

Recruiting, Retaining, and Promoting Servicemembers who Identify as Hispanic or Latino/Latina

Sponsor Protocol Number: E791

Tab K: Virtual Focus Group Email Invitation Reminder (to be sent as a calendar invitation or email)

IRB Approved at the
Study Level
Dec 10, 2024

[NAME OF POTENTIAL VIRTUAL FOCUS GROUP PARTICIPANT],

Thank you once again for your interest in the “Recruiting, Retaining, and Promoting Servicemembers who Identify as Hispanic or Latino/Latina” research study, sponsored by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD P&R) Office for Civil Rights & Equal Opportunity Policy (OCREOP) and conducted by CNA.

I am following up to send a friendly reminder that you are scheduled to participate in a [FOR RECRUITER GROUPS: 60-minute; FOR ALL OTHER GROUPS: 90-minute] virtual focus group on [DATE] at [TIME]. You can access the virtual focus group on that date/time by clicking on the following link: [URL FOR FOCUS GROUP SESSION]

When it’s time for your focus group, please make sure you have access to a computer or other device with audio/video capability and a quiet, private space so that you can actively participate in the session and to help the session run smoothly.

As a reminder, your participation is voluntary. This focus group will be held with [SERVICE] [CATEGORY] from various locations. CNA will record discussion during the focus group and will also take notes; however, neither you nor your location/installation will be directly identified individually in any report or briefings. Recordings will only be accessed by the CNA study team and will be deleted at the end of this study. All information discussed will be summarized and reported by CNA, along with the information collected in other focus group sessions. Attached to this email is a Research Subject Consent Information Sheet that provides some additional information about the study and your participation in the study.

Before your focus group session on [DATE], please take a moment to complete the voluntary “Intake Form” by visiting the following link: [URL FOR ONLINE/QUALTRICS VERSION OF “INTAKE FORM”]. The information collected on this form will be used to help us better understand the comments made during the focus group. Completing this form is voluntary. If there are any questions you do not wish to answer, you may leave them blank. This form should take no more than 5 minutes to complete.

Thank you for your time and support, and please let me know if you have any questions or would like any additional information.

V/r,

[NAME]

[ELECTRONIC SIGNATURE]