

## Appendix C – Email to Confirm Cognitive Interview Appointment

**SUBJECT:** VR&E Longitudinal Study Survey Interview Confirmation and Informed Consent

DEAR [FIRST LAST]:

This email is to confirm your appointment for [DAY and TIME] to participate in an interview for the VR&E longitudinal study survey.

At [DAY and TIME], please use your web browser to go to [VIDEO CONFERENCE URL] to attend the interview. Selecting the link above to join the meeting will redirect you to [MICROSOFT TEAMS or ZOOM] and allow you to join in your scheduled meeting session. To help protect your privacy and avoid disruptions, we request that you select a quiet and private setting for the interview.

This interview will ask about your participation in the VR&E program, recent employment and education experiences, any recent visits to medical facilities, and for your feedback about the questions and response options discussed with you. This information will help us improve the VR&E longitudinal study survey and ensure the questions are clear and understandable.

As described in the informed consent, participation in this study is voluntary and your responses will be kept private to the extent of the law. You can skip any question in the interview and stop at any time. Your decision to participate and any answers you provide will not impact any current or future benefits you may apply for. A copy of the full informed consent document is attached to this email.

We have planned for this interview to last about one hour. At the end, we will email you a **\$50 electronic Amazon gift card**.

If you have any questions about the interview, please call us at 1-855-731-0398 or reply to this email.

If you have questions about your rights and welfare as a research participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your first name, the name of the research study that you are calling about (VR&E LONGITUDINAL STUDY), and a phone number beginning with the area code. Someone will return your call as soon as possible.

Thank you for agreeing to participate in this interview.

Sincerely,

[NAME]