| **FGD No.:** | **Visit Date:** |
| --- | --- |
|  |  |
| **Initials** | **Procedures** |
| **Preparation** |
|  | Audio-recorder checked (power supply, extra batteries, etc.) |
|  | Supplies gathered: pen and stationery for note-taking, consent forms, CRFs for each participant (PSF, BA, DEM), discussion guide, refreshments (if applicable), reimbursements |
|  | Verification of scheduled participants’ group status (18-21 or 21-40 at ASPIRE enrollment) |
| **Participant Arrival, IC & Data Collection** |
|  | Greet participants and offer refreshments |
|  | Complete procedures with all each FGD participant as outlined on the FGD Individual Participant Visit Checklist. |
|  | Review FGD ground rules: * No right or wrong answers
* Use pseudonyms when providing responses
* Information shared remains confidential
* Cell phone off
 |
|  | Conduct Phase 1 FGD Topic Guide  |
|  | Thank and reimburse the participants |
| **Post FGD (Immediately following FGD)** |
|  | Check audio recording to verify that the session was properly recorded. |
|  | Expand notes and complete debriefing report |
| **Comments**: *Initial and date all comments.*       |