# MTN-034/REACH Participant Transfer Checklist for IDI participants: **Receiving Site**

*\*\*\*This checklist should be filed at sites with the overall transfer paper paperwork once tasks have been completed, and a copy should be emailed to the QMT.*

**Transferring site:** **Receiving site:**  **PTID:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action Item | Person (s) Responsible | Status | Initial and date upon completion |
|  | Confirm receipt of qualitative folder with all the needed qualitative documentation via email to both the QMT and transfer site interviewers. File confirmation email in qualitative folder. |  |  |  |
|  | Confirm receipt of electronic files (e.g. transcripts and debrief reports) uploaded by RTI to the SFTP via email. Files should be downloaded from the SFTP within 3 days and deleted from the server that same day. |  |  |  |
| *Items 3-5 apply to only to SIDI participants who have not completed SIDI #3.* | | | | |
|  | Interviewer to review participant’s debrief reports, transcripts, and relevant parts of clinical and qualitative files to familiarize themselves with participant’s life, product use, and study experience. |  |  |  |
|  | Add participant to an empty row on Log 2 of QPL. The “data accepted” should be the date on which the participant agrees to continue as an SIDI participant at receiving site. The columns for completed SIDIs should be marked “N/A” and at the end of the table, site should including a note similar to the following “ SIDI1 & 2 interviews completed at \_\_\_\_\_\_ site prior to transfer”. Participant should **not** be added to Log 1 of QPL. |  |  |  |
|  | Schedule a phone call between interviewers at receiving and transferring site to discuss participant details. |  |  |  |