

Collect/create study material

Instructions

What

Preparing everything you will need for the experiment before you begin the pilot is vital. It will allow you to test all the material and make any changes necessary before beginning the study.

How

A checklist is attached that allows you to confirm all the items that you will need.

Collect/create study material template

Study material		
Item	Purpose	Created/collected
Study timetable		
Recruitment criteria and screener	Decide who	
Recruitment survey	Find the right participants.	
Contact details (email address and telephone number)	Participants can contact the you if they need to.	
Participant data logging tool	Record the details of participants	
Participant information sheet and Informed consent form		
Study script		
Issue tracking sheet		
SMS messaging tool e.g. messagebird.com	Send automated SMSes.	
Participant details; <ul style="list-style-type: none"> - Telephone number - Email address - Address 	Contact the participants.	
Participant randomization tool e.g. Random Group Creator		

<p>Instruction sheets;</p> <ul style="list-style-type: none"> - General instructions - First stage instructions (experimental and control conditions) - Second stage instructions (experimental and control conditions) 	<p>Inform the participants what they will need to do.</p>	
<p>Participant performance recording device(s)</p>		
<p>Post-study stage surveys;</p> <ul style="list-style-type: none"> - stage one - stage two 		
<p>Group A study pack</p> <p>Week 1 pack</p> <ul style="list-style-type: none"> - Placebo medication - Instructions for week 1 - Post study instructions - Postage material (stamps, envelope) <p>Week 2 pack</p> <ul style="list-style-type: none"> - Placebo medication - Instructions for week 2 - Post study instructions - Postage material (stamps, envelope) 	<p>Provide the participants with all the tools they need to participate.</p>	
<p>Group B study pack</p> <p>Week 1 pack</p> <ul style="list-style-type: none"> - Placebo medication - Instructions for week 1 - Post study instructions - Postage material (stamps, envelope) <p>Week 1 pack</p> <ul style="list-style-type: none"> - Placebo medication - Instructions for week 2 - Post study instructions - Postage material (stamps, envelope) 		

Post study interview guides		
Post study survey <ul style="list-style-type: none">- Stage one- Stage two- End of study		