

**APPENDIX E: FOLLOW UP EMAIL FOR THANK YOU AND  
ACKNOWLEDGEMENT PERMISSION**

Hello,

Thank for your participation in the focus group discussion! Your feedback and engagement in the focus group discussion has been extremely valuable and will improve the Structured Reporting Template and User Guide.

We would like to acknowledge your contribution in a final paper that describes the structured reporting template, intended use cases, and the process to develop it.

If you would like to be acknowledged, please confirm your permission to release your full name and affiliation by responding to this email with the following statement:

“I, [Name], grant permission to Brigham and Women’s Hospital study staff to report my full name in an acknowledgement of participation and contribution to the development and critique of the Structured Reporting Template and User Guide in a full published manuscript.”

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

Cheers,  
Shirley Wang, PhD  
swang1@bwh.harvard.edu  
617-525-8376