**DELIVER Qualitative Component Readiness Checklist**

**Site Name and Location:**

**Site Investigator of Record:**

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| --- | --- | --- | --- |
|  | Requirement | Completed Date | Comments |
|  | IRB/ EC approval of supplemental materials for qualitative component |  | In-Depth Interview Guide in English and Local Language must be approved to initiate IDIs. |
|  | SOP on qualitative component procedures, including recruitment and data management |  |  |
|  | Visit checklists for qualitative procedures |  |  |
|  | Required study materials obtained and onsite (i.e. audio recorder, printed guides, and other materials as specified in the SSP) |  |  |
|  | Adequate staffing in place and updates to DoA log completed |  |  |
|  | Required data transfer system in place, including testing of the system. |  |  |
|  | Trainings conducted with relevant staff on qualitative SSP, relevant SOPs, and IDI guides |  |  |
|  | Each interviewer complete at least 2 mock IDIs and receive sign off from RTI |  |  |

*Please note that preparations for the DELIVER qualitative component should happen in parallel to general DELIVER activation timelines to facilitate the initiation of qualitative interviews at the time of study activation.*

**RTI International Approval** *(to be obtained after site-specific completion of all checklist items):*

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