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| Task 7.5 |
| Questionnaire for Study Leaders |
| For the collection of content needed to create tailored communication materials for study participants |

***INSTRUCTIONS***

*This questionnaire was developed by the scientific team of Task 7.5 with the aim of collecting the content required to develop tailored communication materials for participants in each specific HBM4EU study.*

*The questionnaire is addressed to the study’s leader and asks for information on the study’s aim and design, which ought to be communicated to participants.*

**The following questionnaire is addressed to HBM4EU study leaders. It was developed with the aim of collecting the content needed to support the specific study’s needs, with regards to the development of targeted materials for participants under task 7.5.**

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|  | **QUESTIONNAIRE DIRECTED TO HBM4EU SURVEY LEADERS**  **Please answer the following questions, based on the study plan of your survey. Your answers will be used to prepare targeted communication materials for (prospective) participants in your survey** | | | |
|  | **Heading/Domain** | **Questions** | | **Answer** |
| 1. | **Study Identification** | What is the ***name*** of your study? | |  |
| What is the ***code*** (acronym) of your study? | |  |
| 2 | **Content of study** | ***What chemicals*** will be assessed? | |  |
| ***Where*** will the study run (in ***which countries)***? | |  |
| Do you need ***translations*** of the materials? | |  |
| *If yes,* ***identify the languages*** | |  |
| & the ***deadline*** for finalizing the translations | |  |
| ***How many*** ***participants*** will be recruited? | |  |
| Overall, in ***all countries***? | |  |
| ***Per country***? | |  |
| What biological samples must the participant provide and who will get the samples (a doctor / nurse / other (who?) | |  |
| When (time period) will the study take place? | |  |
| Will you intervene in case of high incidence in any individuals? | If yes, please specify how?  (What will be your actions when participants have high amounts of certain chemicals in their specimens)? |  |
| 3 | **Why is this study being done and who approved it?** | What is the main goal / research question of this study for the general population and for workers? | *Please use bullet points, for example:*   * *to* find out if the current safety and control measures used across Europe can protect the public from the exposure to [ harmful chemicals * to develop new methods to assess the exposure to these chemicals. * …other |  |
| 4 | **Why am I asked to take part?** | *Please describe the study population (e.g. inclusion criteria)* | |  |
| How many participants per age group and per participating country? | |  |
| How did you find me?  (*e.g. from the registry?)* | |  |
| Why was I chosen to participate?  (e.g. i*s selection random?* | |  |
| 5 | **How will the study be carried out?** | Where will the study visit take place? *(specify)*  (*E.g. participant’s home / study center …* | |  |
| How much time do you estimate the participant will need to devote in total (sampling + questionnaire)? | |  |
| Estimated time for completion of questionnaire (*in minutes)* | |  |
| Will the questionnaire be self-administered or via interview? | |  |
| 6 | **What do I have to do if I agree to take part?** | *Please specify* how the invitee will express their interest (ex. send the reply card by post or return it to someone else / other)? | |  |
| 7 | **What Happens next?** | *Please specify what happens after the researchers receive indication of interest to participate*  *(e.g. a. confirmation of eligibility, b. if not able to participate will get a letter detailing reasons, c. if eligibility is confirmed, will contact be contacted to arrange appointment)* | |  |
| *Must participants complete the consent form and return it with the ‘yes’ reply card or they will have to bring it to the study appointment?* | |  |
| 8 | **How do I prepare for the visit?** | *Please specify any preparations required prior to the study appointment (e.g. receiving containers for urine samples with instructions)* | |  |
| 9 | **What will happen to the samples, data and results?** | Will samples be stored in a biobank?  If yes, please specify:  National or international  For how many years will the samples be stored?  What is the purpose of storing them? | |  |
| 10 | **How can I learn about the results of the study?** | Will results send via email, post, or on the website? *Please specify* | |  |
| Please specify for which samples we can provide individual results? *Please specify* | |  |
| After how long we will provide results? *Please specify* | |  |
| Please specify for which chemicals we can provide individual cut off values or interpretation. *Please specify* | |  |
| What will be your actions when participants have high amounts of certain chemicals in their specimens | |  |
| 11 | **How will my privacy be guaranteed?** | Please specify privacy procedures that will guarantee personal data protection  (anonymity or pseudoanonimity) | |  |
| 12 | **Why do you need my written consent?** | Might have contacted again in the future for statistical, scientific and/or historical purposes? | |  |
| 13 | **How will I benefit if I participate?** | What incentives will you give to participants | |  |
| 14 | **Are there any costs to me?** | *Please specify if any costs are involved and if you cover them (including postage / transport fees)* | |  |
| 15 | **What if I have any concerns or complaints while I’m taking part in the study?** | *Please specify if someone independent from the study will be available to receive any complaints.* | |  |
| 16 | **Who do I contact if I’m unsure about anything or would like further information about the study?** | *Please specify the name, function and contact information of the relevant researcher* | |  |