

**“CBO Needs Assessment for Preparedness and Resources for  
Support of Biomedical HIV Prevention”**

**Attachment 4 Pre-test Email Recruitment Script**

## **Pre-test Recruitment Email Script**

Good Morning/Afternoon! I was referred to you by \_\_\_\_\_ (name) at your organization. I am a researcher from the Division of HIV/AIDS Prevention at the Centers for Disease Control and Prevention (CDC). In order to understand how we can better support community based organizations (CBOs), we are conducting a needs assessment survey and we need your help.

Recently, we have seen the development of effective clinically-delivered biomedical HIV prevention methods. These biomedical interventions include preexposure prophylaxis (PrEP), nonoccupational postexposure prophylaxis (nPEP), and treatment as prevention (TasP).

We are conducting a web survey to assess the interest and current capacity of CBOs to implement these biomedical interventions. The results of this survey will help CDC understand the needs of CBOs regarding biomedical interventions so that we can develop tools and trainings.

Before we send the web survey out to CBOs, we are selecting a few people to pre-test the survey to make sure the questions are clear and relevant. In order to pre-test the survey, we are scheduling about 30 minutes on the phone to walk-through the web survey questions together with a few participants.

We would like to invite you to participate. Please let us know if you are willing to help and we will schedule a day and time for the phone call.

Thank you!!