

Checklist for accessible research

Information

Key documents: Outline of project, information sheet, consent form, summary of results

Information sheet outlines access accommodations	Essential
Web site to W3C WAI standards (www.w3.org/WAI/)	Essential
Electronic docs – word and pdf format	Essential
Hardcopy documents	Available on request
Large print documents - (18 point)	Available on request
Easy read (www.openingdoors.org.uk)	Budget needed
Videos of key documents (with closed captions) (YouTube)	Essential
British Sign Language interpretation (www.deafconnexions.org.uk/)	Budget needed
Other language translations (take care with validated outcomes – WHO translation guidelines)	Budget needed

Travel & Venues

Use Checklist for Accessible Meetings	Yes/No
Cover travel costs (ideally pre-pay)	Budget needed
Consider providing interventions / assessments in participant's home	Researcher travel budget needed

Caring responsibilities

Offer child or elder care (or cover costs)	Budget needed
Ensure costs of carers of participants are covered (time and travel)	Budget needed

Quality Patient Engagement Criteria

<https://innovations.bmj.com/content/5/1/43>

Shared purpose	Consider
Respect and accessibility	Consider
Representativeness of stakeholders	Consider
Roles and responsibilities	Consider
Capacity and capability for engagement (payment for lay adviser time: £25/hour)	Consider and Budget needed
Transparency in communication and documentation	Consider
Continuity and sustainability	Consider

Protocol Design

Ensure cultural competency of design	Patient engagement
Outreach to under served communities and their gatekeepers	Consider
Pace interventions and assessments – allow breaks and consider duration	Patient engagement
Allow assistance in completion of assessments	Consider
Diversity measures (DAISY, NIHR)	Consider
Acceptability, adherence (amount, barriers, facilitators), patient costs, suggestions for change	Consider
Alternate outcomes e.g. art, video	Consider
Provide refreshments	Budget needed
Pay all out-of-pocket expenses and consider paying for participant's time.	Budget needed