NEMS-P

Training Manual

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I. NEMS-P: Study Overview

Study Background

Obesity prevalence has reached pandemic proportions in the United States and become a major public health priority. Research has demonstrated that environmental factors such as physical activity and food environments, also known as the built environment, contribute to obesity. While research into the relationship between physical activity environments (both objective and perceived), levels of physical activity, and obesity is relatively well established, the parallel line of research in food, or nutrition, environments and obesity is still emerging.

Objective assessment of the food environment has demonstrated the effects of features such as availability, price and promotion (within restaurants) of food on consumption. To date, no comprehensive, validated instrument to assess the *perceived* food environment has been developed and tested. The aim of this study is to develop and validate such an instrument.

Study Objectives

We propose to develop and test the reliability and validity of a self-report (survey) measure that will assess people's perceptions of the foods available to them in their local environments.

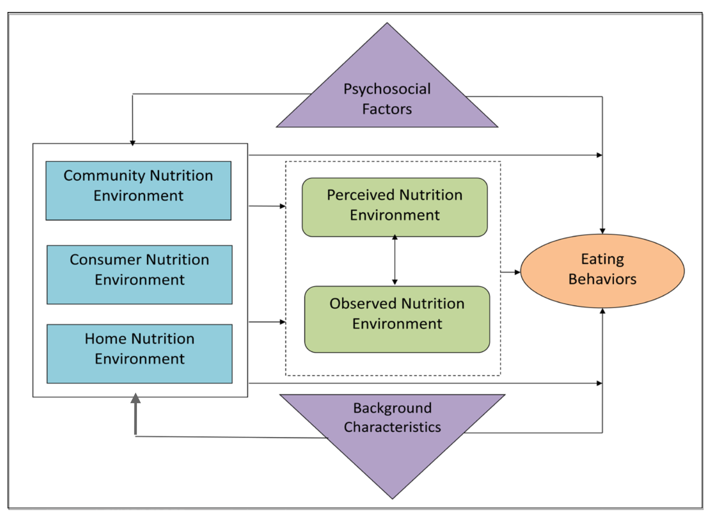
Primary Objective: develop a standardized measure of perceived nutrition environment and test its reliability and validity

Secondary Objective: the evaluation of whether observed nutrition environments and perceived nutrition environments are independent and additive mediators of the relationship between self-reported nutrition environments.

Study Design

The conceptual model for this assessment, like the Model of Community Nutrition Environments (Glanz, et al., 2005), suggests that nutrition environments such as community, consumer, and home environments directly influence eating behaviors, and that these effects can be moderated by individual perceptions of nutrition environments.

The interacting components of the model include the community nutrition environment, consumer nutrition environment, home nutrition environment, perceived nutrition environment, observed nutrition environment, psychosocial factors, background characteristics, and eating behaviors (see diagram). The focus of the study is on "Perceived Nutrition Environment" in the community, consumer, and home categories. Perceived and "observed" nutrition environments will be compared. Psychosocial factors are in the model but are a secondary focus of this pilot study, and a study of the association with eating behaviors is being explored only to a small degree in the present study.



I.NEMS-P: Study Overview

Summary of Procedures

The **first phase** of the study will consist of the **development of measures and a pilot study**. A draft of the Perceived Nutrition Environment Measures tool was developed by the research team. Next, the draft assessment tool was externally reviewed by several experts in the field and revised according to their feedback. IRB approval for the revised, test measure will be obtained before pilot testing begins.

Pilot testing will involve 16 individuals completing the survey and then participating in a cognitive interview. Approximately half of the participants will be Caucasian and half female. All subjects will be recruited through community centers in two low-socioeconomic status (SES) (North Philadelphia and West Philadelphia) and two high-SES (Chestnut Hill and Wynnewood) geographic areas of study.

After completing the informed consent forms, subjects will 1) complete the self-administered survey, which will help approximate the time needed to complete the survey, and then 2) complete an audio-taped cognitive interview with a member of the research team. The participant will be asked to describe thoughts, feelings, and ideas he/she had while completing the survey items (Carbone, Campbell et al., 2002). Subjects will also be asked for any suggestions on how survey items could be clarified or improved.

Finally, annotated notes describing the feedback for each survey item will be compiled. The information from the pilot testing phase will be compiled and reviewed, and used to further revise the survey instrument for the main study, which will then be submitted for IRB approval.

Following the pilot testing phase, the **second phase** of the study will be the **main measurement study**. In this phase of the study, 200 subjects from the four target areas (West Philadelphia, North Philadelphia, the Chestnut Hill area, and the Wynnewood area) will complete the measure on two occasions, with a 2-3 week interval between each survey administration. Observational measures of each neighborhood will be conducted using the NEMS-S and NEMS-R tools (Nutrition Environment Measures Survey in Stores, and Restaurant). Data analysis will then be completed. After the second phase of the study, the results of the study will be disseminated.

II.NEMS-P: Recruitment Overview

A. Recruitment Methods

Recruitment for both the pilot study and the main measurement study will take place in four target neighborhoods: North Philadelphia (ZIP codes 19121, 19122, 19132, 19133, 19134), West Philadelphia (ZIP codes 19131, 19139, 19143, 19151), the Chestnut Hill area (ZIP code 19118 and 19128) and the Wynnewood area (Zip code 19003, 19083, 19096). The former two are low-SES areas, and the latter two are higher-SES areas. Community centers such as the Women Infant and Children clinic (North Philadelphia) and organizations affiliated with the Netter Center for Community Partnerships (West Philadelphia) will be useful recruitment sites, and a full list of potential community centers to be utilized has been compiled.

We will use both on-site recruitment and flyer postings to recruit potential participants. A description of the study will be provided either in person or over the phone, and eligibility will be ascertained. Interested and eligible participants will be asked to schedule an appointment with the study staff, where they will provide written informed consent and complete the study assessments. Appointments will take place either at the research center, or at a public location in the participant's neighborhood when feasible. Participants will be reminded of their appointment via phone call when the date nears.

For the pilot testing phase we need to recruit 16 participants, half of whom will be Caucasian and half female. These participants will be distributed among the four different target areas (approx. 4 participants per area). For the main measurement study we are looking to recruit a sample of 225-250 participants, with the goal of having 200 participants actually complete both survey administrations. These participants will also be distributed over the four target areas (slightly more than 50 for each site).

B. Participant Eligibility Requirements

The key inclusion criteria for eligible subjects in both the pilot study and main measurement study are:

- Live in one of fourteen eligible zip codes in the greater Philadelphia area: 19003, 19083, 19096, 19118, 19121, 19122, 19128 19131, 19132, 19133, 19134, 19139, 19143, 19151
- Have lived in the neighborhood for at least 6 months and plan to live there for the next month
- Are between the ages of 18-65 years
- Perform some or all of the food shopping in their household

Participants should also:

- Be able to speak and read English fluently
- Have a working telephone number
- Be able to provide written informed consent
- Be willing to complete the study requirements

Pilot study participants will not be eligible to participate in the main measurement study. Main measurement study participants who fail to complete the study re-test (second assessment) will be excluded from the test-retest reliability, but can be used to look at the association with NEMS observed environments and in assessing biases from participants who completed the survey twice.

III.NEMS-P: Researcher Responsibilities

A. Pilot Study

Researcher responsibilities for the preparation, conduct, and follow-up for the 16 cognitive interviews include the following:

1. Eligibility screening and scheduling the interview
   - Researchers will be responsible for screening participants for eligibility and scheduling an interview.
     - If a potential participant calls the Center inquiring about the study, the researcher must describe the study and responsibilities and then conduct the screening. If the participant qualifies, the researcher will then be responsible for setting up an interview time.
     - If the participant is recruited in the field, the researcher must describe the study and responsibilities and then conduct the screening. If the participant qualifies for the study, the researcher can conduct the interview onsite. If the participant is unable to complete the study onsite that day, an interview can be scheduled for another date and time.
2. Interview Preparation
   - The researcher must remind the participant of the upcoming appointment via phone call.
   - The researcher must gather and arrange all necessary materials prior to the participant's arrival, including:
     - Consent form
     - NEMS-P Survey
     - Cognitive Interview Guide
     - NEMS-P Compensation form
     - C2 & W9 forms
     - Audio recorder
     - $25 gift card
3. Interview Paperwork
   - First, the participant will be asked to read and complete the consent forms before the researcher proceeds with the pilot study.
   - The researcher will answer any questions the participant may have about the study protocol.
4. Completion of Study Assessment
   - The researcher will introduce the self-administered NEMS-P Survey.
   - The researcher will allow the participant as much time as necessary to complete the study assessment. The researcher should record how long it takes the participant to complete the survey on the Cognitive Interview Guide.
   - The researcher will answer any procedural questions that arise.
5. Cognitive Interview
   - The researcher will conduct the cognitive interview after the participant has completed the study assessment.
   - The researcher will begin with an introduction of the procedures and answer any questions.
   - The researcher will then proceed to administer the actual cognitive interview, following the guidelines outlined in the Cognitive Interview Script.
   - Finally, the researcher will close by answering any remaining questions, noting additional comments from the participant, and providing compensation for the session.

6. Participant Compensation
   - Once all study assessments are complete, the researcher will need to have the participant fill out the compensation and C2 forms (and the W9 form if required).
   - After verifying that all compensation forms are complete, the researcher can give the participant the $25 gift card.
7. Data Entry
   - After returning to the office, the researcher needs to review the audio tape and all other cognitive interview materials for completeness within 24 hours of the interview.
   - The researcher should then enter all data into the appropriate databases.

B. Main Study

The following study activities can take place in a combination of methods – in-person, over the phone, and/or through the mail.

	In-Person	Phone	Mail
Provide an Overview of the Study	✓	✓	-
Determine Eligibility	✓	✓	-
Obtain Consent	✓	✓	-
Complete Survey at 1st time point	✓	-	✓
Participant Compensation at 1st time point	✓	-	✓
Complete Survey at 2nd time point	✓	-	✓
Participant Compensation at 2nd time point	✓	-	✓

Below is an overview or researcher responsibilities for the preparation, conduct, and follow-up of main measurement study procedures:

1. Eligibility screening
   - Researchers will be responsible for screening participants for eligibility and obtaining consent. This can either be done in-person or over the phone. Either way, the researcher must describe the study and responsibilities and then conduct the eligibility screening. If the participant is eligible and interested in participating in the study, proceed to obtaining consent.
2. Obtaining consent
   - Once the researcher determines that the participant is eligible for the study, the researcher must obtain consent from the participant.
     - If a potential participant calls the Center inquiring about the study and qualifies to participate, the researcher will then obtain consent from the participant verbally.
     - If the participant is recruited in the field and he/she qualifies for the study, the researcher can obtain written consent in person.

3. Survey 1
    - If the participant is interested in having the survey mailed to him/her make sure to gather the appropriate materials, including:
        - NEMS-P Survey 1 Cover Letter
        - Copy of Verbal Consent form
        - NEMS-P Survey
        - NEMS-P Survey Return Envelope

- If an appointment has been made to complete the study activities in person, then the researcher must schedule a time to meet. Make sure to remind the participant of the upcoming appointment with a reminder phone call.
- The researcher must gather and arrange all necessary materials prior to the participant's appointment, including:
    - Copy of Verbal Consent form OR 2 Copies of the Written Consent Form
    - NEMS-P Survey
    - NEMS-P Compensation form
    - C2 & W9 forms
    - $10 gift card
- The researcher must also know how to get to and from the meeting location if off-site and remember to take the SEPTA Trailpass or SEPTA tokens if necessary.

4. Initial Study Session
- The first survey can either be completed in person or mailed to the participant to complete and return.

If in person:
- If the participant was not verbally consented over the phone, obtain written consent from the participant.
- The researcher will introduce the self-administered NEMS-P Survey and answer any questions that the participant may have. Allow the participant as much time as necessary to complete the study assessment, and record how long it takes the participant to complete the survey.
- Once the participant has completed the survey, the researcher will provide participant compensation for the session.
    - Have the participant fill out the compensation and C2 form (and W-9 if necessary).
    - After verifying that all the compensation forms are complete, the researcher can then give the participant the $10 gift card.
- The researcher should close the initial study session by discussing the procedures related to the follow-up survey and answering any questions that the participant may have.
    - Make sure to confirm the participant's mailing address for mailing the 2nd survey and gift card.

If through the mail:
- The participant will be mailed the following materials:
    - NEMS-P Survey 1 Cover Letter
    - Copy of Verbal Consent Form
    - NEMS-P Survey
    - NEMS-P Survey Return Envelope
- Once the completed survey is returned in the mail, the participant will be mailed the $10 gift card and the required compensation forms.

5. Follow-up Study Session
   - All follow-up surveys will be administered 2-3 weeks after the initial survey was completed.
   - The participant will be mailed the survey with a return envelope. If the participant prefers, arrangements can be made to complete the survey in person.
   - Once the 2nd survey is completed and returned the researcher will mail out the $15 gift card, compensation form, and C2 form (and W-9 form if necessary).
6. Data Entry
   - After each study session (initial and follow-up), the research should appropriately file all study materials.
   - The researcher should also track participant activity in the NEMS-P Tracking Log.
   - All researchers will need to assist with survey scanning and data management.

IV. NEMS-P: Pilot Study Procedures

A. Scheduling the Cognitive Interview

Instructions

Scheduling the cognitive interview can take place two different ways: in-person or over the telephone. In both circumstances the format will be the same. First, ask the potential participant if they have a minute to talk about the study. Second, see if the person is interested and check participant eligibility. Third, either schedule a time for the cognitive interview or begin cognitive interview (if in-person). When scheduling, it is important to refer to the scheduling log (in the NEMS-P Study Materials Binder) to check for any previously scheduled interviews.

In-Person Scheduling

Good morning/afternoon. I'm from the Center for Health Behavior Research at the University of Pennsylvania, and we are working on a study on the food environment in your neighborhood. Do you have a minute to let me tell you about our study?

If no: Is there a better time when we could call you to discuss the study?
[Interviewer is now responsible for getting contact information and scheduling the interview]

If yes: Great. The purpose of our study is to learn more about people's opinions on the foods that are available to them in their neighborhoods. If you agree to participate in this study, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you. The first thing we'll need to do is see whether or not you are able to participate in the study. I am going to ask you a few questions, okay?

[Complete screening form]- -> If not eligible, thank the individual for their time and say goodbye!

Great. Like I mentioned, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you. The types of questions we will ask include how easy it is for you to get food from different places in and around your neighborhood, the range and quality of these foods, and whether they are affordable or not. After you complete the survey, a member of the study team will ask you to talk about the questions you answered.

You will be asked what you think each survey question was asking you, and if you had any difficulties in answering the questions. Your discussion with the staff member will be audio recorded. These audio files will be kept in a secure location that only study staff will have access to. Once the study is finished, these files will be destroyed. This session will last for approximately 90 minutes, and at the conclusion of the session you will be compensated with a $25 gift card for your time.

Would you like to participate in our study?

- **If yes:** Great! *[Continue to next question]*
- **If no:** Thank you for your time and have a nice day.

Would you be available now to complete the survey?

- **If yes:** Great. Let's get started!
- **If no:** Would there be a time this week that you would be available?
  [If the participant is not available this week, the interviewer should find the soonest possible time to schedule the interview]
  → **If yes:** Great. Would you prefer to meet us at Penn or to meet us here?
  [Finish scheduling and say goodbye]

Telephone Scheduling

Incoming Call

Good morning/afternoon. Thank you for calling the Center for Health Behavior Research, this is ______________.

Thank you for your calling to let us know of your interest. Do you have a minute to let me tell you about our study on the food environment in your neighborhood?

<u>If no:</u> Is there a better time when we can discuss the study?

[Interviewer is now responsible for scheduling the interview]

<u>If yes:</u> Great. The purpose of our study is to learn more about people's opinions on the foods that are available to them in their neighborhoods. If you agree to participate in this study, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you. The first thing we'll need to do is see whether or not you are able to participate in the study. I am going to ask you a few questions, okay?

[Complete screening form]- -> If not eligible, thank the caller for their time and say goodbye!

Great. Like I mentioned, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you. The types of questions we will ask include how easy it is for you to get food from different places in and around your neighborhood, the range and quality of these foods, and whether they are affordable or not. After you complete the survey, a member of the study team will ask you to talk about the questions you answered. You will be asked what you think each survey question was asking you, and if you had any difficulties in answering the questions. This session will last for approximately 90 minutes, and at the conclusion of the session you will be given a $25 gift card for your time.

You can either come to Penn to complete the survey or we can meet you at [name of local community center].

Would you be interested in participating in this study?

<u>If no:</u> *Thank the caller for their time and say goodbye!*

<u>If yes:</u> Great. I will need to get some contact information from you. Is that okay?

[Complete Contact Information portion of the Eligibility Form]

Would you rather complete the survey at Penn or can we meet you at [name of local community center]?

<u>If interested in coming to Penn:</u> Great. Is there a time on [insert date] when would you be able to meet us to complete the survey? Remember, the survey and the interview will last approximately 90 minutes.

- **<u>If no</u>**: Offer them other dates that they can come in to complete the survey.
- **<u>If yes:</u>** Great. We have you confirmed then for [time/date of interview].
  - *--> Proceed with Penn transportation information on page _____*

<u>If interested in meeting at the community center:</u> Would you be available [date and time that we have space at the community center].

- **<u>If no</u>**: Offer them other dates that they can come in to complete the survey.
- **<u>If yes:</u>** Great. We have you confirmed then for [time/date of interview].
  - *--> Proceed with site specific transportation information in Appendix B.*

Outgoing Call

Good morning/afternoon. This is _________________ calling from the Center for Health Behavior Research at the University of Pennsylvania. Is (insert potential participant's name) available?

If no: Is there a better time when we can reach (insert potential participant's name)?
[Interviewer is now responsible for scheduling another time to reach the participant]

If yes: Good morning/afternoon (insert potential participant's name). This is _________________ calling from the Center for Health Behavior Research at the University of Pennsylvania. We received your contact information from a previous study you participated in with Dr. Amy Hillier. Do you have a minute to let me tell you about our study on the food environment in your neighborhood?

If no: Is there a better time when we can discuss the study?
[Interviewer is now responsible for scheduling another time to speak with the participant]

If yes: Great. The purpose of our study is to learn more about people's opinions on the foods that are available to them in their neighborhood. If you agree to participate in this study, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you.

Would you be interested in hearing more about the study?

If no: *Thank the caller for their time and say goodbye!*

If yes: The first thing we'll need to do is see whether or not you are able to participate in the study. I am going to ask you a few questions, okay?

[Complete screening form]- -> If not eligible, thank the caller for their time and say goodbye!

Great. Like I mentioned, you will be asked to complete a survey that asks about your attitudes and habits regarding the food resources available to you. The types of questions we will ask include how easy it is for you to get food from different places in and around your neighborhood, the range and quality of these foods, and whether they are affordable or not. After you complete the survey, a member of the study team will ask you to talk about the questions you answered. You will be asked what you think each survey question was asking you, and if you had any difficulties in answering the questions. This session will last for approximately 90 minutes, and at the conclusion of the session you will be given a $25 gift card for your time.

You can either come to Penn to complete the survey or we can meet you at [name of local community center].

Would you be interested in participating in this study?

If no: *Thank the caller for their time and say goodbye!*

If yes: Great. I will need to get some contact information from you. Is that okay?

[Complete Contact Information portion of the Eligibility Form]

Would you rather complete the survey at Penn or can we meet you at [name of local community center]?

<u>If interested in coming to Penn:</u> Great. Is there a time on [insert date] when would you be able to meet us to complete the survey? Remember, the survey and the interview will last approximately 90 minutes.

<u>If no</u>: Offer them other dates that they can come in to complete the survey.

<u>If yes:</u> Great. We have you confirmed then for [time/date of interview].

--> Proceed with Penn transportation information in Appendix B.

<u>If interested in meeting at the community center:</u> Would you be available [date and time that we have space at the community center].

<u>If no</u>: Offer them other dates that they can come in to complete the survey.

<u>If yes:</u> Great. We have you confirmed then for [time/date of interview].

--> Proceed with site specific transportation information in Appendix B.

B. Cognitive Interview Preparation

1. Reminder Phone Call

The day before a participant is scheduled for a cognitive interview, you need to provide them with a reminder phone call. A list of the scheduled participants for the following day can be found in the NEMS-P Study Materials Binder.

Reminder Phone Call Script

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If the participant answers the phone:

Hi my name is __________ and I am calling from the Center for Health Behavior Research. I am just calling to remind you that we have you scheduled to participate in a session for our study tomorrow, __________ (the date), at __________ am/pm (time). A member of our research team will meet you at the __________ (meeting site). They will be wearing a yellow t-shirt so you can look for that to identify them by. If you have difficulty getting to your session, please call us. The phone number to reach us at is __________. Are there any other questions I can answer for you?

Thank you again for your participation and we look forward to meeting with you tomorrow.

****

If the participant does not answer, please leave the following message:

Hi my name is __________ and I am calling from the Center for Health Behavior Research. I am just calling to remind you that we have you scheduled to participate in a session for our study tomorrow, __________ (the date), at __________ am/pm (time). A member of our research team will meet you at the __________ (meeting site). They will be wearing a yellow t-shirt so you can look for that to identify them by. If you have difficulty getting to your session, or if you have any other questions, please call us at 215-746-4158. Thank you again for your participation and we look forward to meeting with you tomorrow.

****

2. Materials

The following materials should be prepared and brought with you to the cognitive interview:

- Pens
- Consent Forms (2 copies)
- NEMS-P Survey
- Cognitive Interview Guide (2 copies)
- Compensation Form
- C2 Form & W9 Form
- $25 Gift Card
- Audio recorder

There will be already prepared packets of these forms located in a box labeled "NEMS-P Cognitive Interview Forms". This box can be found in room 835. Additional copies of all the forms can also be found in the NEMS-P Study Materials Binder.

The audio recorder can be found in the black cabinet in Diana's office. There will be a log for the recorders on top of the filing cabinet; please sign in and out the recorder that you take with you to conduct the interviews. Below is an example of the Audio Recorder Sign out Log.

NEMS-P Audio Recorder Sign-Out Sheet

Audio Recorder #	Staff Initials	Site	Check-out Date	Return Date
1	SG	Enterprise Center	7/27/10	7/27/10

Audio Recorder Sign out Log

The gift card used for payment can also be found in the black cabinet in Diana's office. In the gift card tracking log in the NEMS-P Study Materials Binder, please be sure to write the date, the gift card number, and your initials for each of the gift cards you bring with you to a study session or to the community centers. Along with the gift card number, be sure to specify type (Target or CVS) and denomination ($10, $15, or $25). The gift card number can be found on the back of the gift card. For the Target gift card, write down the 6 digit sequence number. For the CVS gift card, write down the 16 digit card number. When you return to the office, please mark next to each gift card whether or not it actually was distributed. If the card was distributed, please indicate the ID number of the participant that received this gift card. Below is an example of the Gift Card Tracking Log.

NEMS-P Gift Card Tracking Sheet

Gift Card Number	Check-out Date	Staff Initials	Return Date (if given to participant, write N/A)	Participant ID (if not given to participant, write N/A)	Staff Initials
6101 0961 4608 0760 (CVS - $25)	7/27/10	SG	N/A	10-000	SG
360485 (Target - $25)	7/27/10	SG	7/27/10	N/A	SG

Gift Card Tracking Log

3. Interviewee Arrival Procedures

<u>Guidelines if the participant arrives on time</u>

Follow the steps below if the participant arrives on time for the pilot study. If the participant arrives late or does not show up for their study session, proceed to the guidelines on the next page.

1. Introduce yourself, thank the participant for coming, and show him/her where to sit.
2. Establish rapport with the participant to ease anxiety that he/she may have about participating in the study.
3. Remind the participant about the purpose of the project and address any initial questions/concerns they might have.
4. Continue with the pilot study procedures.

<u>Guidelines if the participant arrives late or does not show up</u>

If the participant arrives late and you have enough time to complete the study… Proceed as usual with the appropriate study procedures.

If the participant arrives late and you do not have enough time to complete the study (i.e., there is another participant scheduled right after this one)… Explain that the time left will not allow him/her to fully complete the study. You will need to reschedule the session for the participant as soon as possible. Kindly remind the participant to allow approximately 90 minutes to complete the components of the study. If the participant does not want to reschedule, explain to him/ her that completing the study session in its entirety is a requirement of the project and by choosing not to complete them, he/she will no longer be allowed to participate in the project.

If the participant does not show up for their scheduled appointment… Call the participant, confirm the date and time of their session, express your interest in their participation with the study, and reschedule the session as soon as possible. Tell the participant to allow approximately 90 minutes to complete both components of the project. If the participant does not want to reschedule, explain to him/her that completing the study session in its entirety is a requirement of the project and by choosing not to complete them, s/he will no longer be allowed to participate in the project.

4. Interview Tips

- Allow enough time so that the participant is not rushed to complete the survey and the cognitive interview. More complete and in depth responses to fewer questions will be more useful than minimal or less in depth responses to more questions.
- Provide non-verbal reinforcement to let the participant know that you are listening, such as nodding your head, saying “hmm mmm,” and saying “okay”, or “I see.”
- Encourage the participant to provide specifics about what he/she is thinking.
- Use the following prompts if the participant appears to be having difficulty thinking aloud:
    - “What are you thinking about right now?”
    - “Was that easy or hard to answer?”
- Use the following prompts if the subject appears to have difficulty comprehending the question:
    - “Can you repeat the question in your own words?” (tests question comprehension)
    - What to you is a “grocery store?” (tests term comprehension)
- Listen to what the participant “thinks” about or mentions so you can probe further on these items later on, if needed. For example, if a participant says he/she thought a section he/she read was “interesting,” but does not explain why, probe with additional questions.
- The designated note taker should record items the participant talks about during the cognitive interview, such as questions he/she completed, overall design or appearance (e.g., length, layout), etc. They should put quotes around words/phrases used by the participant.
- Instruct the note-taker, if applicable, to record non- verbal actions the participant displays while looking over the materials, such as fidgeting, picking at fingernails, twirling hair, appearing distracted, etc.
- Debrief with the note taker, if applicable, to verify that all information is complete.

C. Conducting the Cognitive Interview

Completing the Consent Forms

Once the participant is seated, please give them a **consent form**. You should briefly discuss the consent material before letting them read through the information themselves. Please make sure to include the following points when discussing the consent form:

- Explain to the participant that if they agree to be in the study, there will be two parts to their participation. First, they will complete a survey asking questions about their attitudes and habits regarding the food resources available to them. Once they complete the survey, we will then ask them about their experience taking the survey, and whether they had difficulty answering any of the questions.
- Please inform them that in total, their participation in this study will take up to 90 minutes.
- Let them know that with their permission, the interview will be audio recorded; however, these files will be kept in a secure location and destroyed at the end of the study.
- Discuss the fact that this study does collect identifying information such as name, age, etc. If they choose to take part, they will be agreeing to let the research staff use their information for the study. However, we de-identify the data (make sure to explain that this means their name is not connected to their survey) and the data is kept in a locked box that only our research team has access to.
- Remind the participants that we will not be discussing any sensitive topics and we do not expect these questions to cause them any distress, but they are free to withdraw from the study at any time. If for some reason one of the questions causes them particular distress, they can skip that question and move on to the next.
- If they complete the study in its entirety, they will receive a $25 gift card at the conclusion of their session.

After the participant has signed the consent forms, make sure that you sign and date as the person obtaining consent. Also, please give them a blank copy of the consent material to keep for their own records.

Administering the Survey

Once the consent process is complete, inform the participant that they will now begin the first part of the study: completing the survey. Please hand them a copy of the **survey** and make sure to go over the following points before they start:

- They should bubble in the circles completely and darkly, do not put x's, check marks, etc.
- They should take their time going through the survey, think about each question, and try to answer to the best of their ability.
- Let the participant know that if during the survey there is something they don't understand or need help with, to please feel free to ask.

Completion of the Survey

When the participant is finished, please go through the survey and check for completeness. If for some reason one of the questions on the survey has not been answered, please ask the participant if they skipped the question for any specific reason. If so, please note this reason next to the question as well as on the cognitive interview guide. If the participant accidentally skipped the question, go ahead and give the survey back to them to complete the missing item(s).

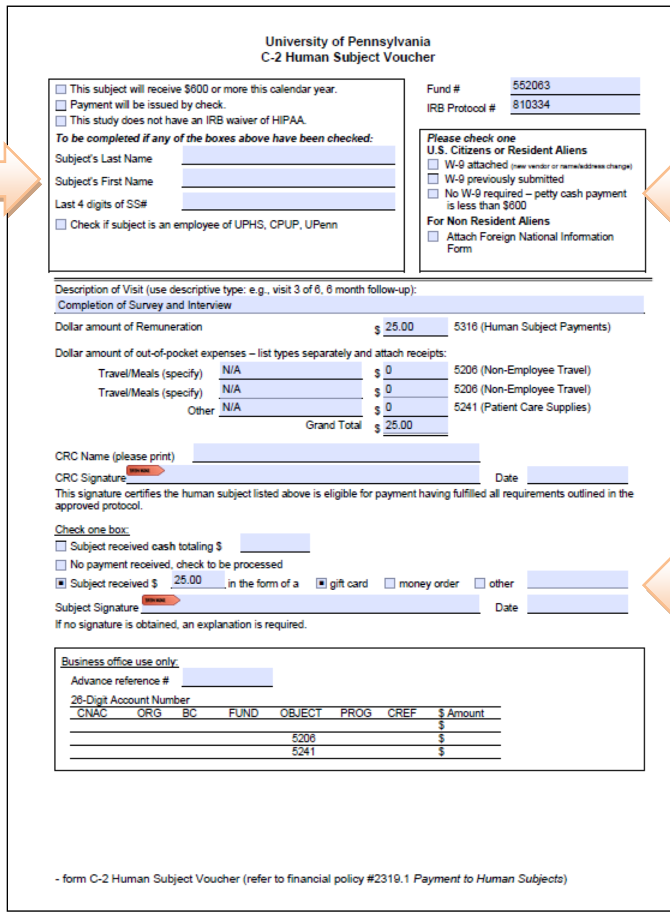
Starting the Cognitive Interview

When you have verified that the survey is complete, please hand the survey back to the participant so it can serve as a reference for them during the cognitive interview. Please ask the participant if they would like to take a quick break (e.g., to use the restroom or grab some water) before you begin the next part of the study. When both you and the participant are ready to begin, please proceed using the NEMS-P Cognitive Interview Guide that can be found in your study materials packet.

Completing the Study Session

When you have finished the cognitive interview guide, double check and make sure that the audio recorder has stopped recording. Ask the participant for their completed survey and place both the completed survey and cognitive interview guide in the blue materials folder. The only remaining task is for the participant to receive payment. Take out the compensation, C2, and W9 forms. Please have the participant complete the C2 form first. The gift card information is already filled in on the C2 form, but any reimbursement provided for transportation
needs to be listed on the form.

Have every participant write in this information



University of Pennsylvania
C-2 Human Subject Voucher

- [ ] This subject will receive $600 or more this calendar year.
- [ ] Payment will be issued by check.
- [ ] This study does not have an IRB waiver of HIPAA.

To be completed if any of the boxes above have been checked:

Subject's Last Name

Subject's First Name

Last 4 digits of SS#

- [ ] Check if subject is an employee of UPHS, CPUP, UPenn

Fund # 552063

IRB Protocol # 810334

Please check one

U.S. Citizens or Resident Aliens

- [ ] W-9 attached (new vendor or name/address change)
- [ ] W-9 previously submitted
- [ ] No W-9 required – petty cash payment is less than $600

For Non Resident Aliens

- [ ] Attach Foreign National Information Form

Description of Visit (use descriptive type: e.g., visit 3 of 6, 6 month follow-up):
Completion of Survey and Interview

Dollar amount of Remuneration $ 25.00 5316 (Human Subject Payments)

Dollar amount of out-of-pocket expenses – list types separately and attach receipts:

Travel/Meals (specify)	N/A	$ 0	5206 (Non-Employee Travel)
Travel/Meals (specify)	N/A	$ 0	5206 (Non-Employee Travel)
Other	N/A	$ 0	5241 (Patient Care Supplies)
	Grand Total	$ 25.00	

CRC Name (please print)

CRC Signature Date

This signature certifies the human subject listed above is eligible for payment having fulfilled all requirements outlined in the approved protocol.

Check one box:

- [ ] Subject received **cash** totaling $
- [ ] No payment received, check to be processed
- [x] Subject received $ 25.00 in the form of a [x] gift card [ ] money order [ ] other

Subject Signature Date

If no signature is obtained, an explanation is required.

Business office use only:

Advance reference #

26-Digit Account Number

CNAC	ORG	BC	FUND	OBJECT	PROG	CREF	$ Amount
							$
				5206			$
				5241			$

- form C-2 Human Subject Voucher (refer to financial policy #2319.1 *Payment to Human Subjects*)

Fill this part out to determine if a W9 Form is needed.

If the participant is reimbursed for travel, then check "**Other"** and write the reimbursement amount on the line. For example: "2 Septa Tokens"

**** NOTE:** Please refer to the box in the top right corner of the C2 form. It is important that we know if the participant needs to complete a W9 form. Please ask the participant if they may participate in enough University of Pennsylvania affiliated studies this year that they would earn more than $600. If the participant answers yes, please check the box on the C2 form that says "W-9 attached" and have them fill out a W9 form. If the participant answers no, then check the box that says "No W-9 required- petty cash payment is less than $600". ******

Once the C2 form (and W9 if necessary) is complete, the participant should fill out the compensation form. Please make sure that the participant signs and dates the compensation form, and that the gift card # is recorded on the form before it is given to the participant. When all of the compensation forms are complete and the participant has their gift card, the study session is now complete. Please thank them for their participation in the study and encourage them to call the study phone number if they have any further questions about the study.

Before returning to the office, make sure that each participant's blue folder has all completed materials inside.

Session Wrap-up

Once you have returned to the office, you should review the audio tape and all other cognitive interview materials for completeness within 24 hours of the interview. When you feel that all of the information from the cognitive interview has been noted on the cognitive interview guide, then enter all of the data into the appropriate databases. When all of the data has been recorded, please make sure that you have checked all of the fields on the study checklist on the outside of the blue folder. Once all fields have been checked, initial at the bottom of the checklist and file the study materials to the appropriate location.

C. Frequently Asked Questions

What if a participant's family member wants to participate?
The person completing the survey must do some or all of the food shopping for the household.

How far in advance can I schedule a participant's interview?
Interviews can be scheduled approximately one week in advance.

What if someone asks to bring his/her children?
Remind the participant that he/she will be completing a survey and then participate in an interview about their experience taking the survey. Altogether, their participation will last about 90 minutes. If someone must bring their children, ask that they bring something along for them to do (like a coloring book or small toy) while they are participating in the study.

What do I do while the participant is completing the survey?
While the participant is completing the survey it is important to make him or her feel comfortable and NOT watch over them. During this time you can make sure the informed consent form is complete, get everything together for the cognitive interview, and prepare the gift card forms.

What happens if a participant does not know his/her height and/or weight?
Instruct the participant to use their best judgment and to record their height and/or weight to the best of their ability.

What do I do if a participant needs to fill out a W-9 form but does not know his/her social security number?
If the participant needs to fill out a W-9 form but does not know his/her social security number, the participant will not be able to take the gift card with them that day. The W-9 will need to be completed and returned before the gift card can be distributed. If necessary, the participant can take the W-9 form home and mail to the CHBR. Once received, the gift card will be put in the mail.

How do I know what community centers are available for interviewing participants?
The community centers will be booked ahead of time, with the available times highlighted on the scheduling log. If a participant is interested in meeting at a community center and time is scheduled, try to arrange it during that time slot. If that is not possible, then find a few dates and times when the participant is available and tell him/her that you will call them back with the exact time and location of the interview. From there, an additional time slot can be arranged with a participating community center.

What do I do with completed eligibility forms?
Completed eligibility forms will be placed into a completed eligibility form folder. Once entered into the Excel datasheet, forms will be placed into a folder for forms that are complete and entered into the datasheet. This folder is organized by neighborhood (North, West, Wynnewood, or Chestnut Hill). Make sure to date and initial the top of the form after entering the information into Excel.

What if someone is interested in participating, but we don't need any more participants from their neighborhood?
If someone is interested, go through the eligibility information with him or her. If eligible, inform the participant that we don't need any more participants for this first part of the study but we will need more participants in a couple of weeks for the second part of the study. Ask the participant if he or she would be interested in participating in the second part of the study. If interested, collect their contact information and tell them you will follow up at a later time about their participation.

How do I get to the community centers to interview participants?
The community centers are in a variety of locations and public transportation can be used to get from Penn to each location.

V. NEMS-P: Main Study Procedures

A. Scheduling the Study Activities

Instructions

Scheduling the cognitive interview can take place two different ways: in-person or over the telephone. In both circumstances the format will be the same.

- First, ask the potential participant if they have a minute to talk about the study.
- Second, see if the person is interested and check participant eligibility.
- Third, obtain consent from the participant (either written or verbal).
- Fourth, begin the survey (if in-person), mail the survey to the participant, or schedule a time to complete the survey.

*If scheduling a participant to complete the survey in-person, it is important to refer to the scheduling log (in the NEMS-P Study Materials Binder) to check for any previously scheduled study activities.

****Please see the Telephone and In-Person Screening Scripts (Appendix A).***

B. Study Session Preparation

1. Reminder Phone Call

a) Appointment to Complete the Survey In-Person

If a participant scheduled an in-person interview, you need to provide them with a reminder phone call the day before their scheduled session. A list of the scheduled participants for the following day can be found in the NEMS-P Study Materials Binder.

Reminder Phone Call Script

****

If the participant answers the phone:

Hi my name is __________ and I am calling from the Center for Health Behavior Research with the food environment study. I am just calling to remind you that we have you scheduled for a study session tomorrow, __________ (the date), at __________ am/pm (time). A member of our research team will meet you at the __________ (meeting site). They will be wearing a yellow t-shirt so you can look for that to identify them by. If you have difficulty getting to your session, please call us. The phone number to reach us at is 215-746-4158. Are there any other questions I can answer for you?

Thank you again for your participation and we look forward to meeting with you tomorrow.

****

If the participant does not answer, please leave the following message:

Hi my name is __________ and I am calling from the Center for Health Behavior Research with the food environment study. I am just calling to remind you that we have you scheduled for a study session tomorrow, __________ (the date), at __________ am/pm (time). A member of our research team will meet you at the __________ (meeting site). They will be wearing a yellow t-shirt so you can look for that to identify them by. If you have difficulty getting to your session, or if you have any other questions, please call us at 215-746-4158. Thank you again for your participation and we look forward to meeting with you tomorrow.

****

b) Reminder to Complete and Return Mailed Survey

Participants who received a copy of the survey in the mail to complete and return should receive a reminder phone call **1 week after the survey was mailed** to ensure that the participant received the survey. Also, any questions that the participant may have should be answered at this time.

****

If the participant answers the phone:

Hi my name is __________ and I am calling from the Center for Health Behavior Research with the food environment study. I am just calling to follow-up to the survey that we sent you in the mail. Did you receive the survey?

If yes they did get survey: Okay, great! The survey should take less than 30 minutes to complete. Once we receive the completed survey we will send you a $10 gift card. You will also receive the survey a second time to complete and return.

If no they did not get survey: I apologize about that. We have your mailing address listed as (*participant's mailing address*). Is that correct? *(Either confirm or correct the participant's mailing address).* We will send you another copy of the survey. Once we receive the completed survey we will send you a $10 gift card.

Do you have any questions about the survey?

Thank you so much for participating in the food environment study. If you have any other questions the phone number to reach us at is 215-746-4158.

****

If the participant does not answer, please leave the following message:

Hi my name is __________ and I am calling from the Center for Health Behavior Research with the food environment study. I am just calling to follow-up to the survey that we sent you in the mail. Hopefully you received the survey okay. Once we receive the completed survey we will send you a $10 gift card. If you are still waiting for it to arrive please give us a call back at 215-746-4158 and we will send another copy of the survey to you. Thank you so much for participating in the food environment study. If you have any questions please call us at 215-746-4158.

****

2. Main Measurement Materials

The following materials should be prepared if completing the survey in-person:

- Pens
- Consent Forms (2 copies)
- NEMS-P Survey
- Compensation Form

- C2 Form & W9 Form
- Gift Card

The following materials should be prepared to mail to the participant:

- Cover Letter
- Copy of the Consent Form
- NEMS-P Survey
- Self-Addressed Stamped Envelope

Copies of all of the materials can be found in room 835. Additional copies of all the forms can also be found in the NEMS-P Study Materials Binder.

The gift cards used for payment can be found in the black cabinet in Diana's office. Make sure to track gift card information in the Gift Card Tracking Log (located in the Main Measurement folder). One tab (the blue tab) is for tracking the $10 gift cards (Survey #1) and the other tab (the green tab) is for tracking the $15 gift cards (Survey #2). In the gift card tracking log in the NEMS-P Study Materials Binder, please type in your initials, the Participant ID, Gift Card Type, Gift Card Number, whether the GC was mailed or given in-person, and the distribution date. Below is an example of the Gift Card Tracking Log.

NEMS-P Main Measurement Gift Card Tracking Log
SURVEY 1

Participant ID	GC Type	GC Amount	GC Number	In-Person or Mail?	Distribution Date
		$10			
		$10			
		$10			
		$10			
		$10			
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		$10			

NEMS-P Main Measurement Gift Card Tracking Log
SURVEY 2

Participant ID	GC Type	GC Amount	GC Number	In-Person or Mail?	Distribution Date
		$15			
		$15			
		$15			
		$15			
		$15			
		$15			
		$15			
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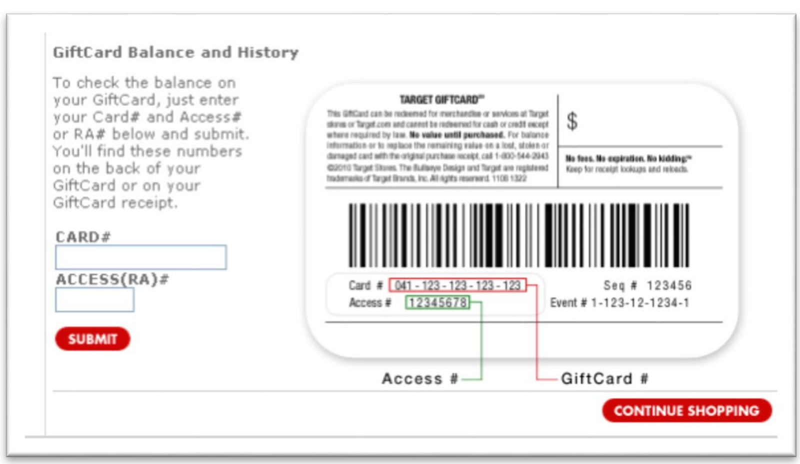
		$15			

The gift card number can be found on the back of the gift card. For the Target gift card, write down the card number and the access number. For the CVS gift card, write down the 16 digit card number and the 3 digit pin number. Below is an example of the numbers to be recorded from the Target gift card.



3. Interviewee Arrival Procedures (if completing the survey in-person ONLY)

Guidelines if the participant arrives on time

Follow the steps below if the participant arrives on time for the main measurement study. If the participant arrives late or does not show up for their study session, proceed to the guidelines below.

1. Introduce yourself, thank the participant for coming, and show him/her where to sit.
2. Establish rapport with the participant to ease anxiety that he/she may have about participating in the study.
3. Remind the participant about the purpose of the project and address any initial questions/concerns they might have.
4. Continue with the main measurement study procedures.

Guidelines if the participant arrives late or does not show up

If the participant arrives late… Proceed as usual with the appropriate study procedures. Even if there is another participant scheduled around the same time, there should be enough time to go through the informed consent materials and get him/her started on the survey. If there is not enough time to complete the study, have the participant take the survey and a return envelope with him/her. Tell the participant that once the completed survey is returned, a gift card will be mailed to him/her. If the participant prefers to reschedule for another time, schedule a time to complete the survey in-person as soon as possible. If the participant does not want to do either option, explain to him/her that completing the study session in its entirety is a requirement of the project and by choosing not to complete them, s/he will no longer be allowed to participate in the project.

If the participant does not show up for their scheduled appointment… Call the participant, confirm the date and time of their session and express your interest in their participation with the study. Ask if they would prefer to receive a copy of the survey in the mail to complete and return. Either mail the participant a copy of the survey or reschedule the session to complete the survey in-person as soon as possible. If the participant does not want to do either option, explain to him/her that completing the study session in its entirety is a requirement of the project and by choosing not to complete them, s/he will no longer be allowed to participate in the project.

C. Conducting the Main Measurement Study Session (in-person)

Completing the Consent Forms

The participant will either provide written or verbal consent. If the participant is completing the survey in-person OR is recruited in-person, then the participant will provide written consent. If the participant calls for more information about the study and/or is receiving the survey in the mail, s/he will be verbally consented.

If in-person, give him/her a copy of the **consent form** one s/he is seated. You should briefly discuss the consent material before letting them read through the information themselves. Please make sure to include the following points when discussing the consent form:

- Explain to the participant that if they agree to be in the study, they will be asked to complete two surveys asking questions about their attitudes and habits regarding the food resources available to them. The first survey will be completed that day, and the second will be completed 2-3 weeks after the first.

- Each survey will take approximately 30 minutes to complete.
- Discuss the fact that this study does collect identifying information such as name, age, etc. If they choose to take part, they will be agreeing to let the research staff use their information for the study. However, we de-identify the data (make sure to explain that this means their name is not connected to their survey) and the data is kept in a locked box that only our research team has access to.
- Remind the participants that we will not be discussing any sensitive topics and we do not expect these questions to cause them any distress, but they are free to withdraw from the study at any time. If for some reason one of the questions causes them particular distress, they can skip that question and move on to the next.
- If they complete the study in its entirety, they will receive $25 in gift cards – a $10 after completing the first survey and a $15 gift card after completing the second survey.

After the participant has signed the consent forms, make sure that you sign and date as the person obtaining consent. Also, please give them a blank copy of the consent material to keep for their own records.

Administering the Survey

Once the consent process is complete, inform the participant that they will now complete the survey. Please hand them a copy of the **survey** and make sure to go over the following points before they start:

- They should bubble in the circles completely and darkly, do not put x's, check marks, etc.
- They should take their time going through the survey, think about each question, and try to answer to the best of their ability.
- Let the participant know that if during the survey there is something they don't understand or need help with, to please feel free to ask.

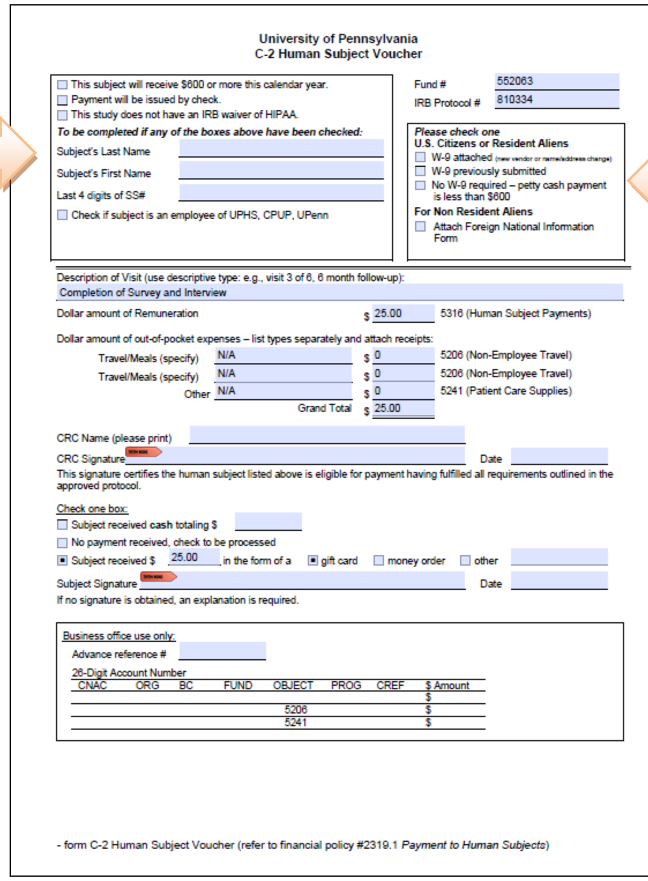
Completion of the Survey

When the participant is finished, please go through the survey and check for completeness. If for some reason one of the questions on the survey has not been answered, please ask the participant if they skipped the question for any specific reason. If the participant accidentally skipped the question, go ahead and give the survey back to them to complete the missing item(s).

Completing the Study Session

Place the completed survey in the blue folder. Discuss the procedure for completing the second survey with the participant. Make sure to confirm the participant's mailing address for sending out the 2nd survey and the gift card. The only remaining task is for the participant to receive payment. Take out the compensation, C2, and W9 forms. Please have the participant complete the C2 form first. The gift card information is already filled in on the C2 form, but needs to be added in for the compensation form.

Have every participant write in this information


University of Pennsylvania
C-2 Human Subject Voucher

- ☐ This subject will receive $600 or more this calendar year.
- ☐ Payment will be issued by check.
- ☐ This study does not have an IRB waiver of HIPAA.

To be completed if any of the boxes above have been checked:

Subject's Last Name

Subject's First Name

Last 4 digits of SS#

☐ Check if subject is an employee of UPHS, CPUP, UPenn

Fund # 552063

IRB Protocol # 810334

Please check one

U.S. Citizens or Resident Aliens

- ☐ W-9 attached (new vendor or name/address change)
- ☐ W-9 previously submitted
- ☐ No W-9 required – petty cash payment is less than $600

For Non Resident Aliens

- ☐ Attach Foreign National Information Form

Description of Visit (use descriptive type: e.g., visit 3 of 6, 6 month follow-up):
Completion of Survey and Interview

Dollar amount of Remuneration $ 25.00 5316 (Human Subject Payments)

Dollar amount of out-of-pocket expenses – list types separately and attach receipts:

Travel/Meals (specify)	N/A	$ 0	5206 (Non-Employee Travel)
Travel/Meals (specify)	N/A	$ 0	5206 (Non-Employee Travel)
Other	N/A	$ 0	5241 (Patient Care Supplies)
Grand Total		$ 25.00	

CRC Name (please print)

CRC Signature Date

This signature certifies the human subject listed above is eligible for payment having fulfilled all requirements outlined in the approved protocol.

Check one box:

- ☐ Subject received cash totaling $
- ☐ No payment received, check to be processed
- ☒ Subject received $ 25.00 in the form of a ☒ gift card ☐ money order ☐ other

Subject Signature Date

If no signature is obtained, an explanation is required.

Business office use only:

Advance reference #

26-Digit Account Number

CNAC	ORG	BC	FUND	OBJECT	PROG	CREF	$ Amount
							$
				5206			$
				5241			$

- form C-2 Human Subject Voucher (refer to financial policy #2319.1 *Payment to Human Subjects*)

Fill this part out to determine if a W9 Form is needed.

**** NOTE:** Please refer to the box in the top right corner of the C2 form. It is important that we know if the participant needs to complete a W9 form. Please ask the participant if they may participate in enough University of Pennsylvania affiliated studies this year that they would earn more than $600. If the participant answers yes, please check the box on the C2 form that says “W-9 attached” and have them fill out a W9 form. If the participant answers no, then check the box that says “No W-9 required- petty cash payment is less than $600”. ******

Once the C2 form (and W9 if necessary) is complete, the participant should fill out the compensation form. Please make sure that the participant signs and dates the compensation form, and that the gift card # is recorded on the form before it is given to the participant. When all of the compensation forms are complete and the participant has their gift card, the study session is now complete. Please thank them for their completing their first study session and encourage them to call the study phone number if they have any questions about the study.

Before returning to the office, make sure that each participant’s blue folder has all completed materials inside.

Session Wrap-up

Once you have returned to the office, you should separate the materials from the folder and file in the appropriate locations. Log all of the participant tracking data and gift card information into the appropriate database. The surveys will need to be logged and then scanned. When everything has been filed, please make sure that you have checked all of the fields on the study checklist on the outside of the blue folder. Once all fields have been checked, initial at the bottom of the checklist and file the study materials to the appropriate location.

VI. NEMS-P: Data Management and Storage

Several steps will be taken to ensure data confidentiality and security for all study activities.

- Each participant will have a unique study ID number that will be used for all communication regarding that participant
- A codebook listing the names associated with the study ID numbers will be kept in a locked and secure filing cabinet
- All participant data will be kept in a secure filing cabinet or a password-protected computer file
- No data will be shared with any unauthorized party

Data Quality

Data quality will be monitored and performed on an ongoing basis by the research staff and the Principal Investigator. All data will be collected and recorded by research staff. Research staff will also be responsible for ensuring that all fields are completed appropriately by the participant and all corrections are done according to Good Clinical Practice (GCP's). Any inconsistencies or deviations will be documented.

A. Pilot Study Data Entry Procedures

The following are sources of Pilot Study data: the eligibility screening form, the NEMS-P Survey, and the cognitive interview. The sources of data will then be entered into the following files: NEMS-P Cognitive Interview Tracking (Excel datasheet), NEMS-P Participant Contact Info (Excel datasheet), NEMS-P Pilot Survey (Excel datasheet), and Cognitive Interview Feedback (Word file).

The NEMS-P Pilot Data Excel database has three separate sheets – Eligibility, Participant Tracking, and Survey Responses. Click the appropriate tab at the bottom of the Excel sheet to switch between the three different data sheets. Close-ended data from the eligibility screening form, as well as data regarding the cognitive interview, will be entered into an Excel datasheet (NEMS-P Pilot Data). Contact information will be linked to a participant ID number in a separate, password protected datasheet (NEMS-P Participant Contact Info). The survey responses will be entered into a Excel datasheet (NEMS-P Pilot Data) and then reviewed with the information from the cognitive interview. Annotated notes from the interviews will be compiled for review in a file (Cognitive Interview Feedback).

B. Main Measurement Study Data Entry Procedures

The following are sources of Phase Two data: the eligibility screening form, the NEMS-P Surveys from study visit one and two, and the observation data gathered from the NEMS-S and NEMS-R tools. Information from the eligibility screening form and all participant tracking information will be entered into Excel datasheets. All surveys (both NEMS-P Surveys and data gathered from the NEMS-S and NEMS-R tools) will be scanned.

VII. NEMS-P: Appendix

A. Main Measurement Scripts (Telephone and In-Person)

B. Scheduling Log

C. Transportation Information

D. Pilot Study: Eligibility Form

E. Main Measurement: Eligibility Form

F. Pilot Study: Consent Form

G. Main Measurement: Verbal Consent Form

H. Main Measurement: Written Consent Form

I. NEMS-P Survey

J. Cognitive Interview Guide

K. Pilot Study: Compensation Form

L. Main Measurement: Compensation Form

M. Pilot Study: C2 Form

N. Main Measurement: C2 Form

O. W9 Form

NEMS-P Participant Eligibility Telephone Screening Script

Call participant.

If the participant does not answer, leave a message with your name and phone number.

"Hi this is _______________________ from the Health Behavior Research Center at the University of Pennsylvania. I am returning your call about the food environment research study. Is this a good time to talk? This initial step will take up to 20 minutes."

IF NO: Ask for a date and time when the participant can be reached.

IF YES: If participant is available and wants to continue, proceed with the study description.

"Thank you for your interest in our study. The purpose of this call is to let you know what this study is about and, if you are still interested in participating, determine whether you are eligible to participate.

As part of this study, you will be asked to complete a survey with questions about you and your nutrition environment – the foods that are available to you in your neighborhood and the surrounding areas. The types of questions on the survey include how easy it is for you to get food from different places in and around your neighborhood, the range and quality of these foods, and whether they are affordable or not. We are asking you to complete the survey two separate times.

You can either have the survey mailed to you or schedule a study session for a time that is convenient for you. Completing the survey will take about 30 minutes. Two to three weeks after you complete the first survey, you will be asked to complete it again. To show our appreciation for your time, you will receive a $10 gift card for completing the first survey and a $15 gift card for completing the second survey, for a total of $25 in gift cards.

Now that you have some information about what this study involves, the next step is to ask you some questions to make sure that you are eligible to participate. Can I ask you some questions about your background so that I can assess your study eligibility?"

IF NO: Either arrange a time to call back or thank the participant and hang up.

IF YES: Complete the Eligibility Screening Form and determine eligibility.

Eligible?

> **IF NO:** "I am sorry, but you are not eligible to participate in this study. Because this is a research study, only certain subgroups are eligible to participate and you do not fall into one of these groups. Thank you for your interest."

IF YES: "You are eligible to participate in this study. Would you prefer to schedule a study visit to complete the survey or receive the survey in the mail to complete and return?

*If the participant would prefer to schedule a study visit then refer to the scheduling log and schedule a time that is convenient for the participant. If the participant would like to receive the survey in the mail, proceed to obtaining verbal consent.
"The next step is to read over the consent paperwork with you, which explains the purpose of the study, what you will be asked to do, and your rights as a participant in this research study. Do you have a few minutes so that I can read over our consent forms with you?"

IF NO: "When is a good day and time to call you back to review this information? "

IF YES: Read over the verbal consent form and answer any questions.

NEMS-P Participant Eligibility In-Person Screening Script

"Hi my name is ______________________ from the Health Behavior Research Center at the University of Pennsylvania. We are looking for volunteers to participant in a food environment research study. Would you be interested in hearing more about this research study?

IF NO: "Thank you, have a great day!"

IF YES (but busy at this time): "When would be a good day and time to call you to give you more information about this research study?"

IF YES: If participant is available and wants to continue, proceed with the study description.

"Thank you for your interest in our study. The purpose of this call is to let you know what this study is about and, if you are still interested in participating, determine whether you are eligible to participate.

As part of this study, you will be asked to complete a survey with questions about you and your nutrition environment – the foods that are available to you in your neighborhood and the surrounding areas. The types of questions on the survey include how easy it is for you to get food from different places in and around your neighborhood, the range and quality of these foods, and whether they are affordable or not. We are asking you to complete the survey two separate times.

You can either have the survey mailed to you or schedule a study session for a time that is convenient for you. Completing the survey will take about 30 minutes. Two to three weeks after you complete the first survey, you will be asked to complete it again. To show our appreciation for your time, you will receive a $10 gift card for completing the first survey and a $15 gift card for completing the second survey, for a total of $25 in gift cards.

Now that you have some information about what this study involves, the next step is to ask you some questions to make sure that you are eligible to participate. Can I ask you some questions about your background so that I can assess your study eligibility?"

IF NO: Either arrange a time to call the participant or thank the participant and say good-bye.

IF YES: Complete the Eligibility Screening Form and determine eligibility.

Eligible?

IF NO: "I am sorry, but you are not eligible to participate in this study. Because this is a research study, only certain subgroups are eligible to participate and you do not fall into one of these groups. Thank you for your interest."

IF YES: "You are eligible to participate in this study.   The next step is to review the consent paperwork with you, which explains the purpose of the study, what you will be asked to do, and your rights as a participant in this research study. Do you have a few minutes to read over the consent form?"

IF NO: "When is a good day and time to call you to review this information over the phone?"

IF YES: Have the participant read over the written consent form and answer any questions about the study.

"Would you be interested in completing the first survey now? If you prefer you can take it with you and return in the mail or we can schedule a study visit to complete the survey.

Example of Scheduling Log:

1	Cognitive Interivew Scheduling Log: August 9-August 13															
2		Monday, August 9			Tuesday, August 10			Wednesday, August 11			Thursday, August 12			Friday, August 13		
3		2-N	3-CH	4-W	2-N	3-CH	4-W	2-N	3-CH	4-W	2-N	3-CH	4-W	2-N	3-CH	4-W
4	Location		CH Library	Penn Wynne		CH Library	Penn Wynne		CH Library	Penn Wynne	Fisher-Bennett Hall (Penn)		Penn Wynne	Widener Library	CH Library	Penn Wynne
5	9:00 AM															
6	9:30 AM															
7	10:00 AM													2004 10am-12pm		
8	10:30 AM															
9	11:00 AM															
10	11:30 AM															
11	12:00 PM													2002 12pm-2pm		
12	12:30 PM															
13	1:00 PM										1005 1pm-3pm					
14	1:30 PM															
15	2:00 PM						On-Site Recruitment JCC @ 2:00PM	Data Analysis Meeting						2003 2pm-4pm		
16	2:30 PM															
17	3:00 PM										2005 3pm-5pm					
18	3:30 PM															
19	4:00 PM															
20	4:30 PM															
21	5:00 PM															
22	5:30 PM															
23	6:00 PM															
24																
25	NOTES: Ad in Chestnut Hill Newspaper is running on Thursday. This week's focus is on Wynnewood and North Philadelphia.															
26																
27																

Transportation Information

***Penn transportation information**: At this time, do you know how you will be getting to the University?*

If driving: Ok. We cannot reimburse you for any gas mileage, however we can pay for your parking on campus. The closest parking lot to where we will be meeting for this study is Lot 37, which is located on the east side of 34th street, between Market and Chestnut streets. A member of our research staff will be waiting towards the entrance of the parking garage. When you pull up to the gate, just notify the attendant that you are here for the Food Environment Study and our staff member will make sure you receive your parking pass. Once you have parked your vehicle, you will need to proceed to Fisher-Bennett Hall, which is located on the southeast corner of the intersection of Walnut and 34th Street. A staff member will be waiting for you outside the building. The staff member will be wearing a yellow t-shirt so you can look for that to identify them by. Do you have any questions about how to get to Penn or our meeting location?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

If using SEPTA: Ok. After you complete your participation in the study, we will reimburse you the number of SEPTA tokens that you used in getting to and from the University. The best way to get to our location is to take the Market-Frankford line and exit at 34th Street. You will then want to head south on 34th street, until you reach Walnut street. We will be meeting in front of Fisher-Bennett Hall, which is located on the southeast corner of the intersection of Walnut and 34th Street. A staff member will be waiting for you outside the building. The staff member will be wearing a yellow t-shirt so you can look for that to identify them by. Do you have any questions about how to get to Penn or our meeting location?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

If the participant is not driving or using SEPTA:

Ok. Well let me give you more information about where you need to go on the Penn campus. We will be meeting in front of Fisher-Bennett Hall, which is located on the southeast corner of the intersection of Walnut and 34th Street. A staff member will be waiting for you outside the building. The staff member will be wearing a yellow t-shirt so you can look for that to identify them by. Do you have any questions about how to get to Penn or our meeting location?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

Enterprise Center transportation information: *At this time, do you know how you will be getting to the Enterprise Center?*

<u>If using SEPTA:</u> Ok. After you complete your participation in the study, we will reimburse you the number of SEPTA tokens that you used in getting to and from the Enterprise Center. The Enterprise Center is located at 4548 Market Street. The best way to get there would be to take the Market-Frankfort subway line (The "El" or Elevated Line) to the 46th St. station. The Enterprise Center is located to the south of the station exit. You can enter the Enterprise Center through the Market Street entrance between 45th and 46th Streets. Once you enter the Enterprise Center, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Enterprise Center?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

<u>If the participant is not using SEPTA:</u>
Ok. Well let me give you more information about where we will be meeting. The address for the Enterprise Center is 4548 Market Street. You can enter the Enterprise Center through the Market Street entrance between 45th and 46th Streets. Once you enter the Enterprise Center, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Enterprise Center?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

North Philadelphia- Widener Library: *At this time do you know how you will be getting to the Widener Library?*

<u>If using SEPTA:</u> Ok. After you complete your participation in the study, we will reimburse you the number of SEPTA tokens that you used in getting to and from the Widener Library. The Widener Library is located at 2808 West Lehigh Avenue (intersection of 28th and Lehigh). Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Widener Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

<u>If the participant is not using SEPTA:</u>
Ok. Well let me give you more information about where we will be meeting. The address for the library is 2808 West Lehigh Avenue (intersection of 28th and Lehigh). Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Widener Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

Chestnut Hill Library: *At this time do you know how you will be getting to the Chestnut Hill Library?*

If using SEPTA: Ok. After you complete your participation in the study, we will reimburse you the number of SEPTA tokens that you used in getting to and from the Chestnut Hill Library. The Chestnut Hill Library is located at 8711 Germantown Avenue. Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Chestnut Hill Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

If the participant is not using SEPTA:
Ok. Well let me give you more information about where we will be meeting. The address for the library is 8711 Germantown Avenue. Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Chestnut Hill Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

Penn Wynne Library (Wynnewood): *At this time do you know how you will be getting to the Penn Wynne Library?*

If using SEPTA: Ok. After you complete your participation in the study, we will reimburse you the number of SEPTA tokens that you used in getting to and from the Penn Wynne Library. The Penn Wynne Library is located at 130 Overbrook Parkway. Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Penn Wynne Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

If the participant is not using SEPTA:
Ok. Well let me give you more information about where we will be meeting. The address for the library is 130 Overbrook Parkway. Once you enter the library, you can look for one of our staff members who will be wearing a yellow shirt. Do you have any questions about how to get to the Penn Wynne Library?

[Once all questions have been addressed, thank the individual for their time and say goodbye!]

NEMS-P: Appendix E