

ATTACHMENT H
FOCUS GROUP INVITATIONS

Will be printed on NIH letterhead or sent from an NIH e-mail address

Recruitment letter to participate in a focus group discussion

FirstName LastName
Organization
Address
City, State Zip

Dear Ms/Mr. [NAME],

The National Institute of Allergy and Infectious Diseases (NIAID) at the National Institutes of Health invites you to participate in a focus group discussion about the NIAID HIV Vaccine Research Education Initiative (NHVREI). This focus group will be conducted over the telephone. You were selected because your organization is working with NIAID and the Academy for Educational Development (AED) as part of the Local or National Partnership Program for NHVREI, or your organization is part of the NHVREI Network. NIAID has contracted NOVA Research Company to evaluate NHVREI, and these focus group discussions are part of that evaluation.

A focus group is a group interview to talk about a specific topic. Your opinions will provide valuable information about NHVREI, including how to better promote support for HIV/AIDS vaccine research efforts in communities that are disproportionately affected by HIV/AIDS. NOVA staff will lead the focus groups and they will last approximately 1 hour.

Your responses will remain private, except as required by law. Only evaluators from NOVA will hear your responses. Your opinions during the group discussion will be combined with the opinions of others in the group so that you will not be identified. You will not be identified in any reports or publications of this study.

Please e-mail projectmanager@novaresearch.com, or call (301) ###-#### to let us know if you would like to participate in the focus group discussion or not. NOVA Evaluation Staff will then provide you with more details about the group discussion and will work with you and other participants to identify convenient dates and times to hold the telephone focus group. If we don't hear from you by [DATE], NOVA Evaluation Staff will call you to follow up.

If you have any questions or comments regarding this study, please contact the study's Project Director, Dan Eckstein at 301-986-1891 or deckstein@novaresearch.com, or e-mail me at kripkek@niaid.nih.gov.

Thank you for your valuable assistance with this worthy study.

Sincerely,

Katharine Kripke
Assistant Director, Vaccine Research Program
Division of AIDS, NIAID, NIH, DHHS