

Prepare first stage of study

Instructions

What

All study materials and tools should be checked before beginning the study.

How

A checklist is attached that allows you to confirm the items that have been completed in preparation for the study to commence.

First stage checklist template

First stage checklist	
Item	Done
Confirmed participant list	
Participant details received; <ul style="list-style-type: none">- Telephone number- Email address- Address- Assigned group	
Contact methods in place (email and mobile number)	
Study pack sent	
Consent form signed and received	
Data logging tool ready	
SMS messaging tool tested, ready and working	
Automated welcome SMS messages set up	
Templates created in SMS tool	
Stage one post-study survey created	
Stage one post-study interview guide ready	
Calendar time blocked out to facilitate post-study interviews	