

Selected Additional Resources

Disseminating Research

Explaining Research: How to Reach Key Audiences to Advance Your Work

Dennis Meredith. 2010. Oxford University Press, New York.

Explaining Research is a comprehensive communications guidebook for scientists, engineers, and physicians. It explains how to use Web sites, blogs, videos, webinars, lectures, news releases, and lay-level articles to reach key audiences.

Communicating Public Health Information Effectively: A Guide for Practitioners

David E. Nelson, Ross C. Brownson, Patrick L. Remington, Claudia Parvanta. 2002. American Public Health Association, Washington, DC.

This U.S.-oriented 230-page guide explains what is involved in translating public health data into messages for different audiences, persuasive health communication approaches, risk communication planning, and more.

Developing an Effective Dissemination Plan

National Center for the Dissemination of Disability Research. 2001. Austin, TX. Available from: <http://www.researchutilization.org/matrix/resources/dedp/index.html#ten>.

This online guide is easy to read and provides checklists for basic elements of a plan. It walks readers through steps needed to conceptualize a dissemination plan that ensures dissemination efforts will promote the use of new knowledge in programs and policies.

Smart Chart 3.0: An Interactive Tool to Help Nonprofits Make Smart Communications Choices Spitfire Strategies. 2010. Washington, DC.

The Interactive Smart Chart is a planning tool that helps nonprofits develop high-impact communications strategies. It explains how to use “message boxes” to develop messages that will resonate with your audiences and overcome existing misconceptions. It is available at no cost after online registration from: <http://www.smartchart.org/about.php>.

Issues Management and Crisis Communication

Strategic Issues Management: Organizations and Public Policy Challenges

Robert L. Heath. 1997. Sage Publications, Inc., Thousand Oaks, CA.

This 410-page text reviews theory and evidence on issues management. It focuses on four key challenges: strategic planning, constant issue surveillance, organizational responsibility, and public discussion of ideas and issues. Chapters on crisis communication and risk communication are particularly pertinent to health research.

Best Practices in Crisis Communication: Evolution of Practice through Research
Robert L. Heath. 2006. *Journal of Applied Communication Research*. 34(3):245–8.

This article provides a concise summary of best practice in crisis communication. It is available for purchase online from: <http://www.informaworld.com/smpp/title~content=g748001667~db=all>.

A Case Study of Crisis Communication at Mercyhurst College
Melissa Hancock, Anthony Peyronel, Jennifer Allen. Date unavailable. Edinboro University, Department of Communication and Media Studies, Edinboro, PA.

Mercyhurst College, located in Erie, PA, was faced with a crisis after a six-page story in the Erie Times-News accused then president, Dr. William P. Garvey, of physically and sexually abusing boys from the 1960s through the 1980s. This article analyzes efforts to respond to the accusation, applying Heath's best practices in crisis communication.

The Peter M. Sandman Risk Communication Web site
Peter M. Sandman, 2010. Princeton, NJ.

This Web site includes useful tips and guidance about managing health and environmental crises. It includes numerous case studies of past communications challenges and useful articles, such as "Managing Justified Outrage: Outrage Management When Your Opponents Are Substantively Right." See: <http://www.psandman.com>.

Crisis Communication for the Social Media Age
Aliza Sherman. 2009. *WebWorkerDaily.com*.

Tips on how to anticipate and respond to media flares in cyberspace, the blogosphere, and other social media are provided in this short online article, available for download from: <http://gigaom.com/2009/06/01/crisis-communications-for-the-social-media-age/>.

Useful Case Studies of the Communications Challenges of Trials

South Africa's Experience of the Closure of the Cellulose Sulphate Microbicide Trial
Gita Ramjee, Roshini Govinden, Neetha S. Morar, Anthony Mbewu. 2007. *PLoS Policy Forum*. 4(7):e235, 1167–73.

This article is available online from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1950203>.

Research Rashomon: Lessons from the Cameroon Pre-Exposure Prophylaxis Trial
Elizabeth McGrory, Andrea Irvin, Lori Heise. 2009. *Global Campaign for Microbicides*, Washington, DC.

Available for download from: <http://www.global-campaign.org/clientfiles/Cameroon.pdf>.

Preventing Prevention Trial Failures: A Case Study and Lessons for the Future from the 2004 Cambodia Tenofovir Trial
Anna Forbes, Sanushka Mudalier. 2009. *Global Campaign for Microbicides*, Washington, DC.

Available for download from: <http://www.global-campaign.org/clientfiles/Cambodia.pdf>.

Dealing with the Media

A Media Handbook for HIV Vaccine Trials for Africa

Yinka Adeyemi. 2001. Joint United Nations Programme on HIV/AIDS (UNAIDS), Geneva.

This handbook is designed to help equip scientists, communications staff, and others who work on HIV vaccine trials to deal effectively with the media. It describes how to write a press release, plan a press conference, and handle “nightmare” scenarios. Available for free download from: http://www.unaids.org/en/media/unaids/contentassets/dataimport/publications/irc-pub05/jc475-mediahandb_en.pdf.

Handling the Media: A Toolkit

Karen Hurt. 2004. CIVICUS: World Alliance for Citizen Participation, Johannesburg.

This toolkit is especially useful for those who provide interviews to news media, and offers practical guidelines and detailed checklists to help you prepare for interviews with newspaper, radio, or television journalists; issue press statements; or write press releases. It is available free online from: <http://www.civicus.org/new/media/Handling%20the%20Media.pdf>.

Spin Works! A Media Guidebook for Communicating Values and Shaping Opinion

Robert Bray. 2000. The Spin Project, Independent Media Institute, San Francisco, CA.

The book uses easy-to-understand language and provides concrete examples of media plans, press releases, and other communications materials. It also offers case studies of social justice organizations and step-by-step guidelines for creating and sticking to a strategic communications plan. Information on a newer edition—Spin Works! A Media Guide for the Rest of Us—is available from: <http://www.spinacademy.org/wp-content/uploads/2012/04/SPIN-Works.pdf>.

100+ Resources to Boost Your Social Media Savvy in 2009: Top Tips and Advice from the Experts.

Robin Broitman. 2009. Interactive Insights Group, Reston, VA.

This Web site compiles easy-to-read articles on social media, such as “50 Ways to Use Social Media, by Objective,” “Blogging for Beginners,” and tips for using Twitter, Podcasts, wikis, and other electronic communications. 100+ Resources is available online from: <http://www.interactiveinsightsgroup.com/blog1/100-resources-to-boost-your-social-media-savvy-top-tips-advice-from-the-experts/>.

Resources for Communicating Science Clearly

News and Numbers: A Guide to Reporting Statistical Claims and Controversies in Health and Other Fields.

Victor Cohn, Lewis Cope. 2001. Iowa State University Press, Ames, IA.

Written by two former science writers for the *Washington Post* and the *Minneapolis-St. Paul Star Tribune*, this book helps the reader answer three key questions about all scientific studies, polls, and other statistical claims: What can I believe? What does it mean? How can I explain it to others? It is a useful resource for helping trial staff communicate clearly about scientific concepts.

Developing Materials on HIV/AIDS/STIs for Low-Literate Audiences: A Guide
Program for Appropriate Technology in Health (PATH), Family Health International (FHI). 2002.
Washington, DC.

This manual offers guidelines for developing materials for illiterate and low-literate groups. Among other topics, it includes chapters on how to conduct "audience" research to assess and understand community members' needs and concerns and on using data from focus group discussions to develop messages and communicate them pictorially in a clear, sequential manner. The manual is available free for download from: <http://www.path.org/publications/details.php?i=688>.

Communicating Science News: A Guide for Public Information Officers, Scientists and Physicians
National Association of Science Writers (NASW). 2006. Berkeley, CA.

This short online guide contains useful information, especially about interacting with international media at scientific conferences. It can be accessed on NASW's Web site at: <http://www.nasw.org/csn>.

Resources for Advocacy

Advocacy Tools and Guidelines: Promoting Policy Change
Sophia Sprechmann, Emily Pelton. 2001. CARE, Atlanta GA.

This document is an easy-to-use manual on how to plan and implement advocacy strategies including developing compelling messages, delivering messages strategically, building constituencies, and other useful strategies. It is available for download from: http://www.careclimatechange.org/files/toolkit/CARE_Advocacy_Guidelines.pdf.

Engaging Advocates from Concept to Results: Summary Report of the Advocates' Consultation on HIV Prevention Trials: Carraguard and VOICE Studies.
Microbicide Trials Network, Population Council. 2007. Johannesburg.

Available online from: http://www.popcouncil.org/pdfs/MIC_AdvoConsultationOct2007.pdf.

Community Engagement in HIV Prevention Trials: Evolution of the Field and Opportunities for Growth
Katie West Slevin, Mornike Ukpong, Lori Heise. 2008. *aids2031*, Science and Technology Working Group, New York.

Available online from: <http://www.path.org/publications/detail.php?i=1647>.

Translating Research into Practice

Going Beyond Research: A Key Issues Paper Raising Discussion Points Related to Dissemination, Utilization and Impact of Reproductive and Sexual Health Research

Ian Askew, Zoe Matthews, Rachel Partridge. 2002. University of Southampton, Southampton, UK.

Written for individuals responsible for health service programs and policy, researchers, and research and program funders, this paper provides pointers for effective communication of research findings and approaches to promoting their use in policies and programs.

Communication of Research: Guidance Notes for Research Programme Consortia Communications Team, Central Research Department, UK Department for International Development (DFID), The Communication and Information Management Resource Centre (CIMRC). 2005. DFID, London.

This resource focuses on how to develop a communication and advocacy strategy to encourage the translation of research findings into policy and practice reforms. It includes links to many other useful documents. Available for free download from: <http://r4d.dfid.gov.uk/PDF/Publications/communication-research.pdf>.

Making a Differences to Policies and Programs: A Guide for Researchers

Robert W. Porter, Suzanne Prysor-Jones. 1997. Support for Analysis and Research in Africa (SARA) Project. Academy for Educational Development, Washington, DC.

Developed in collaboration with the Joint Health Systems Research Programme, the Essential National Health Research (ENHR) Africa Secretariat, and the Council on Health Research for Development (COHRED), this booklet includes a summary of key steps in communicating research results using a three-way process linking researchers, decision makers, and communities. It is available free online from: <http://www.luc.edu/media/lucedu/curl/pdfs/Making%20a%20difference%20to%20policies%20and%20programs.pdf>.

IHE Report: Effective Dissemination of Findings from Research Institute of Health Economics (IHE). 2008. Alberta, Canada.

This 80-page report analyzes approaches to knowledge translation, and knowledge transfer and exchange, with a focus on health research. It identifies evidence-based strategies and offers case studies. The report can be downloaded from: http://www.ihe.ca/documents/Dissemination_0.pdf.

Evaluating the Impact of Communication Efforts

Monitoring and Indicators for Communication for Development: Technical Note Ministry of Foreign Affairs of Denmark. 2007. Technical Advisory Service, Danish International Development Agency (DANIDA), Copenhagen.

Full text of this publication, which contains indicators of use to groups interested in evaluating the impact of research dissemination, can be downloaded from: <http://www.commit.com/node/71216>.

Guide to Monitoring and Evaluating Health Information Products and Services

Tara M. Sullivan, Molly Strachan, Barbara K. Timmons. 2007. Center for Communication Programs, Johns Hopkins Bloomberg School of Public Health, Washington, DC; Constella Futures, Cambridge, MA; Management Sciences for Health, Boston, MA.

This guide is available from: <http://www.k4health.org/sites/default/files/guide-to-monitoring-and-evaluating-health-information.pdf>.

Web sites with Easy-to-Understand Information on Prevention Research

AIDSMAP/NAM

<http://www.aidsmap.com>

AVAC: Global Advocacy for AIDS Prevention

<http://www.avac.org>

Clearinghouse on Male Circumcision for HIV Prevention

www.malecircumcision.org

Family Health International (now FHI 360)

www.fhi360.org

Global Campaign for Microbicides (GCM)

<http://www.global-campaign.org>

Joint United Nations Programme on HIV/AIDS (UNAIDS)

www.unaids.org

SciDev Net (Science and Development Network)

<http://www.scidev.net/en/health>

Acronyms

ACSA: Asociación Civil Selva Amazonica
AMAG: African Microbicide Advocacy Group
AVAC: Global Advocacy for HIV Prevention
ART: Antiretroviral therapy
BMJ: The British Medical Journal
BST: British Summer Time
CAB/CAG: Community Advisory Board/Community Advisory Group
CAPRISA: Centre for the AIDS Programme of Research in South Africa
CDC: U.S. Centers for Disease Control and Prevention
CEO: Community Educating Officer
CIDRZ: The Centre for Infectious Disease Research in Zambia
CIRA: Center for Interdisciplinary Research on AIDS
CROI: Conference on Retroviral and Opportunistic Infections
CS: Cellulose sulfate
DAIDS: Division of AIDS
DFID: U.K. Department for International Development
DMC: Data Monitoring Committee
DSMB: Data and Safety Monitoring Board
DST: Daylight Savings Time
FAQ: Frequently Asked Questions
FHI: Family Health International
GCM: Global Campaign for Microbicides
GCP: Good Clinical Practice
GHS: Global Health Strategies
GLBT: Gay, Lesbian, Bisexual, and Transgender
GOI: Government of India
GTZ: Gesellschaft für Technische Zusammenarbeit (German cooperation agency)
HPTN: HIV Prevention Trials Network
HSV: Herpes simplex virus
HVTN: HIV Vaccine Trials Network
IAVI: International AIDS Vaccine Initiative
ICRH: International Centre for Reproductive Health
IDMC: Independent Data Monitoring Committee
IPM: International Partnership for Microbicides
IRB: Institutional Review Board
IRIN: Integrated Regional Information Networks

LSHTM: London School of Hygiene and Tropical Medicine
MDP: Microbicides Development Programme
MEDUNSA: Medical University of South Africa
MHRP: U.S. Military HIV Research Program
MMCI: Microbicides Media and Communications Initiative
MOH: Ministry of Health
MOPH: [Thai] Ministry of Public Health
MRC: Medical Research Council
MSM: Men who have sex with men
MTN: Microbicide Trials Network
MU-JHU: Makerere University-Johns Hopkins University
NARI: National AIDS Research Institute
NEJM: New England Journal of Medicine
NHVMAS: New HIV Vaccine and Microbicide Advocacy Society
NGO: Nongovernmental organization
NIAID: National Institute of Allergy and Infectious Diseases
PATH: Program for Appropriate Technology in Health
PC: Project Coordinator
PHRU: Perinatal HIV Research Unit
PI: Principal Investigator
PIP: Partners in Prevention
PLWHA: Person living with HIV/AIDS
PR: Public relations
PrEP: Pre-exposure prophylaxis
Q&A: Question(s) and Answer(s)
REC: Research Ethics Committee
RHRU: Reproductive Health & HIV Research Unit
SAAVI: South African AIDS Vaccine Initiative
SEC: Securities and Exchange Commission
SIV: Simian immunodeficiency virus
SOP: Standard operating procedure
STI: Sexually transmitted infection
VCT: Voluntary counseling and testing
UNAIDS: The Joint United Nations Programme on HIV/AIDS
USAID: U.S. Agency for International Development
UW/ICRC: University of Washington/International Clinical Research Center
UZ-UCSF: University of Zimbabwe-University of California San Francisco
VOICE: Vaginal and Oral Interventions to Control the Epidemic
WHO: World Health Organization

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Credits

We acknowledge the services and creative input of the following individuals in the production of this book:

Editing: Michael Szpir

Additional data collection and interviewing: Mialy Clark

Graphic design and layout: Richard Hill/HillStudio

Production management and copyediting: Karen Dickerson

Printing: Harperprints

Administrative support: Falesha Houston, Kathy Tomasik, Vivienne Naidoo

Communications Handbook for Clinical Trials

Communications Handbook for Clinical Trials: Strategies, tips, and tools to manage controversy, convey your message, and disseminate results provides practical guidance to clinical trial staff and research partners on how to anticipate and respond to the special communications challenges posed by the conduct of clinical research.

Designed to be accessible and relevant to a wide audience, *Communications Handbook for Clinical Trials* will make your job easier, whether you are a researcher, a study coordinator, or a communications professional. The handbook contains diagnostic tools, sample templates, and materials that research sites can adapt for use.

- **Sample communication plans for clinical trials**
- **Communications and crisis-planning templates and checklists**
- **Scenario-planning tools to facilitate planning for the release of trial results**
- **Ideas on delegating communications tasks to reduce demands on key site personnel**
- **Tips and techniques on how to communicate effectively in interviews, in meetings, and with the media**

Communications Handbook for Clinical Trials contains more than 40 contributed pieces by researchers and communications experts who share their ideas, lessons learned, and advice based on their experiences with trials in Africa, Asia, Europe, Latin America, and North America.

Praise for *Communications Handbook for Clinical Trials*

“Too often clinical trial researchers think a clinical trial starts with participant enrollment and closes with the final clinic visit of the last participant, but in fact the life of a trial extends well before and after these points. This manual addresses all of the things they don’t teach one at university—how to communicate effectively with a range of stakeholders, how to work with the media, and how to build relationships to navigate some of the challenges and unexpected outcomes we encounter all too often in research.”

—Prof. Linda-Gail Bekker, Desmond Tutu HIV Foundation, University of Cape Town, South Africa

“The authors have combined their wealth of communications experience into a lively how-to guide with illustrations from many different fields ... Essential reading for all involved in designing or implementing clinical trials, including those who think they know it all.”

—Dr. Timothy M. Farley, Department of Reproductive Health and Research, World Health Organization, Geneva

“In an era where research into tangible health-related interventions is a global effort, this handbook represents a thoughtful, well-organized approach to developing communication strategies that address today’s challenges.”

—Dr. Patrick Ndase, Microbicide Trials Network and International Clinical Research Center, University of Washington, Kampala, Uganda

Preface written by ARCHBISHOP EMERITUS DESMOND M. TUTU, who is a tireless champion in the fight against AIDS and tuberculosis, and serves as patron of the Desmond Tutu HIV Foundation and the Desmond Tutu HIV Centre at the University of Cape Town’s Institute of Infectious Disease and Molecular Medicine.