



## Communication Research Registry

### Guidelines for researchers

Thank you for your interest in the Communication Research Registry.

The primary goal of the Communication Research Registry is to support ethically approved research, nationally, to improve services for people with communication difficulties, their family members, and friends.

Fundamental to communication research is the participation of people with a communication disability in research projects.

The Communication Research Registry provides access to potential research participants.

The Registry is run through the School of Health and Rehabilitation Sciences at The University of Queensland (UQ).

These guidelines have been developed for researchers to guide use of the Registry and to ensure that researchers understand the responsibilities associated with recruiting from the Registry.

Any questions about the Communication Research Registry should be directed to:

The Communication Research Registry  
The School of Health and Rehabilitation Sciences  
The University of Queensland, St Lucia QLD 4072  
Phone: 07 3365 2089  
Email: [crregistry@uq.edu.au](mailto:crregistry@uq.edu.au) .

**The Communication Research Registry**  
**Information for researchers and researcher responsibilities**

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## 1.0 Communication Research Registry – Overview

The Communication Research Registry is a database of people who are interested in participating in communication research.

It includes:

- people of all ages with communication disabilities
- family members and friends of people with communication disabilities
- members of the general public who may not have a communication disability or know anyone with a communication disability but who are interested in communication research.

The Communication Research Registry aims to:

1. Provide a forum through which people with a communication disability, their family members and friends can access information about research in a format/manner that is accessible to them and can make a decision about research participation without bias or prejudice.
2. Assist researchers with recruitment for research projects to facilitate research within the area of communication disability.

## 2.0 Promoting the Communication Research Registry

The Communication Research Registry relies on the reciprocal relationship between the Registry and researchers wishing to use the Registry. Growth of the Registry is dependent on researchers promoting the Registry to research participants recruited externally.

Registry brochures and registration packs can be obtained from the Registry coordinator. Alternatively, researchers can direct interested participants to the Registry website (<https://www.crregistry.org.au/>) where they can register online.

### Information about members:

People who join the Registry are asked to provide personal details and details of their communication disability. This information is stored in the Registry database and used to identify participants who may be eligible to participate in research projects. Registry members are under no obligation to participate in any study. They are also free to withdraw their name and details from the Registry at any time.

### **3.0 Criteria for use of the Communication Research Registry**

As of June 2013:

Researchers wishing to recruit participants from the Registry must have:

1. Ethics approval from a National Health and Medical Research Council (NHMRC) approved human research ethics committee (as per those listed on the NHMRC website). Researchers will be required to submit a copy of the ethics approval letter along with the approved participant information form and consent form to the Registry.

NB: Projects that fall under programmatic ethics approval will be accepted. In addition to providing the programmatic participant information sheet, researchers will be required to provide the Registry with an information sheet with details specific to their research project.

## 4.0 How to apply to use the Registry

The following process should be followed by researchers wishing to use the Communication Research Registry for recruitment.

1. Contact the Communication Research Registry to discuss your project requirements.

The Registry coordinator will be able to provide researchers with an estimate of the number of people on the Registry that may be eligible to participate.

**NOTE:** It is strongly advised that contact is made with the Communication Research Registry in the early stages of the project (i.e. prior to ethics submission). It is requested that researchers contact the Registry *at least* two months prior to recruitment for their project. Whilst every effort will be made to accommodate the intended recruitment period nominated by the research team, this may not be feasible during periods of high demand.

2. Complete the **Communication Research Registry - Application Form for Researchers**, including the 'Checklist for Researchers'. This can be completed online at [www.crrregistry.org.au](http://www.crrregistry.org.au). Alternatively, you can request a paper copy from the Registry coordinator.
3. Submit the completed application form along with electronic copies of the documents listed below:
  - a. Copy of NHMRC approved human research ethics committee approval letter
  - b. Participant information form for project (appropriately formatted)\*
  - c. Participant consent form for project (appropriately formatted)\*
  - d. Photograph of researcher<sup>‡</sup>

Hard copies of application forms can be submitted to:

**The Communication Research Registry**

**The School of Health and Rehabilitation Sciences**

**The University of Queensland QLD 4072**

**Phone:** 07 3365 2089

**Email:** [crrregistry@uq.edu.au](mailto:crrregistry@uq.edu.au)

Please ensure that applications are submitted in full with all required documentation.

\*participant information forms and consent for population groups that may have difficulty reading and comprehending written material (e.g. people with aphasia) should be formatted in accordance with the formatting information in Appendix A.

<sup>‡</sup> Dependent on research project. Photograph used primarily for aphasia research projects. Please liaise further with the Registry Coordinator regarding this.

## 5.0 Recruitment procedure and Researcher Responsibilities

- Following receipt and approval of the required documentation, the Communication Research Registry will conduct a mail-out to eligible participants.  
The mail-out will include:
  - a) a letter of invitation from the Communication Research Registry to join the study.
  - b) the participant information sheet for the research project (as provided by the researcher).
- Participants will be requested to contact the primary research team directly if they wish to participate in the study or obtain more information about the study.
- It is the responsibility of the researcher to supply potential participants with further information about the study and obtain informed consent for their project.
- It is also the responsibility of the researcher to obtain contact details for participants who express interest in research projects. The Communication Research Registry will not be able to provide this information to researchers.
- If the researchers wish to access additional information for the participant held in the Registry database (e.g. assessment scores) they will need to obtain written informed consent from the participant to do so. Please contact the Registry coordinator for a release of information form. This form should be submitted to the Communication Research Registry office along with a copy of the consent form for the individual project study, prior to release of any participant details from the Registry.
- Researchers are required to keep a record of participants who:
  1. made contact with them in response to being informed of their study (including those who were ineligible to participate in the study),
  2. consented to the study, and / or
  3. participated fully in the research study.

This information should be provided to the Communication Research Registry once recruitment for their project has been finalised.

- Assessment data (as per assessments listed below) collected during the course of research projects should be compiled and provided to the Communication Research Registry to be added to the database.

A copy of cleaned data for the following assessments should be forwarded to the Registry:

### Adult assessments:

- The Western Aphasia Battery -- Revised (WAB-R)
- The Boston Naming Test (BNT)
- The Comprehensive Aphasia Test (CAT)
- Apraxia Battery for Adults (ABA)
- Assessment of Intelligibility of Dysarthric Speech (ASSIDS)

### Paediatric assessments:

- MacArthur Bates Communication Development Inventories
  - CSBS DP Infant-Toddler Checklist
  - Preschool Language Scales – Fifth Edition (PLS-5)
  - Clinical Evaluation of Language Fundamentals Preschool - Second Edition (CELF-P2)
  - Clinical Evaluation of Language Fundamentals – Fourth Edition (CELF-4)
  - Comprehensive Assessment of Spoken Language (CASL)
  - Renfrew Action Picture Test (RAPT)
  - Renfrew Bus Story Test
  - Renfrew Word Finding Test
  - Peabody Picture Vocabulary Test – Fourth Edition (PPVT-IV)
  - Diagnostic Evaluation of Articulation and Phonology (DEAP)
  - Test of Problem Solving (TOPS)
- 
- Researchers must provide a summary of the project results for inclusion in the annual Communication Research Registry newsletter. Where possible, this should include project results.
  - Any adverse events involving Communication Research Registry members must be reported to the chief investigator, Professor Linda Worrall

Phone: 07 3365 2891

Email: l.worrall@uq.edu.au

- Any publications and presentations arising from the research that has recruited through the Communication Research Registry must acknowledge:

**The Communication Research Registry, School of Health and Rehabilitation Sciences, The University of Queensland.**



## APPENDIX A

### Formatting information and calculating readability statistics

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All written information to be given to participants who may have difficulty reading or understanding written information should be provided in an appropriate format. It is recommended that information be formatted according to the following principles:

#### FONT:

- No less than 14 point font
- Sans serif font, such as Arial or Verdana

#### LAYOUT:

- Use extra space between lines and sentences e.g., 1.5 or double line paragraph spacing.
- Use wide margins
- Use left justified text
- Use the bold function for important words or phrases
- Use headings
- Use bullets points and lists where possible
- Avoid italics and capitalisation of text
- If appropriate, use a question and answer format. For example, What is this study about? What will I need to do?
- Write in first person tense
- Use graphics to supplement text. Preferably real-to-life photographs. Only use graphics if it will aid understanding of the text. Use captions for graphics.
- Complete words on the line they start on. Finish a sentence on the page it starts on.
- Information sheets and consent forms should contain page numbers, e.g. Page 1 of 3.

Supporting literature for above text-formatting recommendations:

Rose, T.A., Worrall, L.E., Hickson, L.M., & Hoffmann, T.C. (2012). Guiding principles for printed education materials: Design preferences of people with aphasia. *International Journal of Speech-Language Pathology*, 14(1), 11-23.

Rose, T.A., Worrall, L.E., Hickson, L.M., & Hoffmann, T.C. (2011). Aphasia friendly written health information: Content and design characteristics. *International Journal of Speech-Language Pathology*, 13(4), 335-347.

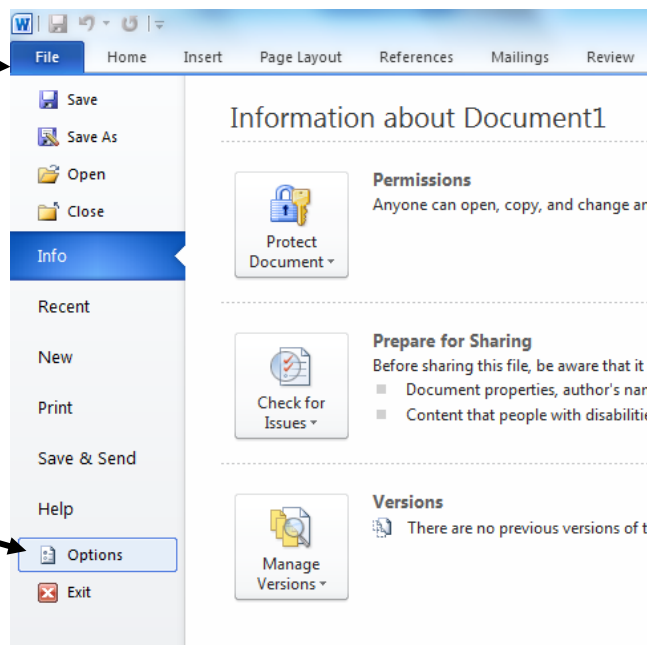
## READABILITY:

- Use clear simple language
- Use one idea per sentence
- Use short sentences
- Readability level should be at an approximate grade six level, or lower (see below for one way to calculate a readability level)

**To electronically calculate** the Flesh Kincaid Reading Grade level in your document using **Microsoft Word 2010**

To turn readability function ON:

1. Click on **File**

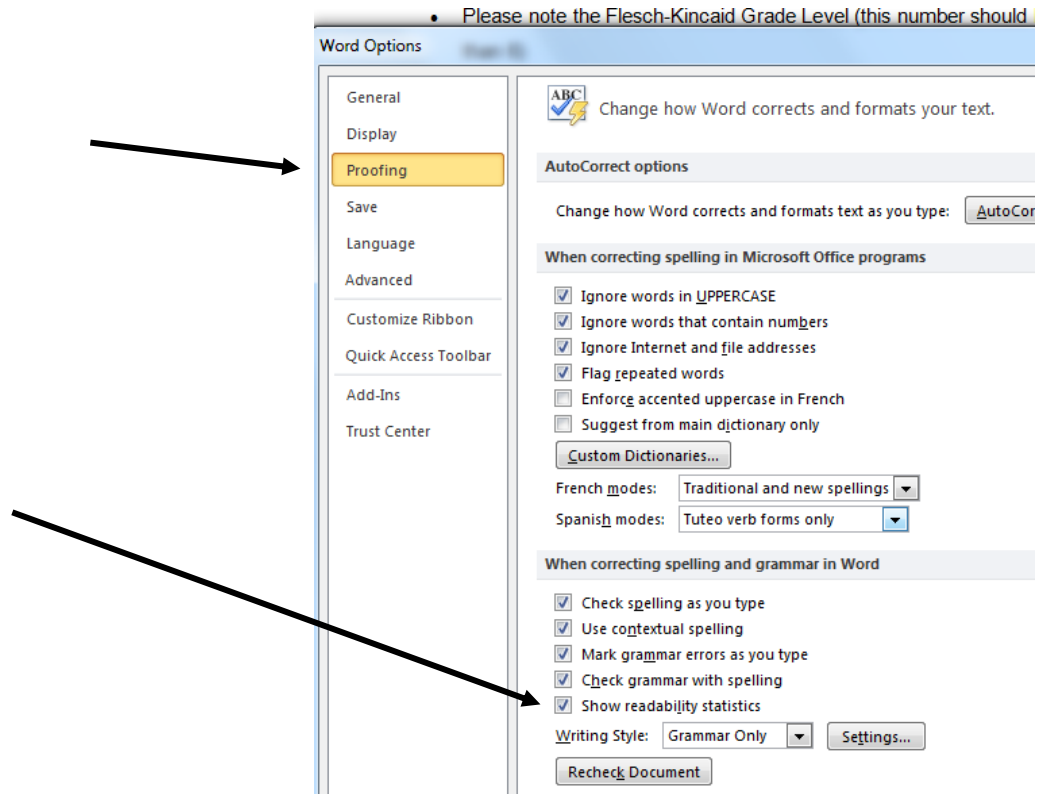


2. Then click on **Options**

3. Select **Proofing**

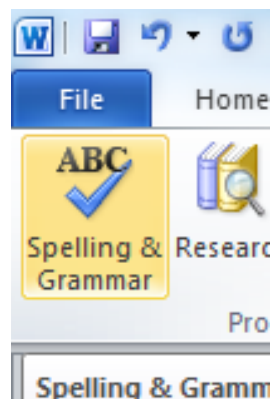
4. Check the box that reads -  
**Show readability statistics**

- Please note the Flesch-Kincaid Grade Level (this number should



To calculate readability level:

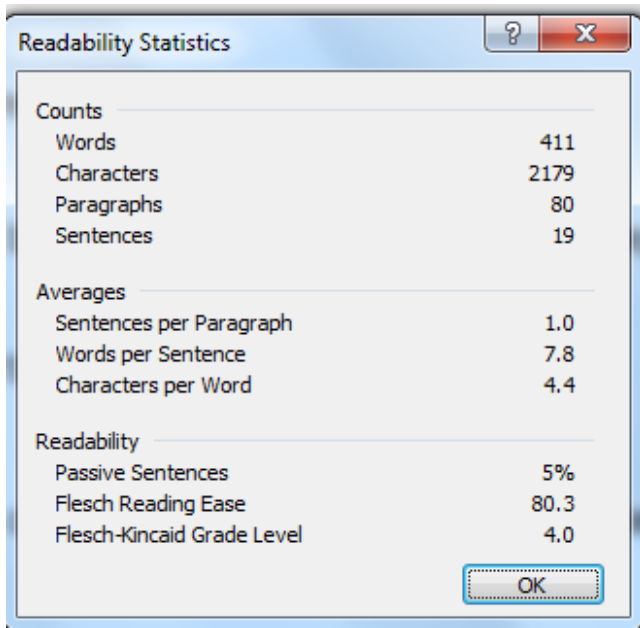
- **Spell check** document as normal



- After performing the spell check, a box called '**Readability Statistics**'; should appear
- Please note the Flesch-Kincaid Grade Level (this number should be equal to or less than 6)

Note: calculate the readability statistic prior to formatting (i.e. prior to inserting bulleted/numbered lists)

Example:



A dialog box titled "Readability Statistics" with a question mark icon and a close button (X) in the top right corner. The dialog contains three sections: "Counts", "Averages", and "Readability". Each section lists a metric and its corresponding value. An "OK" button is located at the bottom right of the dialog.

Counts	
Words	411
Characters	2179
Paragraphs	80
Sentences	19

Averages	
Sentences per Paragraph	1.0
Words per Sentence	7.8
Characters per Word	4.4

Readability	
Passive Sentences	5%
Flesch Reading Ease	80.3
Flesch-Kincaid Grade Level	4.0

OK