Included templates:

* Focus group cover sheet
* Focus group guide template
* Key informant interview cover sheet
* Key informant interview guide template

|  |  |
| --- | --- |
| **Focus Group Information** | |
| **Focus group:** |  |
| **Location:** |  |
| **Research Team Information** | |
| **Name of person(s) facilitating focus group:** |  |
| **Name of person taking notes:** |  |
| **Focus Group Information** | |
| **Date of focus group:** | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) |
| **Focus group START time:** | \_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_ (AM/PM) |
| **Focus group END time:** | \_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_ (AM/PM) |

**Date consent forms were signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)

**Was this focus group’s audio recorded?**

Yes No

**Were all focus group participants paid a $25 participant stipend?**

Yes No

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| --- |
| **Top 3 observations/points of interest from focus group:**  **1.**  **2.**  **3.** |

**Introduction**

[Moderator: introduce self and any co-moderators or other project members present]

Patients with these chronic conditions are often told to [insert text/information about health topic]. In this interview, we want to hear your opinions and experiences regarding the factors that [insert goal of interview].

This conversation is part of a larger project funded by [funding organization]. We are trying to learn more about [health topic]. We also want to learn more about how to involve patients, caregivers and other stakeholders in the process of developing questions that drive the research studies that get funded and conducted.

Before we begin discussing today’s topic, I want to go over some basic information. The first part is to make sure that everyone wants to participate today and to give you information about what that means. When we gather information from people as part of research, we ask them to understand and sign a consent form which serves of the purpose of making sure that you are informed about the project and about your rights. Let’s go over that now… [GO OVER CONSENT FORM WITH GROUP]

Any questions so far?

Okay, next we will go over a few ground rules for today’s discussion. Stop me if you have any questions.

1. This is a conversation. There are no right or wrong answers and we are not here to judge each other’s responses. Once someone is finished speaking, the next person will have a chance and it doesn’t matter if people agree or disagree with each other.
2. Everyone gets a chance to talk.
3. In order for people to feel free to speak, we need to respect each others’ rights. What you hear people talk about here should stay in this room – please do not share what other people said with others outside this group.
4. Please speak up and speak clearly so that we can be sure to hear your responses.

We have prepared some information for those of you who feel you have questions about dietary restrictions or where you can get help. After the session, please stop and get the information or talk to us if you feel it would be helpful.

OK. Let’s go around the room and quickly tell us your first name. You might want to mention something else about yourself, like [insert ice breaker question].

**FOCUS GROUP QUESTIONS:**

[insert questions]

**CONCLUSION:**

[insert wrap-up text]

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| --- | --- |
| **Key Informant Information** | |
| **Name of Key Informant:** |  |
| **Organization:** |  |
| **Position/Job title:** |  |
| **Contact Information (phone/email):** |  |
| **Engaging Richmond Information** | |
| **Name of person conducting interview:** |  |
| **Name of person taking notes:** |  |
| **Interview Information** | |
| **Date of interview:** | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) |
| **Interview START time:** | \_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_ (AM/PM) |
| **Interview END time:** | \_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_ (AM/PM) |

**Date consent form was signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (mm/dd/yyyy)

**Was this interview done over the phone or in-person?**

Over the phone In-person

**Was this interview’s audio recorded?**

Yes No

**Will this Key Informant be paid a $20 participant stipend?**

Yes No

|  |
| --- |
| **Top 3 observations/points of interest from interview:**  **1.**  **2.**  **3.** |

**INTRODUCTION:**

Thank you for taking the time to speak with me today. My name is [\_\_\_\_\_\_] and I’m a member of [research team name], a [description of research team and mission statement]. Currently, we are working on a project that seeks to develop research questions surrounding [health topic].

Patients with these chronic conditions are often told to [insert text/information about health topic]. In this interview, we want to hear your opinions and experiences regarding the factors that [insert goal of interview].

This conversation is part of a larger project funded by [funding organization]. We are trying to learn more about [health topic]. We also want to learn more about how to involve patients, caregivers and other stakeholders in the process of developing questions that drive the research studies that get funded and conducted.

Before we begin discussing today’s topic, I want to go over some basic information. The first part is to make sure that you want to participate today and to give you information about what that means. When we gather information from people as part of research, we ask them to understand and sign a consent form which serves the purpose of making sure that you are informed about the project and about your rights. Let’s go over that now…

[GO OVER CONSENT FORM WITH KEY INFORMANT]

Any questions so far?

We have prepared some information in case you have questions about dietary restrictions or where you can get help. After the interview, please let us know if you’d like a copy of this information.

**INTERVIEW QUESTIONS:**

[insert questions]

**CONCLUSION:**

[insert wrap-up text]