

Appendix D – Focus Group Moderator Guide (English version)

Focus Group Moderator Guide January 2009

WELCOME

We want to welcome you here this (Morning, afternoon, evening) and thank you for your willingness to take part in a focus group so that we can learn what you think about small group meetings to learn more about the National Children's Study.

PURPOSE

We want to find what you think about small groups as a way to learn more about the National Children's Study. We want to know what you think about how to host the groups in a way that will encourage participation and we need your overall feedback about how to introduce this study to your friends, family and neighbors in a way to encourage people to find out about the National Children's Study.

CONSENT

In order to conduct the focus group today, we need your consent. It is important for you to know that your participation in this **research study** is voluntary. You may join, refuse to join or withdraw your consent to participate in the focus group for any reason without penalty.

This focus group is **research** that has been designed to obtain new knowledge. If you decide to participate in this focus group, you will be one of approximately 160 people in the county who will do so. Like you, all participants have self-selected to be part of this study.

Your participation in the focus group will last approximately two hours. You will be asked to discuss how small group meetings to discuss the NCS among your friends and neighbors would be received, and to give your feedback about the best way to conduct the small groups. You will also participate in the "mock" experience of a small group so that we can learn more about what persons like you in the community might need to know about this research study in order to consider participation.

Although you may not benefit personally from being in this focus group, you can know that there is a general benefit to society through your participation. We do not expect any risk to you. We will not record your name during the focus group; instead we will assign you a number that we will use to identify you during the focus group.

The consent **fact sheets** will be kept in a locked file cabinet and the names are only being kept as a requirement from the UNC. They will be destroyed once the focus groups have ended.

You will receive dinner tonight as our way of thanking you for your time. There are no costs to your participation in the study and you will not receive any monetary compensation for your participation.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0590). Do not return the completed form to this address.

Finally, if you have any questions about your rights as a participant in this research project, there is contact information on the consent **fact sheet**. You may contact the UNC Institutional Review Board with any questions that you may have.

Again, we thank you for your participation in today's/tonight's focus group. We will take a few moments now for you to review and the **consent fact sheet**.

INTRODUCTION TO VIDEO

The first thing we will ask you to do is to watch a short video. Please help yourself to dinner and we will watch while we eat.

VIDEO

Show Spanish version of the video.

What do you think? What questions do you have? Is there anything more that you would like to know? Based on what you know, would you encourage others to find out about the study?

VIGNETTE

Vignette: I want to tell you a story about someone I will call Maria Sanchez. She is new to this area. She is young, recently married, and pregnant for the first time.

She receives an invitation in the mail to come to a supper meeting to learn about the NCS. Will she come? Why or why not?

What if someone she knew got in touch with her personally about the invitation? E.g., called her on the phone? Will she come? Why or why not?

What if she knew that someone she knew would be there? Will she come? Why or why not?

Do you think it would help if someone she respected in the community had said it was okay? Who might that be?

Remember that Maria Sanchez is young and recently married. Do you think Mr. Sanchez will allow her to come to a supper meeting? Is it possible that he would say no? Why would he say no? What could she do to convince him?

Based on what you have learned so far, what would you tell Mrs. Sanchez to do?

EASE AND CONVENIENCE

Now, we want to ask you what the NCS team could do to make it easy and convenient for you and your friends to come to a small group meeting.

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What would be the best place to have the meeting?
Is there a particular day of the week that would be good? Time of day?
Will people be able to get there? Will they need a ride?
Should we provide a meal?
Is there anything else that we could do to make it easy for you and your friends to come?

WRAP UP

We have just a few more questions. First, do you know each other? Who knows who?

And finally, do you think that a small group meeting is a good way to introduce the study? Will people feel comfortable to ask questions in the small group?

Is there any other advice that you have for us?

THANK YOU.