

EMAIL INVITATION AND INITIAL SCREENER

TITLE OF INFORMATION COLLECTION: FDA CTP 2021 Educational Outreach Focus Groups with Health Educators

EMAIL INVITATION WITH INITIAL SCREENER (sent by the participant recruitment vendor)

Subject line: Invitation: Middle/High School Health Education Teachers for Study about Tobacco/Vaping Prevention Instruction

Dear [First name]:

[RECRUITMENT VENDOR NAME] is looking for participants for an **Online Focus Group on Zoom** about your experiences teaching health education and tobacco and vaping prevention.

The aim of this study is to use your suggestions to develop effective skills-based health education lessons on **tobacco and vaping prevention** for middle school and high school students. This research project is being sponsored by the U.S. Food and Drug Administration.

INCENTIVE: As a thank you for participating, those who complete the **Focus Group** will be offered an incentive of a \$40 Visa gift card.

DATES: The focus groups will take place [MONTH DAYS, 2021, TIMES (each focus group will be 90-minutes in length)].

To determine if you are eligible for this study, click this link: [INITIAL SCREENER LINK***].

If your answers pre-qualify you for this study, I will call you to complete the screening process. Thank you for considering our invitation! I hope to speak with you soon.

Best regards,

[NAME AND CONTACT INFORMATION OF RECRUITMENT VENDOR REPRESENTATIVE]

*****INITIAL SCREENER (accessed by participants via the email invitation; to be completed by participants online)**

Thank you for your interest in participating in a focus group discussion to help the U.S. Food and Drug Administration (FDA) develop skills-based middle school and high school health education lessons targeting tobacco and vaping prevention.

The following questions are meant to determine if you are eligible to participate in a focus group discussion and to assure we recruit a diverse mix of participants across focus groups. Because of limited focus group seats, not all who are eligible and express interest in participating will be invited to take part in a focus group.

Thank you for answering the questions below. If you do not wish to answer a particular question, that is fine—simply leave that question blank and skip to the next question.

[Individuals completing this survey will not see text in blue.]

["HARD QUOTA": ELIGIBILITY QUESTION/INCUSION CRITERION]

1. Are you willing to answer a few questions to see if you are qualified to participate in the study?

- Yes
- No *[THANK AND DISMISS.]*

["HARD QUOTA": ELIGIBILITY QUESTION/INCUSION CRITERION]

2. Which grades do you teach? [SELECT ALL THAT APPLY]

- Grade 5 or earlier/younger *[TERMINATE SURVEY; GO TO TERMINATION TEXT]*
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- Higher than grade 12 *[TERMINATE SURVEY; GO TO TERMINATION TEXT]*

["HARD QUOTA": ELIGIBILITY QUESTION/INCUSION CRITERION]

3. Do you currently teach or have you taught health/health education in academic year(s) 2019/2020 and/or 2020/2021?

- Yes
- No *[TERMINATE SURVEY; GO TO TERMINATION TEXT]*

[TERMINATION TEXT:] Based on your answer, you do not qualify for this focus group. Thank you very much for your time.

["SOFT QUOTAS:" THE REMAINING QUESTIONS BELOW ARE FOR REPORTING ONLY AND FOR USE IN MAXIMIZING DIVERSITY ACROSS FOCUS GROUPS/DESCRIBING THE PARTICIPANTS.]

4. Do you currently hold a valid state-issued certification to teach health education? [SELECT ONE]

- Yes
- No

5. Which subject(s) best describes what you teach at your school? [SELECT ALL THAT APPLY]

- Health Education
- Physical Education
- I am a school administrator
- I am a school nurse
- Technology (e.g., computer science, digital media)
- Language arts (e.g., English, world languages)
- Social studies/Humanities (e.g., history, sociology, psychology, economics, journalism)
- Science
- Math
- Art/music/drama/film/fine arts
- I am a teacher's aide, librarian, or guidance counselor
- I am a coach of at least one school sports team/athletics department
- I am a substitute teacher
- I am a support staff member (e.g., reception, attendance, executive assistant, Bursar's office, finance)
- Other; please specify: _____

6. How many years have you been teaching? Please include months if necessary, like "5 years, 6 months." [OPTIONAL TEXT ENTRY]

7. Which type of middle school or high school best describes where you have been employed during academic years 2019/2020 and/or 2020/2021? If you changed schools between these academic years, please select what applies to your most recent or current school. [\[SELECT ALL THAT APPLY\]](#)

- Public middle school
- Private middle school
- Public high school
- Public middle school
- Other: [\[OPTIONAL TEXT ENTRY\]](#)

8. In what state is the school where you teach located? [\[DROP DOWN BOX OF U.S. STATES\]](#)

9. Approximately how many students are enrolled at the school where you teach? [\[OPTIONAL TEXT ENTRY\]](#)

10. Is your school located in an urban, suburban, or rural area? [\[SELECT ONE\]](#)

- Urban
- Suburban
- Rural

11. How do you identify?

- Female
- Male
- Prefer to self-describe: [\[OPTIONAL TEXT ENTRY\]](#)

12. Are you Hispanic, Latino/a, or of Spanish origin? [\[SELECT ALL THAT APPLY\]](#)

- No, not of Hispanic, Latino/a, or Spanish origin
- Yes, Mexican, Mexican American, Chicano or Chicana
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino/a, or Spanish origin; Please specify country of family origin:

13. How would you describe yourself? [\[SELECT ALL THAT APPLY\]](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Thank you again for completing these questions. A project staff member will be contacting eligible participants with an invitation to a focus group. Participants who are scheduled and confirmed to participate in a focus group will then review and sign an informed consent form to indicate voluntary participation.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this information collection has been estimated to average 1-4 minutes per response for the email invitation and initial screener (the time estimated to read, review, and complete). Send comments regarding this burden estimate or any other aspects of this information collection, including suggestions for reducing burden, to PRASStaff@fda.hhs.gov.