

Attachment I: Sample Screening Script for Newspaper/Flyer Recruitment

NOTE TO REVIEWERS: THE FOLLOWING IS A PROTOTYPE SCRIPT THAT IS GENERALLY FOLLOWED BY THE RECRUITER FOR PLACING RETURN CALLS TO POTENTIAL PARTICIPANTS WHO HAVE RESPONDED TO OUR RECRUITMENT ADVERTISEMENT BY LEAVING THEIR NAME AND A DAY TIME PHONE NUMBER ON AN ANSWERING MACHINE. THE SCRIPT IS TAILRED TO THE PARTICULAR STUDY BEING CONDUCTED.

Project Recruiter:

Dial participant's telephone number [hereafter referred to as *P*] as indicated on audiotape recording.

- **Note: Speak only to *P*. If the number is answered by an answering machine, call back at another time without leaving a message.**
- **Laboratory Manager:** Good morning/afternoon, may I speak to (name)?
- **If *P* is not available or not at home, say, "Thank you" and try again at another time.**
- **If another household member answers and asks about the nature of the call, say "I'm returning a call (he/she) made to us"**
- **If *P* has been successfully contacted, continue...**

Hello, my name is [name]. I am calling (from/on behalf of) the National Cancer Institute. You may remember that you responded to the advertisement we placed in the [name of newspaper] on [date] or flyer looking for people to answer some questions about [FILL].

- **Wait for acknowledgment (e.g., "Yes, I remember")**

In order to determine if you are eligible for our study, I'll need to ask some background questions. Answering these questions is completely voluntary. Your answers will be kept strictly confidential. Is this a good time to ask the questions or should I call back later?

- **If not a good time to talk, schedule a time to call back.**
- **If good time to talk, continue...**

Note: Additional questions may be asked which are specific to the project for which the participant is being recruited.

1. Where did you see our advertisement?

2. How old are you?

3. What is the highest educational level you have completed?

- 9th grade or less 10th grade 11th grade 12th grade/high school
 Come college/Associate degree College graduate Post-graduate degree

4. Do you consider yourself to be Spanish, Hispanic or Latino?

- Yes
 No

5. What race or races do you consider yourself to be? You may indicate more than one of these --

- White
 Black or African American
 Asian
 American Indian or Alaska Native, OR
 Native Hawaiian or Other Pacific Islander

6. Please tell me which of the following categories represents your total household income last year:

- Less than \$20,000
 Between \$20,00 and \$60,000, OR
 More than \$60,000

If quota has been met go to exit script 2.

Entry Script:

Based on this information, we would like you to take part in our study. For this study an interviewer will ask you a variety of questions about [FILL]. Then the interviewer will ask you to explain what you were thinking as you answered the questions. The interviewer will also ask you about your opinions of the questions. Your answers will help us find out if the survey questions will be easy for other people to answer. Everything you say will be kept private. With your permission, we would like to audio/videotape your interview. The recording is a record of what we asked and what you said.

Do you have any questions at this point? *Pause to answer questions.* If (not/you have no other questions), then let's get you on the schedule, ok? We will be interviewing (Day, Month/Date) through (Day, Month/Date) from 8 a.m. to 6 p.m. Looking at your schedule, when would you be available to participate?
Schedule. [If date/times not available go to exit script 3.]

We will make a reminder call a few days in advance. If you have any questions or need to change your appointment, please feel free to contact me [name] at [phone number]. Thank you for responding to our ad, and I look forward to seeing you here at (DATE/TIME) *Get respondent to cite date & time if possible.*

Exit script 1: I'm sorry, you have to be over the age of 18 to take part in this study and therefore we won't be able to use you at this time.

Exit script 2: Based on this information, it seems that we may already have a number of volunteers with very similar answers to yours. At this point we need to talk with people with some different characteristics. However, if we have cancellations or other slots open up, I may wish to call you back. Would it be okay if I kept your name, telephone number, and the information you provided in response to the eligibility questions until we are done finding people for this study? [*If yes, retain contact information with note to delete if unused*].

Exit script 3: We are hoping to complete this study between (Month/Date) and (Month/Date), so it looks like we won't be able to schedule you at this time. Thank you anyway for your interest.