectional learning between researchers and community members.

Deliverables

Project Deliverables Include:

1. Participation in CBRC Governance and Co-Design

Attendance at CBRC meetings, retreats, and co-design sessions (with a representative sent in place if unable to attend).

- **Frequency:** Monthly, quarterly, and annually
- **Format:** Meeting participation and documentation (alternate representative permitted as needed)

2. Project Materials Review & Consultation

Written and/or verbal feedback on CBRC research materials, including study protocols, recruitment plans, consent documents, and community communications. Support in creating a quarterly CBRC Community Expertise Review Brief, which compiles together consultation information, key themes, CBRC members sense of community in consultations, and reported improvements from researchers.

- **Frequency:** Ongoing, as requested (estimated 3–10 reviews annually)
- **Format:** Annotated documents, written feedback, or consultation memos

3. Community Engagement Activities

Planning/hosting/supporting community-facing engagement sessions that facilitate listening, learning, and

dialogue.

- **Frequency:** 1-3 sessions annually
- **Format:** Brief event summary with key themes and takeaways

4. Annual Impact Reflection

A joint reflection collaborated on by all participating CBRC members, documenting contributions, outcomes, lessons learned, and strategic recommendations for CBRC improvement.

- **Frequency:** Annual
- **Format:** 3-5-page narrative or slide -based report

Project Timeline

| Activity | FY QUARTER 1 | | | FY QUARTER 2 | | | FY QUARTER 3 | | | FY QUARTER 4 | | |
|---|--------------|-----|-----|--------------|-----|-----|--------------|-----|-----|--------------|-----|-----|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| Participation in monthly CBRC meetings | X | X | X | X | X | X | X | X | X | X | X | X |
| CBRC Community Review Expertise Brief | | | X | | | X | | | X | | X | |
| Community engagement activity(ies) | X | X | X | X | X | X | X | X | X | X | X | X |
| Annual CBRC Community Impact Reflection | | | | | | | | | | | X | |
| Payment for participation | | | X | | | X | | | X | | X | |

Payment Structure & Milestones

Selected organizations will receive \$15,000 that will be issued in four installments (quarterly, \$3,750 each time) with funds intended to support staff time, participation, and related project activities and deliverables.

Payments 1-3: Fiscal Quarter 1-3 (25% each)

- Materials review and consultation
- Participation in CBRC governance and co-design activities
- Community Engagement activities
- Submission of CBRC Community Expertise Review Brief

Payment 4 – Fiscal Quarter 4 (25%)

- Participation in CBRC governance and co-design activities
- Materials review and consultation
- Community engagement activities
- Submission of CBRC Community Expertise Review Brief
- Submission of the Annual CBRC Community Impact Reflection

Performance Expectations

CBRC Governing Board Members are expected to collaborate in good faith, communicate proactively, and uphold community-driven research values. Deliverables will be reviewed jointly by CBRC staff and partners to ensure alignment with community priorities and program goals.

Review Period

CBRC Governing Board Applications will be open until filled (18 organizations) with new members added at the start of the quarters (July, October January, & April). Compensation will be prorated to reflect the organization’s joining date. Selected organizations will be notified via email.

Contact Us

Please feel free to reach out to us with any questions through our [Contact Us!](#) form.

Warmly, the Office of Healthcare Equity Community Engagement Team: Juliana Garcia and Priscilla Estrada

