

Appendix E - Focus Group Letter

«Date»

Ms. «Mother's Name»

«Address»

«City, State» «Zip»

Dear Ms. «Last_Name»,

Thank you for agreeing to be part of a group discussion to give us your thoughts and ideas about the cheek cell sample kit and collection process for the National Birth Defects Prevention Study. We hope to gain valuable information that will help us improve the study and lead to a better understanding of the causes of birth defects.

We have enclosed a consent form for you to read. We will have copies of the consent form at the group discussion for you to sign. Also enclosed is a reminder card with the day, time, and location of your group discussion. Your group discussion will take two and one-half hours to complete, plus travel time. Refreshments will be provided. We have also included directions to the facility. If you are using our taxi service, the pick-up time and location are on your reminder card. If you do not use our taxi service, we will give you \$20 in cash at the discussion facility to cover your travel costs. Please plan to arrive at the facility on time. You will need to bring your photo ID to enter the building. If you arrive more than 15 minutes before the scheduled discussion time, you will have a chance to receive an additional \$25.

Also enclosed is a \$50 money order to cover your childcare costs. To thank you for your time we will give you \$50 in cash at the end of the discussion.

We will call you two days before and the morning of your scheduled discussion. If, for any reason, you are unable to attend your group discussion, please call <scheduler phone number>. Because we are only conducting several groups, if you cancel we may not be able to reschedule you for participating in a group. If you wish to have more information or have any questions, please call our toll free number 1-877-719-2027 or <Dr. Margaret Honein> at <(404) 498-4315>.

Thank you for helping us to better understand and prevent birth defects.

Sincerely,

<Dr. Margaret Honein>

<Address>

Enclosures (reminder card, consent form, directions to facility, \$50 money order)