Appendix D  Focus Group Protocol

Running a Focus Group Protocol

24 Hours Before

- Ensure food is ordered
- Ensure room reservation is made
- Ensure 48 hour reminders have been sent
- Ensure a set of recorders and mics is in the office or possession of the facilitator
- Confirm with co-facilitator
- Confirm that FG has sufficient participants

Day of the Focus Group

- Ensure you have all materials on the checklist
- Make photo copies as needed of consent forms, demographic sheets, resources, sign-in sheets
- Get lock box, money and receipts
- Ensure day of reminders were sent to participants and there are enough participants
- Check recorders

Focus Group

- Arrive at the focus group location 30 minutes before participants to organize the room and your materials
- Pick-up/receive food – have phone number of for company
- Set up food
- Arrange chairs in a circle around a table
- Setup recorders, signup sheet, number plaque, consent forms and demographic forms at each seat
- Welcome focus group participants, inviting them to get something to eat
- Ask participants to sign in and begin reading through the consent form
- Once all participants have arrived, introduce self and the other facilitator
- Let people know where the closest restroom facilities are located
- Ask participants to turn in their consent forms and demographic sheet
- Ensure all participants consent
- Go through focus group introduction guide
Understanding and Responding to Campus Sexual Assault: A Guide for Colleges and Universities

- Before recording begins get verbal consent, as outlined, in the guide, to respect privacy and to record
- Test the recorder briefly (e.g., testing 123) and listen to recording before starting the recording
- When starting recording, state the number of the FG and the date

After the Focus Groups

- Explain that payments will be given individually to each participant and they will need to sign a receipt after which they can leave
- Pay all participants and have them sign the receipt
- Ensure that all audio file location are recorded in the tracking sheet
- Ensure that hand-written notes, sign-in sheets, the Debrief summary notes, and consent forms are returned to the office locked cabinet