**MTN-003D STAGE 2: SCREENING/RECRUITMENT CHECKLIST**

**Instructions:** When conducting the participant recruitment either in-person or over the phone, use this checklist to ensure that each item is discussed with the potential participant. This is not a script, but a prompt to ensure that no points are missed.

* Prior to contacting the participant, check to ensure they have provided permission to be contacted (PTC), and verify the preferred method of contact. Ensure the preferred method is contact is used when contacting the participant.
* When contacting the participant, the recruiter introduces self and role at the site: *Hello, my name is [insert name] and I am the [role] at [name of study clinic].*
* Provide name of study: The study is referred to as MTN-003D.
* Introduce where the study is currently taking place: MTN-003D is taking place at the [insert location].
* State the study’s overarching purpose: The goal of MTN-003D is to better understand VOICE participants’ use of study product while participating in VOICE.
* State the expected amount of participation: Women who join this study will be expected to participate in a single in-depth interview and/or a focus group discussion. No study products will be involved.
* Are you willing to be screened for participation in the MTN-003D?
	1. Your participation in the study is voluntarily and you can quit at any time
	2. If you are eligible, a staff member will explain the research study further and answer any questions you have
	3. If you want to join you will go through a written informed consent process, answer some basic questions about yourself, have the interview, and be reimbursed for your time and transport. The visit will last up to 3 hours.
	4. All the information will be treated confidentially
* Ask the potential participant if she has any questions about the study or what happens if she volunteers.
* Commitment (If interested): We would like to schedule you for a meeting with the MTN-003D interviewer. The interview will take place at [insert interview location]. If you are eligible and interested she will ask you to participate in a onetime individual interview at that time. She will ask you to provide written informed consent before any research activities begin.
* Document the screening and enrollment visit date on the participant contact log and in participant file notes, as appropriate. Document the screening date on the Screening and Enrollment Log.
* After scheduling the enrollment and behavioral interview visit, confirm the date/time and location of the visit and provide a contact name and number in case the individual wants further information prior to their visit.
* Thank the participant for her time.

**Staff Initials**  **Date**