

Dear Extramural Researchers,

A review of the DAIDS Policy Implementation Program is being conducted. The purpose of this review is to accurately gauge your perception with respect to the accessibility, understandability, applicability and harmonization of the research policies that serve as an integral component of your daily research activities. DAIDS acknowledges that the ability to reliably and consistently access, understand, apply and harmonize these policies is absolutely essential to the adherence of research protocols as well as the successful conduct of research.

We are hoping you are able to participate in a focus group during the time you're attending regional training [insert training name and date] to get your thoughts, ideas, and opinions on how easily research policies may be accessed, understood, applied and harmonized in your day-to-day research activities. Your participation is kindly requested and is not compulsory. However, DAIDS encourages your engagement in these focus groups, which are an important part of determining how to improve the DAIDS Policy Implementation Program. The input provided is fundamental to determining the effectiveness of the communication and dissemination of research policies. While the program review team will capture each participant's name and organizational affiliation, all identifiable information will be separated from participant response data. Furthermore, your identities will be kept private to the extent permitted by law, and all data and findings will be reported in aggregate for analysis purposes.

We thank you for your consideration with respect to participating in the scheduled focus group interviews. The ultimate goal is to derive a comprehensive assessment of whether the processes currently in place satisfactorily acquaint Extramural Researchers with the policies necessary to effectively and accurately conduct research. From the assessment, DAIDS aims to glean what has worked well to date, as well as where program improvements could potentially be made.

Thank you for your time and consideration,