

Local Effectiveness Assessment Project (LEAP), Part II

1. Recruitment Materials

Recruitment Script for Key Participants

RECRUITER: FOR EACH CALL, CONFIRM PERSON TO WHOM YOU ARE SPEAKING, CONTACT INFORMATION AND OTHER RELEVANT INFORMATION

Good morning/afternoon,

My name is _____, and I am calling from [Research Support Services/ Emory University/ IMPAQ International]. We are currently conducting a qualitative study for the Centers for Disease Control and Prevention.

The voluntary study will include a one-hour private semi-structured interview with key participants in the community about factors that affect HIV prevention efforts for gay, bisexual, and other men who have sex with men (MSM) in <JURISDICTION>.

If you choose to participate in the study, your name and other facts that might point to you will not appear when we present this study or publish its results.

We would very much like to understand your experiences and perceptions as a person who is knowledgeable about HIV prevention, care, and treatment issues among MSM in <JURISDICTION>. May I email you more information about our study for your consideration?

[-Collect email address and confirm email by spelling out loud]

[- If they want more information on the phone, provide using the fact-sheet as a guide]

And just to make sure that you are eligible, can you please confirm that you are 18 years of age or older?

Thank you very much for your time [name of contact]. I look forward to hearing from you!

[- Send email information after you hang-up]

Email Follow-up-Key Participant Recruitment

RECRUITER: FOR EACH EMAIL CUSTOMIZE AS APPROPRIATE BASED ON CONVERSATION AND OTHER RELEVANT INFORMATION GATHERED DURING CALL

Good morning/afternoon [name of contact],

Thank you for speaking with me earlier and considering participation in our study.

As I mentioned during our call, we (Research Support Services/Emory University/IMPAQ International) are conducting a qualitative study for the Centers for Disease Control and Prevention about factors that affect HIV prevention efforts for gay, bisexual, and other men who have sex with men (collectively referred to as MSM) in <JURISDICTION>.

Attached you will find the consent form with information about the study. We will bring a paper copy of the consent form to the interview for you to sign at that time.

Please let me know if there is any additional information that we can provide about the study. I will also follow-up with you in a few days to schedule a time at your convenience to discuss the study further.

Regards,

[Signature]

Initial Email for Participant Recruitment if No Initial Phone Contact

RECRUITER: FOR EACH EMAIL CUSTOMIZE AS APPROPRIATE BASED ON PRIOR CONVERSATIONS AND OTHER RELEVANT INFORMATION GATHERED

Good morning/afternoon [name of contact],

[Research Support Services/Emory University/IMPAQ International]) is conducting a qualitative study for the Centers for Disease Control and Prevention about factors that affect HIV prevention efforts for gay, bisexual, and other men who have sex with men (collectively referred to as MSM) in <JURISDICTION>.

You have been identified as someone who can provide valuable insight into of the prevention, care and treatment of HIV among MSM in <JURISDICTION>.

Attached you will find the consent form which contains information about the study. The in-person interview takes about 1 hour and will be scheduled at a time and place convenient to you.

You must be at least 18 years old to participate.

Pease call me at the number below to let me know if you are interested in participating. I would also be happy to answer any questions you might have.

Regards,

[Signature]