Veterans Health Administration (VHA), Human Factors Engineering (HFE), Participant Recruitment Contract No. XXXXXXXXXXX Study X - STUDY NAME MM/DD/YR - MM/DD/YR Due By (Prior) Due By (Post) Variation for ongoing [CONTRACTOR] to [CONTRACTOR] to Contract Deliverable Delivery Date 10-15 days HFE Identify recruitment criteria and type of test (virtual or F2F) Provide a blank schedule along with target recruitment numbers 10 days HFE Initiate study kick-off call to determine objectives, approach, and timeline 9 days Contractor/HFE Determine if A/V Consent Forms are needed 9 days Contractor/HFE Determine teleconference/recording needs for note taking purposes (for 9 days Contractor F2F studies) (E.g. Conference Line, Lync Mtg.) HFE Drafts are due 2 business days after Review communication materials 8 days 2D - Copies of all communications with study request for study recruitment. Final is participants due 1 business day after receipt of Government comments and should 7 days HFE Develop a study information sheet Recruit participants Ongoing Contractor Reach out to participants (email, phone, mail) 7-15 days Gather willingness to Contractor Distribute Screener Questionnaire 7-10 days Pull participant data Contractor 2E - Answers to Screening Due 1 business day after completion of Questionnaire Identify qualified participants 8-10 days Search candidate pool Contractor Schedule participants 7-9 days Contractor Invite selected participants 7-9 days Schedule participants Contractor Send Participant Agreement forms to selected participants 7-9 days Pull signed forms Contractor Provide initial test session schedule and signed participant agreement forms 6-7 days Contractor 2A/B - Test Session 2A/B - 1 day, 2C - Drafts are due 2 Schedule; 2C - Signed business days after request for study Copies of the Participate recruitment. Final is due 1 business Agreement Remind/confirm attendance 3 days Contractor 1-3 days Ensure participants are prepared for the test session (e.g, includes reminder Contractor Provide final test session schedule and signed participant agreement forms (in 1 day Contractor 2A/B - Test Session 2A/B - 1 day, 2C - Drafts are due 2 case of cancellations, substitutions may be made from initial schedule) Schedule; 2C - Signed business days after request for study Copies of the Participate recruitment. Final is due 1 business Agreement 2F - Completed Checklist Provide Completed Checklist Contractor Due minimum of 2 business days before study begin date. Place reminder calls to participants 1 day Contractor Day of Study **Conduct End User Testing** Contractor/HFE Send a note of appreciation to study participants (this correspondence may 1 day Contractor include the HFE participant Satisfaction survey) Send honorarium to study participants Within 1 day Contractor 2I - Payment Record Due 5 business days after each study following session. participation **Conduct After Action Review** 1 day Contractor/HFE Delivery of Study Notes & A/V 3 days Contractor 2G - Notes; 2H - A/V from Due 3 business days after completion sessions of a study; Due 2 business days after completion of a study. Compile data, author report, distribute report 5-10 days Contractor/HFE