

Cognitive Interviewing Reporting Framework (CIRF)

No	Guide questions/description	Reported on Page Number/Line Number	Reported Section/Paragraph
1. Research objectives			
<i>Define the research objectives</i>			
a.	What are the aims of the study	Page 6/line 119-122	Paragraph 2
b.	What is the context that gave rise to pretesting the instrument	Page 5/line 86-99, Page 8/line 165-173	Paragraph 1 (p.5), Paragraph 3 (p.8)
<i>Provide a review of relevant background literature</i>			
c.	What is the theoretical perspective for the cognitive interviewing study?	Page 5/line 100-107	Paragraph 2
2. Research design			
<i>Describe the features of the overall research design</i>			
a.	What was the basis for each feature of the design?	Page 10/ line 209-219	Paragraph 3
3. Ethics			
<i>Present evidence of thoughtfulness about research contexts and participants</i>			
a.	Was the study approved by an ethics committee or IRB? (consent procedures)	Page 6/line 130-132	Paragraph 4
b.	How was the research project introduced to settings and participants?	Page 10/line 201-203	Paragraph 2
c.	How were people motivated to participate?	Page 8/line 156	Paragraph 1
d.	How was confidentiality and anonymity of participants/sources protected?	Page 7/line 133-134	Paragraph 1
4. Participant selection			
<i>Describe the participants selection methods used</i>			
a.	What are participants details with respect to demographics and other project-specific items of information	Page 11/line 236-242	Paragraph 3
b.	Did the selection of participants satisfy the study objectives?	Page 20/line 436-447	Paragraph 2
5. Data collection			
<i>Provide information about the data collection methods</i>			
a.	Who conducted the interviews and how many interviewers were involved?	Page 9/line 194	Paragraph 2
b.	How were the interviewers trained?	Page 10/line 200	Paragraph 1
c.	Were sessions recorded and if so, was audio or video used?	Page 11/line 222	Paragraph 1
d.	Were notes taken and how was this employed?	Page 11/line 223	Paragraph 1
e.	What type of verbal reporting method was employed, that is, think-aloud, probing, or combinations?	Page 10/line 209-219	Paragraph 3
f.	Was the interview protocol adjusted during the research process and if so, how?	Page 9/line 187-189	Paragraph 1
g.	Was saturation achieved?	Page 20/line 439	Paragraph 2
6. Data analysis			

<i>Describe methods of data analysis in this research project</i>			
a.	How were raw data transformed into categories representing problem areas and solutions?	Page 11/line 226-228	Paragraph 2
b.	What software programs were used?	Page 11/line 232	Paragraph 2
c.	How reliability been considered, including the repetition of (parts of) the analysis by more than one researcher?	Page 11/line 223	Paragraph 1
c.	How did researchers work together and how were systematic analysis procedures encouraged, especially between laboratories or testing locations?	Page 11/line 229-230 (one testing location only)	Paragraph 2
d.	Were there any efforts for seeking diverse observations, that is, triangulation?	Page 11/line 231	Paragraph 2
e.	Was quantitative evidence used to supplement qualitative evidence?	Page 11/line 231	Paragraph 2
7. Findings			
<i>Present findings in a systematic and clear way, either per-item, per meaningful part of the questionnaire, or per entire questionnaire</i>			
a.	What was observed concerning subject behavior with respect to each evaluated item?	Page 12/line 244 to Page 17/line 370	All paragraphs
b.	To what extent did results differ as a function of subject characteristics, behaviors, or status?	Page 12/line 260 to Page 13/line 281, Page 14/line 306-312, Page 17/line 361-367	Paragraphs 3-1 (p.12 to 13), Paragraph 3 (p.14), Paragraph 2 (p.17)
8. Conclusions, implications, and discussion			
<i>Address the realization of the objectives</i>			
a.	If possible, include a copy of the modified questions if one was produced as a product or testing.	NA – this study focused on cognitive operations rather than development of a questionnaire per se	
b.	How do findings and solutions relate to previous evidence?	Page 18/line 382-383	Paragraph 1
		Page 18/line 423-428	Paragraph 3
9. Strengths and limitations of the study			
<i>Discuss strengths and limitations of the design and employment of the study and how these could have affected the findings</i>			
a.	What were relevant a priori expectations or previous experiences?	Page 9/line 196-198	Paragraph 2
b.	What are the implications of findings for generalization to the wider population from which the participants were drawn, or applicability to other settings?	Page 20/line 439-447	Paragraph 2
c.	What is the study's contribution to methodological development and future practice?	Page 18/line 386-396, Page 18/line 398 to Page 19/line 412, Page 19/line 415-420	Paragraph 1 (p.18), Paragraph 2-1 (p.18 to 19), Paragraph 2 (p.19)
10. Report format			
<i>Use a structured and accepted format for organising the report</i>			
a.	Include main study documents that are relevant for independent inspection by others as appendix or online materials.	NA – this study focused on cognitive operations rather than development of a questionnaire per se	

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*As the checklist was provided upon initial submission, the page number/line number reported may be changed due to copyediting and may not be referable in the published version. In this case, the section/paragraph may be used as an alternative reference.

Consolidated criteria for reporting qualitative studies (COREQ): 32-item checklist

No	Item	Guide questions/description	Reported on Page Number/Line Number	Reported on Section/Paragraph
Domain 1: Research team and reflexivity				
Personal Characteristics				
1	Interviewer/facilitator	Which author/s conducted the interview or focus group?		
2	Credentials	What were the researcher's credentials? e.g. <i>PhD, MD</i>		
3	Occupation	What was their occupation at the time of the study?		
4	Gender	Was the researcher male or female?		
5	Experience and training	What experience or training did the researcher have?		
Relationship with participants				
6	Relationship established	Was a relationship established prior to study commencement?		
7	Participant knowledge of the interviewer	What did the participants know about the researcher? e.g. <i>personal goals, reasons for doing the research</i>		
8	Interviewer characteristics	What characteristics were reported about the interviewer/facilitator? e.g. <i>Bias, assumptions, reasons and interests in the research topic</i>		
Domain 2: study design				
Theoretical framework				
9	Methodological orientation and Theory	What methodological orientation was stated to underpin the study? e.g. <i>grounded theory, discourse analysis, ethnography, phenomenology, content analysis</i>		
Participant selection				
10	Sampling	How were participants selected? e.g. <i>purposive, convenience, consecutive, snowball</i>		
11	Method of approach	How were participants approached? e.g. <i>face-to-face, telephone, mail, email</i>		
12	Sample size	How many participants were in the study?		
13	Non-participation	How many people refused to participate or dropped out? Reasons?		

Setting				
14	Setting of data collection	Where was the data collected? e.g. <i>home, clinic, workplace</i>		
15	Presence of non-participants	Was anyone else present besides the participants and researchers?		
16	Description of sample	What are the important characteristics of the sample? e.g. <i>demographic data, date</i>		
Data collection				
17	Interview guide	Were questions, prompts, guides provided by the authors? Was it pilot tested?		
18	Repeat interviews	Were repeat interviews carried out? If yes, how many?		
19	Audio/visual recording	Did the research use audio or visual recording to collect the data?		
20	Field notes	Were field notes made during and/or after the interview or focus group?		
21	Duration	What was the duration of the interviews or focus group?		
22	Data saturation	Was data saturation discussed?		
23	Transcripts returned	Were transcripts returned to participants for comment and/or correction?		
Domain 3: analysis and findingsz				
Data analysis				
24	Number of data coders	How many data coders coded the data?		
25	Description of the coding tree	Did authors provide a description of the coding tree?		
26	Derivation of themes	Were themes identified in advance or derived from the data?		
27	Software	What software, if applicable, was used to manage the data?		
28	Participant checking	Did participants provide feedback on the findings?		
Reporting				
29	Quotations presented	Were participant quotations presented to illustrate the themes/findings? Was each quotation identified? e.g. <i>participant number</i>		
30	Data and findings consistent	Was there consistency between the data presented and the findings?		
31	Clarity of major themes	Were major themes clearly presented in the findings?		
32	Clarity of minor themes	Is there a description of diverse cases or discussion of minor themes?		

From: Tong A, Sainsbury P, Craig J. Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups. Int J Qual Health Care. 2007;19(6):349-57