Centro SOL Material Review Process

Overview
Centro SOL offers material review as part of our research consultation services. We can review materials in two domains: health literacy and cultural appropriateness. This service is available for materials in English and Spanish, and may be paired with translation.

Health Literacy Review
Materials are reviewed by a senior level Centro SOL staff member trained in health literacy who will:

1) Assess reading level
2) Review material for use of plain language and suggest edits to requester
3) Review material using CDC Clear Communication Index and make final editing suggestions
4) Reassess reading level

Dr. Lisa DeCamp, a patient engagement specialist, supervises the review.

Translation
Following the initial review, material will be translated to Spanish if requested. If not, it will be returned to the requester and the request will be considered complete. English-language material can be reviewed for cultural appropriateness, but we do not recommend using English-language material for the Latinx population in Baltimore.

Cultural Appropriateness Review
The second stage of review concerns cultural appropriateness. The requester will be offered three options for this stage:

1) Staff Review: A Centro SOL staff member whose first language is Spanish and who is familiar with the Latinx community in Baltimore will review the Spanish version of the document to assess cultural appropriateness. The staff member will take into account:
   - Dialect issues
   - Photos and design
   - Culturally sensitive topics or content

2) Review by the community advisory board: Centro SOL works with several community advisory boards representing different Latinx populations. The requester can request to meet with advisory boards for 30 or 60 minutes to get their feedback or request that they review study materials.
Back-Translation (as necessary)
The final stage of the process will be to update the Spanish version of the document based on the cultural appropriateness review and make any back-translated edits to the English version.

Fees
The minimum total for material review services will be $150. Anything above $150, as calculated using the table below, will be additional. Requesters should submit a request with the materials they would like to have reviewed and their preferences (e.g., Centro SOL staff review vs. Community Advisory review, translation necessary (Y/N), etc.) and Centro SOL will provide a cost estimate.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Health Literacy and Cultural Appropriateness Review</td>
<td>$50 per hour</td>
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<tr>
<td>Finalization and Back-translation</td>
<td>$50/hour</td>
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<tr>
<td>Translation</td>
<td>$0.20 per word ($60 minimum)</td>
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<tr>
<td>-rate per word</td>
<td>$75</td>
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<tr>
<td>-Certificate of Translation fee</td>
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<tr>
<td>Community Advisory Board Meeting</td>
<td></td>
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<tr>
<td>-30 minutes</td>
<td>$300</td>
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<tr>
<td>-60 minutes</td>
<td>$500</td>
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Request
- Submit research services request [here](mailto:centrosolresearch@jhmi.edu).
- For more information, please email us at [centrosolresearch@jhmi.edu](mailto:centrosolresearch@jhmi.edu).