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Focus Group/Semi-Structured Interview Script Template

This Focus Group/Semi Structured Interview Script Template has been designed to meet current regulatory and ethical standards.

# Important things to remember when completing your focus group script template:

* You must add all relevant institutional logos into the header.
* You will add a version date in the footer. Only one version date should be listed. This document version date will be listed on the approval letter from the Research Ethics Office (REO).
* You will use the term “participant”, not “subject”.
* You must fully write out all acronyms and abbreviations when they are first used.
* You must make sure the size and font of the text are consistent (Open Sans, black, 10pt, as per [**Queen’s Brand Central**](https://www.queensu.ca/brand-central/visual-identity/typography)).
* You must check that page numbers in the footer are correct after you have completed the script and removed all unnecessary sections (including these instruction pages).

# Instructions for how to use/modify/alter this template:

* **Text in black**

You should not remove or alter headings and text that are in black. This text represents Queen’s University’s approved template wording, that should not be altered without justification.

* Text in a black box with a grey background

These areas indicate instructions specific to a heading/section/area of text. Once you have added your information to that heading/section/area, please remove the instruction box.

* Text in a dashed outline with a yellow background

Provides you with a prompt to adapt/alter that area of text to reflect your research study (i.e., add contact information, specify, or choose from several options). If the text is applicable to your study, you must change it to black text with no background colour. If the yellow highlighted area text is not applicable to your study, please remove it.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.

* **Headings in blue text with a pale blue background**

Provides you with a Heading for sections that include suggested text. You should only use these if relevant to your study. If the heading is applicable to your study, you must change it to black text with no background colour. If the Heading is not applicable to your study, please remove it.

**How to change your Heading text to black and remove background**

1. Select the Heading you wish to change.
2. Select the **Shading** dropdown Shading icon., select **No Colour**.
3. With the Heading still selected, select **Font Colour** Font colour icon., select **Automatic**.

* Text in blue with a pale blue background

Provides you with suggested text/example that you should use only if relevant to your study. If the text is applicable to your study, you must change it to black text with no background colour. If the text is not applicable to your study, please remove it.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.

These pages provide you with directions for navigating/altering this document/form/template.

You must remove these pages when you have completed the form. [Remove this instruction box]

Focus Group/Semi Structured Interview Script Template

**Study title:** Insert title as written on the protocol

**Principal Investigator:** Insert name, department, and telephone number

To help you to complete this Focus Group Script/Semi-Structured Interview Form please refer to the document **Queen’s REB Guidelines and Facilitator Guide for Focus Groups and Semi-Structured Interviews**. It will provide information on things to consider when conducting a focus group/semi-structured interview with research participants. [Remove this instruction box]

# Introduction

To properly complete the Introduction section of this template you must modify/adapt/alter the text below as outlined in the instructions at the beginning of this document.

[Remove this instruction box]

* The individual conducting the focus group/semi-structured interview is insert name of who is conducting focus group/semi-structured interview; also state your position/role and assisting or co-facilitating with me is insert their names/position.
* The focus group//semi-structured interview’s purpose is to gather opinions about include topics for focus group discussion because we want to know about insert general study objectives.

1. **Focus group/Semi-structured interview questions**

To properly complete the Focus group/semi-structured interview questions section of this template you must modify/adapt/alter the text below as outlined in the instructions at the beginning of this document.

[Remove this instruction box]

* Insert your focus group/semi-structured interview questions here.

1. **Recording audio**

To properly complete the Recording audio section of this template you must modify/adapt/alter the text below as outlined in the instructions at the beginning of this document.

[Remove this instruction box]

* During the focus group/semi-structured interview we will record insert audio and/or video recording during the focus group//semi-structured interview discussions using insert method of recording. The video files will be deleted right after the session, and only audio files will be kept for analysis. All tapes will be kept under lock and key by the researcher.

1. **Transcribing audio**

To properly complete the Transcribing audio section of this template you must modify/adapt/alter the text below as outlined in the instructions at the beginning of this document.

[Remove this instruction box]

* Names will be removed from transcripts. Participants will have coded numbers attached to their names, which only I/the study team members will know.
* The focus group/semi-structured interview discussion will transcribe the audio obtained from this session through insert method of transcription.
* The original audio files and transcripts for this session will be stored at describe storage measures, provide explanation of where both audio and files will be kept and timeline for storage.
* Only the PI and include researchers with access to files, for example, my thesis supervisor or co-researchers will have access to this focus group//semi-structured interview transcripts (with your names removed).

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