

THE CIRF is part of a submitted manuscript to Survey Research Methods with the title:

THE COGNITIVE INTERVIEWING REPORTING FRAMEWORK (CIRF):
INCORPORATING THE PRINCIPLES OF QUALITATIVE RESEARCH

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Appendix 1 Cognitive Interviewing Reporting Framework (CIRF)

1. RESEARCH OBJECTIVES

a. Clearly define the research objectives

- If relevant, describe the justification of the need for the study
- Clearly describe the context that gave rise to pretesting the instrument

b. Provide a review of the relevant background literature

- If possible, identify a theoretical perspective for the CI study

2. RESEARCH DESIGN

Describe the features of the overall research design

- Give convincing arguments for different features of the research design

3. ETHICS

Present evidence of thoughtfulness about research contexts and participants

- If applicable, was the study approved by an ethics committee or IRB?
- If appropriate, how was the research project introduced to settings and participants and how were people motivated to participate? Document consent procedures and information provided
- Discuss confidentiality of data and how anonymity of participants/sources was protected

4. PARTICIPANT SELECTION

Describe the participant selection methods used

- Describe the participants in adequate detail with respect to demographics and other project-specific items of information
- Consider whether the selection of participants satisfied the study objectives
- To what degree was saturation achieved?

5. DATA COLLECTION

a. Provide information about the data collection.

- Who conducted the interviews, and how many interviewers were involved?

- How were the interviewers trained?
- Were sessions recorded and if so was audio used or video?
- Were notes taken and how was this employed?
- What type of verbal reporting method was employed i.e. think-aloud, probing or combinations?
- Was the interview protocol adjusted to experiences during the research process, and if so, how?

b. Include information on data structure, and data management procedures

- Provide details concerning the nature of the collected data, and the way the data were stored
- Were exact participant quotes recorded, versus interview paraphrases?
- Were interview recordings transcribed?
- Were answers to the evaluated survey questions collected, or only interviewer and participant comments about those questions, along with responses to probe questions?

6. DATA ANALYSIS

a. Describe methods of data-analysis in this research project

- Describe how raw data were transformed into categories representing problem areas and solutions
- What considerations were there to use any software and to use a particular program?
- Has reliability been considered, including the repetition of (parts of) the analysis by more than one researcher?
- Consider how researchers worked together and how systematic analysis was encouraged, especially between laboratories or testing locations
- Present possible evidence of seeking diverse observations i.e. triangulation.

b. Was quantitative evidence used and added to the qualitative evidence?

7. FINDINGS

Findings need to be presented in a systematic and clear way either per item, meaningful part of the questionnaire or the entire questionnaire

- Present evidence for the findings

- Illuminate diversity / multiple perspectives / alternative positions in the evidence displayed
- Discuss the contribution of participant selection in generating diversity

8. CONCLUSION, IMPLICATIONS, AND DISCUSSION

Did the test address the research objectives?

- Include a copy of the modified questions, if one was produced as a product of testing and is available
- Discuss findings and solutions in the light of previous evidence

9. STRENGTHS AND LIMITATIONS

Discuss strengths and limitations of the design and employment of the study and how they can have affected the findings

- Report relevant expectations, or previous experiences
- Discuss generalisation to wider population from which the participants groups were drawn, and applicability to other settings
- Contribution to methodological development and future practice

10. REPORT FORMAT

Use a structured and accepted format for organising the report

- Include main study documents relevant for independent inspection by others as appendix materials, or internet links