

**MTN024- NON DATAFAX FORM**

Date:

// PTID  Visit No. .

**IN-DEPTH INTERVIEW INTRODUCTORY CHECKLIST**

***Instructions for the interviewer: Before starting the IDI, the interviewer explains to the respondent. Read aloud the statement below to the participant:***

Thank you for joining me today for this interview. My name is [insert name] and I am a part of the study team and am a member of a research group in San Francisco at RTI, International called the Women’s Global Health Imperative. Today, we are going to talk about your experience with the ring in MTN-024/IPM 031 and some of the questions I will ask are personal and may be sensitive. We will talk about your ring use, sexual activity, and vaginal practices. I hope you will feel free to answer candidly and openly. Our discussion should take no more than one hour.

I want to remind you that everything we talk about will be kept confidential. I will not share your personal information or your responses with anyone outside of the study. Are you still willing to participate in this interview?

*[Interviewer: check to indicate that this has been read to the participant. \_\_\_\_\_ ]*

*[Interviewer: Indicate participant’s response. Yes\_\_\_ No\_\_\_]*

As indicated in your informed consent form, we would like to audio record (and **not video record**) this interview so that I do not have to take many notes while we talk and I can dedicate all my attention to you. We have set up this video meeting system so that we can see each other while we talk. Once we finish, I will send the recording to a transcription center. Once I receive the transcript, I will delete the recording. The audio recording and the transcript from our discussion will be marked only with a study ID and not with your name or any other identifying information. Do you still agree to having this interview audio recorded?

*Interviewer: Indicate participant’s response. Yes\_\_\_ No\_\_\_]*

[IF YES] We will begin the audio recorder now.

*[Interviewer: start the audio recorder.]*

[IF NO] Since you declined audio recording, I will write notes as we conduct the interview. Please don’t be surprised if you see me looking down, instead of facing the computer screen, this is because I will be writing what you say.

Remember, you do not have to talk about anything you do not want to and you may end the interview at any time. If you need to stop or take a break at any time, just let me know.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Initials & Date \_\_\_\_\_

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