Community Advisory Group Collaborative Agreement

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This agreement provides information about the Community Advisory Board (CAB) for the “Infant Down Syndrome Baby Brain Study” being conducted by the Infant Brain Imaging Study (IBIS) Network. The IBIS-Down syndrome (IBIS-DS) CAB member’s responsibilities and the expectations of the intended relationship between this board and the research team follow below.

***Mission***

The mission of the IBIS-DS CAB is to improve the experience of families participating in the study and to promote inclusion in the “Infant Down Syndrome Baby Brain Study” and Down syndrome research more broadly.

***Vision and Values***

The vision and values of the CAB are to create a discussion space where every member feels comfortable voicing their opinions, experiences, agreements and disagreements with one another.

***Goals***

The goals of the IBIS-DS CAB are:

* **Goal 1:** Provide research team with input and feedback on study design, recruitment approaches, and family engagement activities.
* **Goal 2:** Promote inclusive practices within the network.

**Community Advisory Board member commitments and responsibilities:**

* Attend 3 virtual CAB meetings per year (2025-2030) and be available for follow up communication (via email and/or phone) if needed. Communicate with facilitator Kate MacDuffie ([kmacd@uw.edu](mailto:kmacd@uw.edu)) ahead of missed meetings
* Fill out payment paperwork and return it to the research team. This paperwork is required for payment and may ask that you prove your SSN, home address, and bank information for direct deposit.
* Participate in meetings and make recommendations and decisions on issues, policies, and other study matters.
* Provide occasional feedback on study documents between CAB meetings.
* Act in the best interests of the CAB, research team, and other stakeholders, including research participants and the broader community.
* Maintain appropriate levels of confidentiality.
* Communicate respectfully with other CAB members and the research team.
* Respect and support the majority decisions of the CAB.

**Research team commitments and responsibilities:**

* Provide orientation, training, and support for CAB members to facilitate meaningful participation.
* Communicate with CAB members to discuss programs and policies, goals, administrative/programmatic issues, and objectives as appropriate.
* Ensure ongoing communication and availability for questions/discussion/follow-up between CAB meetings.
* Schedule meetings at times that allow CAB members to attend. Manage CAB meeting scheduling logistics. All meetings will be scheduled virtually (i.e., Zoom meetings)
* Provide appropriate compensation to CAB members for attending meetings. Currently, this is $200/year. Payment paperwork will be initiated after the first CAB meeting and may take 8-12 weeks to process.

*All involved parties may request modifications to this agreement when necessary and/or appropriate. The agreement will be reviewed annually. Changes will require new signatures.*

*I have read, understand, and agree to the duties and responsibilities outlined in this agreement.*

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Board Member Signature Date

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Principal Investigator Signature Date