**MTN-032 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 she has 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.
	1. For example: Hello, my name is [insert name] and I am the [role] at [name of study clinic].
* Provide name of study. Note that the study is also referred to as MTN-032.
* Introduce where the study is currently taking place: at the [name of study clinic] or [other location].
* State the study’s overarching purpose: The goal of MTN-032 is to better understand ASPIRE participants’ use of the study product while participating in ASPIRE.
* State the expected amount of participation: Women who join this study will be expected to participate in a single in-depth interview or a focus group discussion. No study products will be involved.
* Ask the participant if she is willing to be screened for participation in the MTN-032. The following points may also be discussed at this point:
	1. Participation in the study is voluntarily and can quit at any time
	2. If eligible, a staff member will explain the research study further and answer any questions
	3. If the participants decides to join, she will go through a written informed consent process, answer some basic questions about herself, have the interview, and be reimbursed for her time and transport. The visit will last up to [X 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.
* If the participant is interested, schedule the study visit. Be sure to let the participant know:
	1. The interview will be with an MTN-032 interviewer
	2. Will take place at [name of study clinic] or [other location]
	3. There will be an informed consent process before any research activities begin
	4. The one-time individual interview will begin after the informed consent process. [Or the FGD will be scheduled on a different date.]
* Document the screening and enrollment visit date on the participant contact log and, if appropriate, in participant file notes. Document the screening date on the Screening and Enrollment Log.
* After scheduling the enrollment and study visit (either for an IDI or for a FGD), 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**