

Adler Aphasia Center Research Guidelines

One of the functions of the AAC is to be a learning agency for the field of aphasia. Research in the area of communication disorders is increasing and drawing considerable interest. As a learning agency, the AAC can serve as a valuable resource for research by students and professionals.

Any person wishing to do research involving AAC members, clients, volunteers, or staff must complete and submit to the AAC copies of the attached Research Project Request Form, as well as the Consent form and proposal test instruments.

University and College faculty and students must submit:

The Study Protocol that was submitted to the University's or College's Institutional Review Board (IRB.) and approved by that Group as well as a letter of approval from the professor or department chairperson directly involved with the project.

The Research Department will then provide two members of the Research & Education Advisory Committee of the Board of Directors (REAC) with these forms and information. Thirty (30) days' lead-time is required REAC review.

All research proposals must meet the criteria of the AAC, as follows:

The project must be compatible with the goals and objectives of the Research Department at the AAC.

The Project must be related to aphasia, their caregivers and /or to the administration / operation of the AAC

The project results should be of value (benefit) to the AAC and its members, clients, volunteers, or staff.

The project must honor all confidentiality guidelines of the AAC. The AAC does not release names, addresses, telephone numbers, and / or other personal information from the AAC members, volunteers, or staff without their expressed written permission to do so.

The research project must not interfere with or detract from services or activities of or use of the AAC facilities.

The amount of staff time required for non-funded projects must be minimal and research must be conducted at no cost to the AAC or its members, volunteers, or staff. Funded projects are expected to compensate the AAC for actual costs of staff time and other expenses as may be incurred in conducting the research project including space utilization, utilities, copies, travel, etc.

Expected length of time to be spent in contact with the research participant(s) must be stated. (Also part of IRB)

If the REAC believes it is necessary, the researcher will be asked to present the proposed research project in person or in conference call.

The REAC will evaluate the number of research projects in process at any one time and to help to determine how research projects should be scheduled.

The REAC will review requests individually and determine the final disposition of the request. They will also keep the AAC Board of Directors apprised of all ongoing, approved research and its progress.

Researchers are expected to finish project within the time period. If needed, an extension may be approved by the REAC.

Researchers shall not recruit research participants without clearance and arrangements having been made by the Research Department. Initial contact will be made through newsletters, bulletin boards, outreach staff, group activities, etc. No AAC members, volunteers, or staff shall be contacted directly by mail, telephone, or in person without prior knowledge and approval of the REAC. Two copies of any promotional materials must be submitted along with the other required documents specified herein.

If the nature of the research project changes, the AAC must be notified and approval sought.

Any changes in the names of researchers participating in the project or in the researcher's supervision shall be reported to the Research Department.

In any publication or media contact resulting from the research project, proper credit shall be given to the AAC.

All research projects will be monitored by the Research Department, noting compliments and complaints. Upon receipt and investigation of a documented complaint, the REAC reserves the right to evaluate the complaint and immediately cancel approval of the research project and any further research project by the researcher.

Researcher must provide a summary of findings to the Research Department within a three (3)-month period following completion of the research project.

“Observations” of the AAC services or activities may be conducted at the discretion of the Research Department.

Inquiries may be made, as needed to the Research Department for clarification of these Research Guidelines