

## **Attachment 15: Recruitment Email to Potential Focus Group Participants**

Dear DAIDS staff, Extramural Researchers, External Stakeholders  
[appropriate group will be  
selected before email is sent],

A review of the DAIDS Critical Events Policy Implementation (CEPI) Program is being conducted. The purpose of this review is to accurately gauge your perception with respect to the awareness, accessibility, understandability, applicability and experience with the DAIDS Critical Events Policy and Manual. DAIDS acknowledges that the ability to reliably and consistently access, understand, apply and harmonize the Critical Event Policy and Manual is essential to the adherence to the reporting requirements of certain U.S. regulations.

We are hoping you are able to participate in a focus group [during the time you're attending a  
Network/DAIDS meeting (for non-DAIDS participants), insert training name and date] [at this  
date and time (for DAIDS staff)] to get your thoughts, ideas, and opinions on how easily research the DAIDS Critical Event Policy and Manual may be accessed, understood, and applied 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 Critical Events Policy Implementation Program. The input provided is fundamental to determining the effectiveness of the communication and dissemination of DAIDS research policies. While the program review team will capture each participant's name, organizational affiliation, and/or role, all identifiable information will be separated from participant response data. Furthermore, your identities will be kept secure to the extent permitted by law, and all data and findings will be reported in aggregate for analysis purposes.

The focus group interview will be approximately 90 minutes in length. You will receive a small stipend as compensation for your time in participating in the focus group [delete compensation sentence for DAIDS staff and DAIDS site monitors]. Please send an email to [insert email address] to be scheduled for participating in the focus group. You will be emailed an informed consent form to be completed and brought with you to the focus group.

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

meets the needs of DAIDS staff, Extramural Researchers/External Stakeholders [appropriate group will be selected before email is sent] 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 CEPI program improvements could potentially be made.

Thank you for your time and consideration,