

Organizational CBPR Capacity Self Assessment

	Stage 1	Stage 2	Stage 3	Stage 4	Comments
1. CBPR training Capacity	No staff have participated in CBPR training & no mechanisms have been developed to train staff or partners about research/CBPR.	Some staff have participated in CBPR training and informally share some information with other staff or partners.	A substantial number of staff have participated in training. Information is formally shared through staff or other meetings.	Most staff have basic understanding of CBPR/research. Some staff have in-depth understanding & training. There are periodic CBPR trainings for staff.	
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2. Depth	No staff have dedicated duties or responsibilities regarding research. There is no administrative support for research activities.	One staff person is identified as the organizational point person for research. There is limited administrative support for research activities.	One staff person has dedicated responsibilities in their job description. There is administrative support.	Several staff have dedicated responsibilities in their job description. There is extensive administrative support.	
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3. Value on research participation/ use	Research is not valued or promoted by leaders (ED, program directors, board members) & not included in mission/strategic plan.	Research is referred to in the mission/strategic plan but is not openly valued or explicitly promoted by leaders.	Research is openly valued but is not explicitly used or promoted by leaders. Staff are encouraged to participate in research projects/training.	Research is openly valued & is explicitly used or promoted by leaders.	
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4. Identified research priorities/ agenda	There are no identified research priorities or research agenda. There is no way of tracking research involvement for the CBO.	Planning efforts have begun to develop research questions/agenda (meetings with stakeholders and/or staff, gathered models from other CBOs). There is some understanding of the CBO's research involvement but these are not ongoing, systematic or coordinated.	There is an identified set of research priorities. There are some mechanisms for tracking research involvement by the CBO.	The CBO has developed a research agenda/priorities with stakeholder input. This is updated periodically. CBO proactively seeks opportunities to address the agenda. The CBO tracks & coordinates their research activities.	
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5. Mechanisms for dissemination	There are no mechanisms or existing mechanisms (newsletter, listserv, website, community events, journal articles) are not used for disseminating research results or projects.	There is little effort or mechanisms to disseminate.	There are some efforts to disseminate.	There are extensive efforts to disseminate through a variety of mechanisms.	
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6. Navigation	There is no capacity to navigate university or funder systems. There is little or no understanding of these systems (e.g. timelines, requirements).	There is some experience navigating these systems (experience applying for a grant) & some understanding.	There is substantial experience & understanding (e.g. received & administered university or other funds). Attended workshop on university/funder systems.	There is extensive understanding. Successfully managed several research grants from local/national & private/govt. funders	
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7. Research policies/ procedures	There are no research policies or procedures (e.g. MOU, rules or engagement) for the CBO.	Planning efforts have begun to develop research policies or procedures (meetings with stakeholders &/or staff, gathered models from other CBOs).	There are some research policies or procedures but they are used inconsistently.	There are formal research policies & procedures & they are consistently understood & used throughout the CBO.	
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8. Access to funding & resources/ fiscal capacity	There is no access to research funding and resources. There is no capacity to administer a research grant.	There is limited understanding of where and how to access research funding. Limited capacity to administer a research grant	There is some understanding of where & how to access research funding. CBO has experience managing small research grant.	There is extensive understanding of where & how to access research funding. CBO has managed several research grants.	
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9. Partnership skills	There are no connections or relationships with university partners. The CBO does not have a strong history of collaboration.	There are some informal relationships with university partners but no collaborative projects have been negotiated or implemented. Attended networking event.	Formal relationships have been negotiated with university partners & collaborative projects have been developed & implemented.	There are well-established & sustained relationships with university partners & collaborative projects have been successfully completed.	
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10. Community Leadership	CBO does not undertake any activity to serve as a leader for advancing CBPR with other CBOs.	CBO has informally provided assistance or passed on information to 1 or 2 other CBOs.	CBO has made efforts to pass on info to other CBOs. CBO has spoken about their experiences at relevant events.	CBO has held formal events to provide CBPR information or training to other CBOs. Presented at local/national conferences.	
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11. Institutional Leadership	CBO does not undertake any activity to serve as a leader for advancing CBPR with universities.	CBO has informally provided assistance consultation to universities.	CBO has made efforts to pass on info to universities. CBO has spoken about their experiences at relevant events.	CBO has formally served in influential leadership roles to universities. Presented at sessions for university partners.	
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