Email Communications to Participants

Re: Password Protecting

Summary Report from Focus Group(s)

**(a) Initial email**

Subject line: [not linked to a research study]

Dear Study Participant,

Thank you again for participating in the focus group for the study titled, “XXX”.

Please find attached the summary report from the focus group for you to review. In order to enhance security, you are being sent the summary report in a password-protected file. I will send you the password in a separate email. Please note the password is case sensitive.

While we cannot go back and add to or remove language from the focus group itself, I would like to solicit your feedback regarding the analysis of the conversation. In your opinion, is the interpretation of the discussion accurate, or would you like to propose any changes to the document? If you wish to provide feedback, please add your comments to the end of the document using comments or track changes. Once you are satisfied with your feedback, please forward the edited document to me as a password-protected file. In order to do this on a PC, go to File > Info > Protect Document > Encrypt with Password. Type a password that does not include your account name and contains at least three of the following: (a) Uppercase characters (A through Z); (b) Lowercase characters (a through z); (c) Numerals (0 through 9); Non-alphabetic characters (such as !, $, #, %), then type it again to confirm it. Finally, save the file to make sure the password takes effect. If you have a Mac, go to Review > Protect Document. Under Security, you can select whether to enter a password to open the document, modify the document, or both. Please do both. Then, enter the password again to confirm and click ok. Please make sure to keep a copy of the password in a safe place because the password cannot be recovered if you forget it. Please email me the password in a separate email using XXX in the subject line.

I would appreciate receiving your comments within (timeframe; e.g., 1 week). If you do not have any changes to suggest, please email me stating you approve of the summary (using XXX in the subject line). If I do not hear back from you within this time frame, I will reach out to you again one more time.

Sincerely,

PI/RA’s signature

**(b) Password confirmation**

Subject line: [not linked to a research study]

Dear Study Participant

Recently, I sent you the summary report of our focus group discussion as a password protected file. The password for this file is XXX. The password is case sensitive. Also, please store the password in a secure space as it cannot be recovered if lost. Please delete this message once you have successfully opened the summary file. Feel free to contact me if you have any difficulties with this process.

Sincerely,

PI/RA’s signature

**(c) Reminder email**

Subject line: [not linked to a research study]

Dear Study Participant

Just a friendly reminder that I recently sent you the summary report of the focus group as a password protected file. The password for this file is XXX. The password is case sensitive. Also, please store the password in a secure space as it cannot be recovered if lost. Please delete this message once you have successfully opened the transcript file. Feel free to contact me if you have any difficulties with this process.

It would be appreciated if I could receive your comments within (timeframe; e.g., 1 week). If you do not have any changes to suggest, please email me stating you approve of the summary (using XXX in the subject line). As was stated in the consent form, if I do not hear from you after this time period, I will use this summary as the foundation for all dissemination materials.

Sincerely,

PI/RA’s signature