**Instructions:** Complete staff initials next to items completed. If an item listed on the checklist is not performed, enter “ND” for “Not Done” or “NA” for “Not Applicable” beside the item and record the reason why (if not self-explanatory); initial and date this entry. If any items are not completed on the date recorded above, ensure that the procedure date is included in the comments section.

| **Procedure** | | **Staff Initials** | **Comments** |
| --- | --- | --- | --- |
| **Preparation (prior to participant arrival)** | | | |
|  | Ensure staff and site readiness:   * Check audio recorder: ensure it is charged and has sufficient memory space available * Gather supplies: pen and stationery for note-taking, interview guide, refreshments (if applicable), reimbursement *(See also SSP section 3.5.2 for details on visit prep)* * Confirm availability of IDI venue/room and complete visit reminders as outlined in site accrual SOPs |  |  |
| **Participant Arrival, IC and Data Collection** | | | |
|  | If different day from completion of DCE:   * Register participant(s) and confirm identity per site SOPs * Confirm Informed Consent document(s) on file * Review/update locator form(s) |  |  |
|  | Inform the participant/couple that:   * An audio recording of the IDI will be retained for at least 3 years *[sites to include site-specific timeframe if IRB has different/longer requirements]* following study completion * Audio files will be stored securely and accessible only to designated study staff |  |  |
|  | Conduct IDI using the **MTN-045 In-Depth-Interview (IDI) Topic Guide** |  |  |
|  | Thank and reimburse the participant(s) |  |  |
| **Post-IDI** | | | |
|  | Complete other CRFs (PSF, PD, SH) as needed |  |  |
|  | Check audio recording to verify that the session was properly recorded |  |  |
|  | Expand notes and complete **IDI Debriefing Report** |  |  |
|  | Perform QC1 review:  CRFs   * Participant Status Form(s) (PSF) * Protocol Deviation Report (PD)\* * Social Harms Report (SH)\*   \*only if necessary  Other Forms   * IDI Debriefing Report |  |  |