

**MEMORANDUM OF AGREEMENT  
BETWEEN THE**

**{Insert TRIBE or ORGANIZATION}**

**AND THE**

**Northwest Portland Area Indian Health Board**

**“Evaluation of Native VOICES”**

January 01, 2014 – January 01, 2015

**THIS AGREEMENT**, effective from January 1, 2014 – January 1, 2015, is between the **Northwest Portland Area Indian Health Board** and the **{TRIBE or ORGANIZATION}**, herein called **NPAIHB** and the **{TRIBE or ORGANIZATION}**.

**WHEREAS**, the **NPAIHB** is interested in evaluating a video-based pregnancy and sexually transmitted infections (STI) prevention intervention for American Indian/Alaska Native teens and young adults, called Native VOICES; and

**WHEREAS**, through expression of support by the **Tribe’s Council/ Organization [insert resolution reference]**, the **{TRIBE or ORGANIZATION}** has agreed to participate in this project. If desired by the tribe, a resolution will be passed in support of the project.

**THEREFORE, BE IT RESOLVED**, that the **{TRIBE or ORGANIZATION}** and **NPAIHB** mutually agree to the following terms and conditions:

**I. RESPONSIBILITIES OF THE {TRIBE or ORGANIZATION}**

**A. Project Implementation**

1. Identify two staff members to serve as the on-site study coordinators (by: December 15, 2013).
2. Recruit and consent at least 75 American Indian/Alaska Native youth (ages 15-24) to participate in the study (by April 15, 2014).
3. Work with **NPAIHB** staff to select a date for youth to participate in the intervention (view fact sheets, the Native VOICES video, or the video plus group discussion) and complete a pre- and post- survey (by: March 1, 2014).
4. Work with **NPAIHB** staff to select a date for youth to complete a 6-month follow-up survey (to take place by: September 1, 2014).
5. The on-site coordinators will receive training from **NPAIHB**, which includes training on: research ethics, collection of consent forms, distribution of recruitment materials and incentives, implementing the pre-, post-, and 6-month follow-up surveys, data collection, and participant follow-up and tracking.
6. The on-site coordinators will receive training by the **NPAIHB** on how to implement the intervention assigned to them.

7. The on-site coordinators will implement the assigned program (by: June 15, 2014). Sites assigned to the “video only” and the “fact sheet only control arm” will be responsible for administering the intervention on their own, with training and technical assistance from NPAIHB staff.
8. The on-site coordinators will facilitate a follow-up survey 6-months after the intervention is completed by youth (by: December 15, 2014). This may require site coordinators to follow up with youth using contact information that participants have voluntarily provided.
9. Site coordinators will also be expected to distribute debit card incentives to participants as follows: pre-evaluation survey and post-evaluation survey taken during the first session (\$20), and a follow-up survey (taken 6 months after the intervention is administered) (\$20). This will entail that site coordinators distribute the debit cards to youth after each session, making sure that each participant who receives a card signs for it. The site coordinator will then provide these records to **NPAIHB**.
10. The on-site coordinator and other site administrators will participate in periodic meetings (telephonic or in-person) regarding program implementation, project updates, and will maintain regular communication with **NPAIHB**.

## II. **RESPONSIBILITIES OF THE NPAIHB**

### A. Program Assistance

1. Provide training to the on-site coordinators, including training on: research ethics, collection of consent forms, distribution of recruitment materials and incentives, implementing the pre-, post-, and 6-month follow-up surveys, data collection, and participant follow-up.
2. Provide all appropriate materials for recruiting student participants, informing parents and potential participants about the program, and parent/ youth/adult consent forms.
3. NPAIHB will be responsible for implementing the Native VOICES curriculum for those sites assigned to the “video+ group discussion arm.” (Sites assigned to the “video only” and the “fact sheet only control arm” will be responsible for administering the intervention on their own, with training and technical assistance from NPAIHB staff.)
4. Provide debit card incentives to the on-site coordinators for distribution to participants, including:
  - a. Pre- and post-evaluation surveys, completed during the intervention session. After completing this session, participants will receive a \$20 debit card, provided by the site coordinators. Pre- and post- evaluation surveys will be completed by (June 15, 2014).
  - b. Follow-up survey, completed 6 months after the post-evaluation survey is completed. After completing this session, participants will receive a \$20 debit card, provided by the site coordinators. 6-month follow-up surveys will be completed by (December 15, 2014).

5. Provide technical assistance, as needed, throughout the project.
6. Coordinate and schedule meetings.
7. Develop and share aggregate data/findings from the efficacy study to the **{TRIBE or ORGANIZATION}** in the form of an aggregate report on the curriculum and press releases.

### **III. USE AND DISCLOSURE OF INFORMATION**

- A. **NPAIHB** will ensure the protection of participating youth, tribes, and organizations by obtaining approval from the **NPAIHB** Institutional Review Board (Portland Area Indian Health Service IRB) before starting this study. [Approved May 8, 2013 – Reference # 450142-2]
- B. Any references to the population and/or geographic location of the study participants in any publication, including but not limited to peer-reviewed journals, abstracts, or presentations, shall be generalized in nature, and shall refer only to “American Indians,” without reference to any specific reservation, school, or program location(s), including any description of geographic location of reservation location(s), school, program, or tribal affiliation(s).
- C. If desired, the **NPAIHB** and the **{TRIBE or ORGANIZATION}** shall jointly develop policies and procedures in writing for resolving questions about the confidentiality of personal identifying information.

**IV. ANTICIPATED TIMELINE**

Recruit Participating Sites	August - September 2013
Obtain Site MOAs/Approvals	October - December 2013
Randomize Sites to One of 3 Groups: <ul style="list-style-type: none"><li>• Fact Sheet</li><li>• Native VOICES Video</li><li>• Native VOICES Video plus Group Discussion</li></ul>	January 2014
Site Coordinator Training by NPAIHB Staff via Webinar	January - February 2014
Site Coordinators Recruit/Consent Participants	February-April 2014
Implement Intervention <ul style="list-style-type: none"><li>• Fact Sheet (One 1-hour session, by site coordinator)</li><li>• Native VOICES Video (One 1-hour session, by site coordinator)</li><li>• Native VOICES Video plus Group Discussion (One 2-hour session, by site NPAIHB)</li></ul>	April-June 2014
Collect 6-month follow-up survey	October - December 2014

**V. COMPENSATION**

The site’s total compensation will be approximately **\$4,000**. Of the total amount, **\$2,000.00** can be used at the discretion of **{TRIBE or ORGANIZATION}**. Funds may support any of the site’s costs, such as printing, marketing, transportation, personnel, or any other costs associated with participation in this study. The remaining will be used as compensation for the time invested by the on-site coordinators, with each site coordinator receiving **\$1,000** each. This amount is to be used at the discretion of the on-site coordinator. **NPAIHB** shall provide 50% of the payment up-front, and 50% of the payment upon completion of the study.

**NPAIHB** having signed this Agreement, and the **Tribal Designated Official/ Administrator/ Program Director** having also signed this Agreement, agree to be bound by the provisions herein set forth.

**NAME, Title  
Tribe/ Location**

**NAME, Title  
NPAIHB**

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**SIGNATURE**

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**SIGNATURE**

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**DATE**