

Appendix B: Confirmation and Reminder Emails

Confirmation Email

Dear [PARTICIPANT FIRST NAME/ Dr. NAME],

Thank you for agreeing to participate in a 1-hour focus group [WITH INDIVIDUALS WITH DIABETES OR PRIMARY CARE PROVIDERS] like yourself for a study sponsored by the Food and Drug Administration (FDA) about your experience and perceptions of prescription drugs. The discussion will also be video recorded to facilitate data analysis. In order to protect your privacy, we will be sharing only your first name with the research team. The attached informed consent document details your rights as a participant in this study. Please read this before the group in case you have any questions.

- Your focus group will be held on [DAY, DATE] at [TIME]
- The link to join the group is: [Zoomgov LINK]

In appreciation for your participation, you will receive [\$75/\$250] for completing the discussion. If you have any questions or find that you are unable to attend, please call [FACILITY'S TELEPHONE NUMBER] as soon as possible.

Thank you again for participating in this important study!

Reminder Email

Dear [PARTICIPANT FIRST NAME/ Dr. NAME],

This is reminder that you are scheduled to participate in an online focus group for an FDA study about prescription drugs with technology on [DATE] at [TIME]. The discussion is expected to last approximately 60 minutes and you will receive [\$75/\$250] as a token of appreciation for your participation. The link to join the discussion is: [Zoomgov LINK]

If you are unable to participate in the group at this time or no longer wish to be in the study, please contact us immediately at [FACILITY'S TELEPHONE NUMBER].

Thank you!