



## National Council on Interpreting in Health Care

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### Conduct of Research Policy

**PURPOSE:** The National Council for Interpreting in Health Care (NCIHC) is a strong supporter of research that promotes language access for limited English proficiency individuals and strengthens the evidence base for professional medical interpreting practice. With the growth of the NCIHC, the opportunities for research conducted in collaboration with the organization have also expanded.

**SCOPE:** In an effort to standardize the policies around the conduct of research and the utilization of NCIHC resources that may support research related to the organization's core interests, the following regulations/policies were developed to facilitate the conduct of research with external organizations and ensure adherence to record keeping requirements for research audits.

**Note:** The NCIHC does not support the conduct of market research with its organization for private enterprise benefits.

**POLICY:** External Research Partnerships

#### PROCEDURES:

**A. For a research partnership to occur, researchers are required to complete the following initial steps:**

1. Submit an "application for research partnership" to the Board no less than 3 months from the research study/grant application due date. The application must include:
  - a. A two-page concept paper of the study the researcher seeks to undertake. The concept paper must include a) rationale for the study; b) specific aims; c) methods; d) data collection approaches; e) brief data analysis plan written in a way that non-researchers can understand; f) a description of the envisioned role of

the NCIHC.

- b. When applicable, copies of study instruments/interview guides. For survey research, references supporting their reliability and validity as measures are required.
  - i. If developing a new instrument for survey research purposes, the researcher must provide a 1 page description of the preliminary work completed to develop the instrument.
  - ii. If data collection will occur electronically, the researcher must demonstrate how data anonymization will occur.
  - iii. We strongly recommend that researchers conducting electronic survey research use the CHERRIES Checklist (<https://www.equator-network.org/reporting-guidelines/improving-the-quality-of-web-surveys-the-checklist-for-reporting-results-of-internet-e-surveys-cherries/>) to describe their internet survey data management practices as part of the research partnership application and include it in all Institutional Review Board (or equivalent) applications.
2. When the application is complete, the NCIHC will conduct an electronic review of the application. This review is for feasibility purposes and scheduling. It does not evaluate the scientific merit or critique the research design of the study, but will consider the relevance of the work to the medical interpreter population in its decision making. The NCIHC will then notify the researcher about the Board's decision within two weeks of submission.

**B. If the research collaboration application is accepted:**

1. The NCIHC reserves the right to charge an administrative support fee, regardless of whether or not the project receives funding, that will be no less than \$500 and up to 1% of the total grant budget, depending on the requirements of the partnership for study implementation. These costs help cover direct and indirect costs for research facilitation and support organizational operations. The administrative fee costs of the partnership will be determined by the Board of Directors or the Executive Director. Researchers should consider these fees in advance of forming a partnership with NCIHC and make their budgets accordingly.
2. If a letter of support (LOS) is needed for a grant funded study application, a draft of the LOS must be submitted to the Board six weeks prior to the grant submission date. The Board will make edits and return the LOS within two weeks of the grant submission date.
3. If the researcher is seeking funding for the study, the researcher must notify the NCIHC if the study was funded or not within 30 days of receiving the notice from the funder. This courtesy is for data tracking records.

**C. If the study is funded or will proceed without funding:**

1. The researcher must provide the NCIHC a copy of the IRB approval from their home institution for our records. The NCIHC accepts IRB approvals from other institutions.
2. All studies conducted with the NCIHC must contain an appropriate informed consent, even if the researcher's home institution deems the study as not requiring consent from participants. We recommend using the consent format found in **Appendix A**.
3. For general research recruitment using the NCIHC listserv, the researcher and team members must:
  - a. Become a member(s) of the NCIHC.
  - b. Use the research recruitment letter structure found in Appendix B.
  - c. Have a defined data collection beginning and end dates and agree to adhere to those dates, even if sample size goals were not met.
  - d. Agree to use the listserv for research recruitment purposes only.
  - e. Agree to send recruitment messages on the listserv no more than once per week.

**D. For survey research conducted with the NCIHC listserv as a means of facilitating data collection electronically, the researcher and their team members must:**

1. Become a member(s) of the NCIHC.
2. Have a defined data collection begin and end date and agree to adhere to those dates, even if sample size goals were not met.
3. In the case of online surveys, provide a preview link to the survey for NCIHC board review.
4. Any online survey must have an informed consent page as the first page, written in simple language for a non-research audience, and a link on the last page for participants to email any concerns about survey content to the NCIHC. *Researchers must ask for informed consent from our membership even if their home IRB does not require it.*
5. Agree to use the listserv for survey recruitment purposes only.
  - a. Agree to send survey recruitment messages on the listserv no more than once per week.

**E. General Research Operational Requirements for Funded and Non-Funded Studies:**

1. The NCIHC encourages researchers to provide incentives for participants recruited to participate in research. We recommend that a monetary incentive is no less than \$25 for an individual participant. Entry into a raffle for a prize of over \$100 for study participation is acceptable for survey research studies.

2. All publications resulting from the study must list the NCIHC as a partner in the study. Researchers are also encouraged to obtain a technical review of the results from the NCIHC membership to confirm the generalizability and external validity (or trustworthiness) of the study's findings.
3. The Researcher must agree to present the findings of the study at the Annual Membership Meeting as a podium presentation followed by a discussion session.
4. Copies of all publications produced from a grant in partnership with the NCIHC must be provided to the organization upon publication (PDF or in print) for our archives and agree to that our membership can have open access to the evidence to inform their practice. This type of distribution is acceptable for individual authors and does not violate US copyright laws.

## Appendix A – Template for Informed Consent in Plain Language

What is this study about?

[Please describe in simple language in 2-3 sentences maximum]

Why is it important to medical interpreters and the people they serve?

[Please describe in simple language in 2-3 sentences maximum]

What kind of information will be collected from me? [The researcher should check all that apply]

- An interview that will be recorded and analyzed.
- Personal demographic data.
- Information about where I work, including financial and operational information that I may be asked to share.
- Answers to research survey questions.
- Other: [Insert here]

What are the risks to me as a research participant?

[Please describe in simple language]

What will the research team do to minimize my risks?

[Please describe in simple language]

By giving my consent to participate in this study, I understand that [please insert your institution's standard language about data confidentiality, risks to subjects, and institutional contact information for IRB related concerns].

**For studies asking for non-publicly available organizational level data, the following statement should be included in the consent:**

By consenting to this study I have obtained the necessary permission from my organization to provide any non-publicly available data for research purposes as part of my participation in the study.

## **Appendix B**

### **Research Recruitment Email Template, First Round**

Greetings!

My name is [insert name]. I am a [insert job title/position] at [insert organization name and location.] You can read more about me and my work here: [insert link to your organization's website with your profile].

I am interested in conducting a study about [insert 1 sentence description of the study]. The idea for my study came from [insert inspiration for the study here].

I need medical interpreters from [insert location here] to participate in [insert data collection modality, e.g. survey, interview, etc.].

If you meet my study's requirements, for your participation I will provide an incentive of [insert incentive description here].

If you would like to learn more about participating in my study, please DO NOT reply to this email as it will go to the whole listserv.

To participate in the study, you can email me directly at: [insert email address here]. You can also email me there if you have any questions.

Many thanks for your time and consideration,

[Insert your name and contact information here, including email]

### **Research Recruitment Email Template, Follow Up Recruitment**

Greetings!

Thanks to all the NCIHC listserv members who have participated in my study. So far we have [XX] participants, but we need more!

As a reminder, I and my team are conducting a study about [insert study description here]. Medical interpreters are important to the study because [insert reason here].

If you would like to learn more about participating in my study, please DO NOT reply to this email as it will go to the whole listserv.

To participate in the study, you can email me directly at: [insert email address here]. You can also email me there if you have any questions.

Many thanks for your time and consideration,

[Insert your name and contact information here, including email]