



SASLHA

South African Speech-Language-Hearing Association

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Research Invitation Distribution Requests: Information for Applicants

Thank you for your request to distribute your research invitation to the SASLHA membership. Please note the following information about your request:

WHO may apply:

- All students (undergraduate and postgraduate) and researchers who are members of SASLHA, may access this service free of charge.
- Students (undergraduate and postgraduate) and researchers (local and international) who are non-members, will be charged a fee to cover administrative costs.

HOW to apply:

- All research invitation requests must be submitted to the office manager at admin@saslha.co.za.
- All research requests must include a completed **Research Invitation Template**.
- All research requests must include an **ethics approval letter** from the relevant institution. If ethics approval is contingent on approval from SASLHA for distribution and the submission meets all other requirements, a provisional approval letter will be issued for the relevant ethics committee which can be used to obtain full ethics clearance. Once this is obtained and submitted to SASLHA, the invitation will be scheduled for distribution.

Review, approval and distribution:

- Your submission will be submitted to the Research and Education Committee for review. A review will usually be completed in 1 week or less.
- You may be requested to make editorial changes to your template or provide your full ethics clearance letter following provisional approval by SASLHA. You will need to submit these for re-review before full approval is granted for distribution.
- Once all the above requirements are met (all editorial changes and full ethical clearance), your research invitation will be scheduled for distribution. Please note that this may take some time (up to 3-4 weeks) as SASLHA carefully schedules all mailers to prevent email overload to members in any one week. Please allow for this time on your cut-off dates for research participation on your research invitation.
- We only distribute research invitations once – please consider this when stating your cut-off date for participation.

Follow-up requirements:

- To determine the effectiveness of this service, we are collecting statistics regarding the response rates to the research invitations. Within 3 months of completing your participant recruitment, we ask you to report back to SASLHA (via a survey link) on how many participants responded to your research invitation. If you are distributing your research link through other sources than the SASLHA mailing list, we ask that you include a question in your survey or interview that allows you to identify how many respondents were from the SASLHA membership if possible.

We look forward to working with you in promoting research among our membership!