

[<Email sent in advance to potential respondents](#)

Subject: Suicide Prevention Survey

Dear Student:

With funding from the Substance Abuse and Mental Health Services Administration (SAMHSA), ICF Macro is conducting a survey of students from your campus on suicide prevention. The survey is part of the cross-site evaluation of the federally funded Garrett Lee Smith Campus Suicide Prevention Program. Your campus received federal funds to implement a suicide prevention program. We are surveying students to gain a better understanding of your exposure to these activities, and your awareness and general knowledge of suicide risk factors.

Because you are part of this important federal project to prevent suicide among college age students, we would like to ask you some questions related your awareness and knowledge of suicide risk factors. Within the next few days, you will receive an email with a request to complete a brief web-based survey on suicide prevention.

Of course, participation in this survey is completely voluntary. Because this is such an important aspect of the federal effort to prevent suicide, we hope that you will take a few minutes to provide your insight about suicide related factors.

The forthcoming email **and letter via standard mail** will contain a password that will allow you to log in to a website and complete the survey.

To ensure confidentiality, your password will only be used for security purposes and to keep track of response rates. Individual responses will be kept strictly confidential. If you have any questions, please contact ICF Macro at gls-speaks@macrointernational.com and we will arrange for you to complete the survey.

Thank you in advance for your participation.

Sincerely,

Richard McKeon, PhD
Center for Mental Health Services
Substance Abuse and Mental Health
Services Administration

Christine Walrath, PhD
Principal Investigator
Cross-site Evaluation of the GLS Suicide
Prevention Program
ICF Macro

[<Email sent in to potential respondents following advance letter](#)

Subject: Suicide Prevention Survey

Dear Student:

Last week, you received an email from the cross-site evaluation team at Macro International Inc. introducing you to our Suicide Prevention Exposure, Awareness, and Knowledge Survey. Because you are a student on a campus that received federal funds to implement a suicide prevention program, you are our best source of information. You were randomly selected as a potential respondent from the student population on your campus. You were selected as part of a small group of individuals to complete this survey, which means your response is very important to us. This survey should take about 15 minutes to complete and we hope you take time to inform us about your exposure, awareness and knowledge of suicide prevention.

For your convenience, we have made the survey available on the Internet. Over the next few days, you can complete the survey at the following Internet address:

<https://www.suicideprevention-datacenter.com/fm2/login/start.cfm?code=QNJ>

When you reach this website, you will be asked to log in using a password. Your password is:

Password: XXXXX

Your password will only be used for security purposes and to track survey completion. Survey responses will be kept anonymous and will not be linked to individual respondents. Every effort has been made to ensure the security of the information you provide through the web-based survey. The survey is operated under a secure server and all transmitted information is encrypted. While your participation in this survey is completely voluntary, there are some questions that you will be required to answer on the web-based survey in order to maintain its flow and ensure the utility of the information gathered. There are few, if any, risks or benefits associated with participating in this survey.

This survey is being conducted as part of the Cross-site Evaluation of the Campus Suicide Prevention Program and is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). If you have any questions, please contact Macro International Inc. at gls-speaks@macrointernational.com. The results from the survey will be made available to all interested respondents.

Your time and effort are greatly appreciated.

Sincerely,

Richard McKeon, PhD
Center for Mental Health Services
Substance Abuse and Mental Health
Services Administration

Christine Walrath, PhD
Principal Investigator
Cross-site Evaluation of the GLS Suicide
Prevention Program
Macro International Inc.



May 19, 2010

Dear Student:

Last week, you received an email from the cross-site evaluation team at ICF Macro introducing you to our Suicide Prevention Exposure, Awareness, and Knowledge Survey. Because you are a student on a campus that received federal funds to implement a suicide prevention program, you are our best source of information. You were randomly selected as a potential respondent from the student population on your campus. You were selected as part of a small group of individuals to complete this survey, which means your response is very important to us. This survey should take about 15 minutes to complete and we hope you take time to inform us about your exposure, awareness and knowledge of suicide prevention.

Please accept this \$1 as a token of our appreciation for completing the survey. For your convenience, we have made the survey available on the Internet. Over the next few days, you can complete the survey at the following Internet address:

<https://www.suicideprevention-datacenter.com/fm2/login/start.cfm?code=QNJ>

When you reach this website, you will be asked to log in using a password. Your password is:

Password: XXXXX

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This survey is being conducted as part of the Cross-site Evaluation of the Campus Suicide Prevention Program and is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). If you have any questions, please contact ICF Macro at glS-speaks@macrointernational.com. The results from the survey will be made available to all interested respondents.

Your time and effort are greatly appreciated.

Sincerely,

Richard McKeon, PhD
Center for Mental Health Services
Substance Abuse and Mental Health Services
Administration

Christine Walrath, PhD
Principal Investigator
Cross-site Evaluation of the GLS Suicide
Prevention Program
ICF Macro

REMINDER EMAIL

Subject: Suicide Prevention Survey

Dear Student:

Last week you should have received an email about a Web survey on your exposure, awareness and knowledge of suicide prevention. You are among a group of students on your campus being surveyed. This survey is being conducted as part of the Cross-site Evaluation of the Garrett Lee Smith Suicide Prevention Program. Your campus is part of this important federal initiative, which is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). We understand that you are very busy, but we hope that you can find the time to complete this important survey.

You can access the survey by entering the following address into your Web browser:

<https://www.suicideprevention-datacenter.com/fm2/login/start.cfm?code=QNJ>

When you reach this website, please log in using the following password:

Password: XXXXX

Your password will only be used for security purposes and to track respondents. Survey responses are anonymous and cannot be linked to respondents. Every effort has been made to ensure the security of the information you provide in the web-based survey. The survey is operated under a secure server and all transmitted information is encrypted. There are few, if any, risks or benefits to participating in this survey.

Thank you in advance for your participation. As always, please feel free to contact ICF Macro at glS-speaks@macrointernational.com with any questions.

Sincerely,

Christine Walrath, PhD
Principal Investigator
Cross-site Evaluation of the GLS Suicide Prevention Program
Macro International Inc.

[FINAL REMINDER EMAIL](#)

Subject: Suicide Prevention Survey – (School Code)

Dear Student:

Last week you should have received an email about a Web survey on your exposure, awareness and knowledge of suicide prevention. You are among a group of students on your campus being surveyed. This survey is being conducted as part of the Cross-site Evaluation of the Garrett Lee Smith Suicide Prevention Program. Your campus is part of this important federal initiative, which is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). We understand that you are very busy, but we hope that you can find the time to complete this important survey.

You can access the survey by entering the following address into your Web browser:

<https://www.suicideprevention-datacenter.com/fm2/login/start.cfm?code=QNJ>

When you reach this website, please log in using the following password:

Password: XXXXX

Your password will only be used for security purposes and to track respondents. Survey responses are anonymous and cannot be linked to respondents. Every effort has been made to ensure the security of the information you provide in the web-based survey. The survey is operated under a secure server and all transmitted information is encrypted. There are few, if any, risks or benefits to participating in this survey.

This will be your final reminder for participating in our survey. We hope that you take the time to respond to these important questions, so that the systems in place to serve youth can be better understood. As always, please feel free to contact us at glsspeaks@macrointernational.com with any questions.

Sincerely,

Christine Walrath, PhD
Principal Investigator
Cross-site Evaluation of the GLS Suicide Prevention Program
ICF Macro

**Cross-site Evaluation of the Garrett Lee Smith Memorial (GLS)
Campus Suicide Prevention Program**

**Campus Infrastructure Interview
PHONE SCRIPT AND VERBAL CONSENT**

Hello, my name is [INSERT NAME] and I work for ICF Macro, a research and consulting firm. ICF Macro is conducting a cross-site evaluation of the federally funded Garrett Lee Smith Campus Suicide Prevention Program on behalf of SAMHSA. As part of this study, ICF Macro is conducting qualitative interviews with five key stakeholders on campus at two time points during the grant period with one administrator, one counseling center staff member, one human services faculty member, one non-human services faculty member, and one student leader (18 years of age or older) on each campus. We would like to interview you for both administrations in order to gather information on changes in campus infrastructure and knowledge around suicide prevention and related efforts. Specifically, these interviews are being conducted to obtain feedback from key campus stakeholders about the Campus Suicide Prevention Program, how grant funds are used to support suicide prevention, program activities, and your role in the program in order to create a picture of the suicide prevention project's impact on your campus.

You have been chosen to be an interview respondent to discuss your campus' suicide prevention effort because of your position as a [INSERT CAMPUS POSITION] at [INSERT CAMPUS NAME]. We are asking that you participate in these phone interviews which will take no more than 45 minutes of your time for each administration. If you agree to be interviewed, here are some things you should know:

Confidentiality: Your answers to the interview questions will be kept confidential except as otherwise required by law. There is no link between your name and the information you will be providing. Identifying information will not be disclosed to anyone but the researchers conducting this evaluation. The information that we report to SAMHSA will not contain any identifying information and your name will not be used in any reports about this evaluation.

Procedures: We are conducting interviews with five members of each campus community: one administrator, one counseling center staff member, one human services faculty member, one non-human services faculty member, and one student leader (18 years of age or older) with each of the 38 Campuses that were funded as part of the Garrett Lee Smith Campus Suicide Prevention Program. Each administration will be completed with same participants. Therefore, your input is very important to understand the impact of the campus suicide prevention program over time. We will call to interview you at a time that is most convenient for you. The interview questions ask you about your role and participation in the suicide prevention efforts at [INSERT CAMPUS NAME].

Risks: This interview poses few, if any, risks to you. You may choose to stop the interview at any time or not answer a question, for whatever reason. If you stop the interview, at your request, we will destroy your survey.

Your participation is voluntary. Refusal to participate involves no penalty or loss of benefits. If you agree to be interviewed, here are some additional things you should know:

- You may discontinue participation in the interview at any time without penalty or consequence.
- You may chose to not answer a question at any time without penalty or consequence.
- We would like to get your permission to record this interview to ensure that we accurately capture details that you provide. However, if you do not agree to be recorded, we will not record the interview. If you agree to be recorded, only ICF Macro staff will be able to use the recording. To protect your privacy, we will keep the notes and recordings in private files and only ICF Macro study staff will be allowed to use them. All tapes will be destroyed at the end of the evaluation, approximately three years from now. Your name and other information linking your name to what is said during the groups will not be reported when we present this study or publish its results. Do I have your permission to record the interview?

- YES
- NO

- ICF Macro staff will take notes during the interview.
- Any questions you have about this study will be answered before the interview begins. We will provide you contact information for the Project Director who you may contact with any questions that arise after your participation in this interview.
- You will receive a copy of this consent form via email or regular mail.
- Your name will not be used in any reports about this interview.

Contact information: If you have any concerns about your participation in this study or have any questions about the research, please contact Christine Walrath-Greene at 646-695-8154.

Do you agree to participate in the interview?

[INTERVIEW INSTRUCTION: Record answer, provide a signature and follow the procedures outlined]

- YES (Verbal Consent Provided)
- NO

[INTERVIEWER INSTRUCTION: RECORD THE FOLLOWING]

Date of consent obtained:

Time of consent obtained:

Site ID:

Participant ID:

Interviewer Signature: _____

[INTERVIEWER INSTRUCTION: - IF “NO” ABOVE THEN THANK THE PERSON FOR THEIR TIME AND END THE CALL. IF “YES” ABOVE THEN STATE THE FOLLOWING: I’m glad that you consent to be interviewed. Let’s set up a date and time most convenient for you to conduct the 45-minute interview.

DATE	
TIME	

[INTERVIEWER INSTRUCTION: SCHEDULE DATE/TIME FOR THE INTERVIEW]

Also I would like to send you an electronic reminder before our interview. Can you please confirm your name, address, phone number, and e-mail?

[INTERVIEWER INSTRUCTION: RECORD THE FOLLOWING]

NAME			
MAILING ADDRESS			
WORK TELEPHONE		CELL PHONE:	
E-MAIL			

Please contact me at [PHONE NUMBER] if your schedule changes so that we can reschedule a time to talk. Otherwise, I look forward to talking with you on [MONTH/DAY/YEAR] AT [TIME].

Thank you!