Community Engagement Database User Guide
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Access the CE Database via the myFSU portal under “Community Engagement.”
Click the link to access the landing page:

FSU Community Engagement Activities Hub

To get started with the database, there are three steps:

• Create a profile
• Add activities to your profile
• Search for activities or community partners in the database
First, create a profile for yourself.
Click “+ Create a new PI/Lead profile”
• Enter your information and then click “Submit” to create a PI/Lead Profile.

• Now you are ready to enter your community engagement activities!
Next, Add Your Community Engagement Activity
Click “+ Add another CE Activity”
• You will be able to link activities to your profile.

• You will not be able to submit activities without selecting an activity PI/Lead, and you won’t be able to select yourself as the PI/Lead until you’ve created a profile.
• Indicate the number of community partners involved in this activity – limit of 5 per activity entry.

• If you are working with a community partner that is not already listed in the dropdown, please click “New organization not listed” to open the fields below to enter partner information.

• This will trigger an alert to the database administrator to integrate these new partners into the database.

• Please allow up to one business day for new partners to be fully integrated into the database.
Enter activity information and then click “Submit” to enter your activity in the database.

<table>
<thead>
<tr>
<th>New Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
</tr>
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<td></td>
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</table>

If new organization not listed was selected, please complete the following fields.

- [ ] Outreach: Provides community with information
- [ ] Consult: Gets information or feedback from the community
- [ ] Involve: Involves more participation with community on issues
- [ ] Collaborate: Forms partnerships with community on each aspect of project from development to solution
- [ ] Shared leadership: Final decision making is at community level

Please select all levels of community engagement that apply to New organization not listed in this activity. [Click here for more information.]

- [ ] Contract Renewal
- [ ] Upcoming follow-up project
- [ ] MOU/MOA
- [ ] Endowment
- [ ] Other
• When your activity is submitted, a new window will open.

• This page lists a return code that will enable you to return and edit your specific activity.

• It is recommended to enter your email to receive a confirmation email with the return code.
Enter return code to return and edit an activity.

**Activity**

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is *not* case sensitive.

![Submit your Return Code button]

Alternatively, if you have forgotten your return code or simply wish to start the survey over from the beginning, you may delete all your existing survey responses and start over.

![Start Over button]
Lastly, you can query each of the community database pages.

- You can find your activities in real time in the Community Engagement Activities database.
- You can find information about Community Partners in the Community Partners Database.
• All CE activities in the database are listed by default.

• Narrow your search by utilizing filters and checking “Submit”

• It is recommended to refresh the page when performing new searches.
• All community partners in the database are listed by default.

• Narrow your search by utilizing filters and checking “Submit”

• It is recommended to refresh the page when performing new searches.
Frequently Asked Questions

• When to use the database?
  • Recommended to enter community engagement (CE) activity when it happens.

• What is the time limit for an older partnership?
  • CE activities can be added 90 days retroactively.

• What constitutes a CE activity?
  • CE activities include CE research and CE programmatic projects, CE services, CE events (i.e., health fairs, trainings and workshops).
Questions?

Contact the REDCap Team

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