



One of the functions of Adler Aphasia Center (AAC) is to be a learning agency for the field of aphasia. As a learning agency, AAC can serve as a valuable resource for research conducted by students and professionals. Any person wishing to conduct research at AAC that involves AAC members, care partners, volunteers, or staff must adhere to these research guidelines and review procedures.

Guidelines

1. The research project must be compatible with the goals and objectives of AAC.
2. The project must be related to aphasia, persons with aphasia, their care partners, and/or to the administration/operation of AAC.
3. Any project involving AAC members with aphasia is required to have an aphasia friendly consent form or supplement.
4. The project results should be of value to AAC and its members, care partners, clients, volunteers, or staff.
5. The project must honor all confidentiality guidelines of AAC. AAC does not release names, addresses, telephone numbers, and /or other personal information from AAC members, care partners, volunteers, or staff without their expressed written permission to do so.
6. The research project must not interfere with or detract from AAC services or activities or use of AAC facilities.
 - The amount of staff time required for non-funded projects must be minimal and non-funded research must be conducted at no or minimal cost to the AAC or its members, care partners, volunteers, or staff.
 - Funded projects are expected to compensate the AAC. Compensation may include actual costs for staff time and other direct/indirect expenses incurred in conducting the research project including materials, space utilization, utilities, copies, travel, etc.
7. The Adler Aphasia Center's Research and Education Advisory Committee (REAC) will review requests individually and determine the final disposition of the request.
 - If the Research & Education Advisory Committee (REAC) believes it is necessary, the researcher will be asked to present the proposed research project in person or via conference/video call.

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

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

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

10. If the nature of the research project changes, AAC must be notified and reapproval is required.

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

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

13. All onsite 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 reevaluate the research approval and immediately cancel approval of the research project and any future research projects by the researcher.

14. The researcher must provide a summary of findings to AAC's Research Department within a three (3)-month period following completion of the research project.

15. "Observations" of the AAC services or activities for the educational or research purposes may be conducted at the discretion of AAC's Research and Clinical Departments.

Project Review Procedures

Those interested in submitting a research project for review must adhere to the following procedure for project review:

1. Researchers must obtain IRB approval of their study from their institution prior to submitting for review by AAC.
2. Complete and submit to the AAC Research Department:
 - a. AAC's Project Request Form including
 - A complete description of the project's procedures and proposed analyses.
 - A list of the study proposal's test instruments or copies of the instruments/questionnaires if unique to the study
 - b. IRB approval documentation
 - c. A copy of the study Consent Form and any supplemental consent materials
 - As noted above, if your project intends to enroll AAC members with aphasia, an aphasia friendly consent form or supplement is required. If you need assistance with the development of an aphasia friendly consent form, AAC's Research Department can provide you with examples of these forms.
 - d. Student researchers must include a letter of approval from the professor or department chairperson directly involved with the project.
3. AAC's Research Department will initially review requests for completeness. Once the submission is complete, two members of the REAC will be provided with the documents for official review and determination. Please allow thirty (30) days for REAC review.

Recruitment Support Only

Note, the full review process outlined above applies to researchers seeking to conduct research at one of our locations or have AAC as a research partner. Researchers seeking support with recruitment only, either by Adler sharing recruitment documents with our community or by researchers conducting in-person or virtual recruitment visits, need only provide a copy of their IRB approved recruitment documents and an overview of their study.

Inquiries may be made to the Research Department for clarification of these Research Guidelines.