**ASPIRE Qualitative Component Readiness Checklist**

**Site Name and Location:**

**Site Investigator of Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement | Completed Date | | Comments |
|  | Update enrollment IC to include qualitative component OR develop separate IDI/FGD consent | |  |  |
|  | IRB/EC approval of LoA#2 and Informed Consent for qualitative component | |  |  |
|  | IRB/ EC approval of supplemental materials for qualitative component | |  | In-Depth Interview Guide in English and Local Language and Body Mapping Images must be approved to initiate IDIs.  Focus Group Discussion Guide (to be developed) in English and Local Language must be approved to initiate FGDs. |
|  | SOP on qualitative component procedures | |  |  |
|  | Visit checklists for qualitative procedures | |  |  |
|  | Participant randomization list received from SCHARP | |  |  |
|  | Required study materials obtained and onsite (i.e. audio recorder, printed guides and materials) | |  |  |
|  | Adequate staffing in place and updates to DoA log completed | |  |  |
|  | Required data transfer system in place, including testing of the system. | |  |  |
|  | Trainings conducted with relevant staff | |  |  |