



Community Advisory Board Memorandum of Understanding

Memorandum of Understanding

Between

University of Minnesota in collaboration with the Minnesota Department of Health

and

Malaria Community Advisory Board Members

This Memorandum of Understanding (MOU) sets the terms and understanding between the Malaria VFR study and the Malaria Community Advisory Board (MCAB).

Purpose

The purpose of the Malaria Community Advisory Board is to aid the efforts of this study in reducing the amount of malaria cases among those visiting friends and relatives back in their native countries. The MCAB will help guide project partners in engaging and working with communities impacted by malaria. The MCAB will provide input on strategies for data collection from the community, assist to develop the focus group and survey themes and questions, and help develop and measure success of interventions to reduce the number of malaria cases seen in MN.

Project Staff Expectations:

- Project staff will keep the MCAB members informed on results of their feedback/guidance. They will be informed on the outcomes of actions taken based on their advice, or if a change in plans occurs, the reasons behind it.
- Project staff will keep MCAB members informed on project deliverables.
- Project staff will follow up with a MCAB member if they miss a meeting without advance notice.

MCAB Expected Duties and Time Commitment

- Each month, every Board member will be expected to attend a monthly Community Advisory Board meeting. These meetings will last approximately 2 hours, and will be scheduled to best accommodate the availability of all members.
- Board members will be asked for their opinions, advice, and ideas on how to (1) best collect data from the target populations (West Africans), and (2) create the most effective interventions to reduce Malaria cases in their communities.
- Advisory Board members would also be asked to assist in ways outside of the meetings, from helping spread the word for recruitment of focus groups, to advocating on behalf of the project.



- For example – they may be asked to review or provide comments on an item through email or online.
- MCAB members will be informed of the time/resources/commitment involved with such requests, and will only be expected to do so if they are available.
- We ask that individuals remain on the Board for a minimum of 1 year, though we welcome members to remain on the MCAB for the entire duration of the study.

Attendance Policy

- Board members are expected to attend the monthly meetings.
- If a member is unable to attend an upcoming meeting, they will notify study staff in advance of the meeting.
- After one unexcused absence, study staff will contact the MCAB member to find out why they did not attend the meeting, and will be reminded to please give advance notice of an absence.
- After two consecutive unexcused absences from the MCAB meetings, study staff will have a conversation with the member to see if they should step down due to their conflicting schedule.

On behalf of the Malaria VFR Project:

Danushka Wanduragala, Minnesota Department of Health
 Study Coordinator
 625 Robert St N, St. Paul, MN 55164
 651-201-5587 (office); 651-207-7276 (cell)
 danushka.wanduragala@state.mn.us

Board member name:

Address:

Telephone:

E-mail:

_____ Date:
 (Board member signature)

_____ Date:
 (Partner signature)