



Centro SOL Material Review Process

Overview

Centro SOL offers material review for English and Spanish documents. We review materials in two domains: health literacy and cultural appropriateness.

Health Literacy Review

Materials are reviewed by a 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

Cultural Appropriateness Review

Centro SOL offers two options:

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.

Fees

The minimum total for material review services will be \$250. Anything above \$250, 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 to receive a cost estimate.

Administration Fee	\$100 per request
Health Literacy and Cultural Appropriateness Review	\$150 per hour
Community Advisory Board Meeting -30 minutes -60 minutes	<p>*As of September 11, 2023, our Advisory Board fees have changed. Please contact our manager at centrosolreaserach@jhmi.edu to review previous requests. We will honor fees estimated before this effective date.</p> <p>30 minutes: \$900 (includes our team's initial 30-min analysis of the request, coordination of the consultation with the LFAB, and co-facilitation of the meeting with the LFAB by a bilingual staff member).</p>



	<p>60 minutes: \$1400 (includes our team’s initial 30-min analysis of the request, coordination of the consultation with the LFAB, and co-facilitation of the meeting with the LFAB by a bilingual staff member) *recommended.</p> <p><i>* Research teams will be responsible for translation of research materials and note-taking of meeting LFAB members. LFAB members can also participate in other activities as needed and follow-up meetings with our team are also an option</i></p>
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Request

- Submit research services request [here](#).
- For more information, please email us at centrosolresearch@jhmi.edu.