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This brochure was prepared by the Technology and Information Exchange (TIE) Core: *"Tying research and community together."* Please call us at 415/597-9110 or e-mail [CAPS.Web@ucsf.edu](mailto:CAPS.Web@ucsf.edu).

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# Community Advisory Board

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University of California  
San Francisco

**UCSF**

Center for AIDS  
Prevention Studies (CAPS)  
Technology and Information  
Exchange (TIE) Core

Center for AIDS Prevention Studies (CAPS)

# Recommendations for Research Dissemination

[www.caps.ucsf.edu](http://www.caps.ucsf.edu)

## Why Dissemination Recommendations?

Research, no matter how innovative, will never make a difference in the lives of persons at risk unless it is disseminated in an appropriate and timely manner to the people and organizations providing services. Yet many researchers are not trained, rewarded or supported to disseminate research findings beyond academic journals.

The CAPS Community Advisory Board (CAB) has encouraged and guided researchers in expanding their dissemination efforts to better reach CBOs, policymakers and community stakeholders. The CAPS CAB drew from their own experiences and interviewed researchers and CBOs to develop “Recommendations for Research Dissemination.”

### 1 Create a dissemination plan for all studies

Include dissemination plan in grants.

Develop a budget that supports dissemination efforts. This may include translation, printing, mailing and/or community forum costs.

Develop a timeline for dissemination efforts.

Long-term studies can do annual updates to key stakeholders such as study participants, agencies assisting in recruitment and targeted communities.

Get input from study participants and community representatives on the best methods to disseminate research findings.

Make research results accessible to various audiences through CAPS resources such as the center’s website, social media, Research Portfolio and Newsletter.

### 2 Disseminate research progress and findings to study participants

Ask study participants how they would like to be informed of findings.

Use multiple methods to disseminate findings to study participants including Q& A forums, lay articles, newsletters, websites and listservs.

Disseminate positive, negative and null results.

Make dissemination accessible paying attention to language and literacy needs of audience as was done during the outreach/recruitment study phase.

### 3 Disseminate research progress and findings to agencies and service providers

Prioritize dissemination of results for agencies that assisted with recruitment and/or serve the target population.

Emphasize the practical implications of the study results and how it informs services and interventions.

Write articles about the study in newsletters or websites frequently used by service providers.

### 4 Disseminate research findings to community

Use dissemination venues appropriate to the targeted community.

### 5 Disseminate research findings to policymakers

Evaluate if research results have a potential policy impact and disseminate results to policy groups and local congressional representatives.

## Specific Recommendations to Academic Leadership

- Encourage researchers to use CABs for input on dissemination ideas/plans/ grants.
- Monitor and evaluate dissemination efforts.
- Provide training on dissemination of research findings to project directors, fellows and faculty.
- Provide public access to all research dissemination efforts, including progress and final reports to funders, through your website.
- Advocate with faculty promotions committee on the value of research dissemination in the community.