| **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.* | | |