

T32 Focus Groups: Protocol Guide

WELCOME INTRODUCTION (5 minutes):

Hello. My name is _____ and I'm the moderator for today's focus group discussion.
(_____, my colleague/co-worker, will be taking notes.)

The multidisciplinary leadership team for Program Evaluation is facilitating the development of an evidence-based assessment process with evaluation tools that will be shared across UNC training programs to enhance program evaluation capacity.

Our purpose today is to get *your perspective on aspects of our training programs.*

We will use the information gained from these focus groups to inform our program evaluation design in ensuring that it covers the necessary elements for our doctoral and postdoctoral trainees across clinical, biomedical, and biological sciences at UNC.

1. Confidentiality:

As a reminder, everything that you say will be kept confidential by the researchers. We will be sharing findings with School leadership and potentially publishing our findings. All findings will be disseminated in aggregate form and nothing you say will be attributed to you by name. We would also ask that each of you similarly maintain the confidentiality of what is said in the group.

2. Discussion:

We need to hear from everyone in the course of the discussion, but you don't have to answer every question. Just remember to say what is true for you since we're interested in *your opinion*.

3. Recording:

This session is being recorded so that we can write an accurate report—not of who said what, but rather what was said. If there are any objections, we will not tape the session. Any objections?

4. Voluntary Participation:

Your participation in this group is entirely voluntary. You may stop participating at any time. You do not have to answer any questions that you do not wish to answer and you may leave at any time.

5. Thanks:

Thank you for arranging your schedule today to be here for this session. We really appreciate you giving us your time, and opinions.

Are there any questions before we get started?