

OMB Control Number: 0910-0497

Expiration Date: 10/31/2020

APPENDIX D: NOTIFICATION OF ELEGIBILITY AND SCHEDULING VIA EMAIL

Dear **XXX**,

Thank for agreeing to participate! We would like to schedule you for a focus group discussion.

The WebEx based focus group discussions will be held at the following times and will last about 90 minutes. Please respond with your availability to join a focus group at the times below:

- Time slot 1**
- Time slot 2**
- Time slot 3**
- Time slot 4**
- Time slot 5**
- Time slot 6**
- Time slot 7**
- Time slot 8**

I will moderate the discussion, and BWH study staff will observe the discussion and record typed notes. Attached are the following materials for your review prior to the focus group discussion:

1. Structured template + User Guide with example entries (required)
2. Focus group discussion questions (required)
3. ISPE/ISPOR joint task force paper on reporting (optional)
4. Paper on design visualization (optional)

Thank you, again, for your interest in improving transparency and reproducibility of database studies!

Cheers,
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