



Method | **Focus Groups**  
Checklist & Considerations

Logistics	Notes
Do the participating communities have research review entities that need to review and approve the focus groups?	
Will you have informed consent forms? If using an audio/video recording device, the consent form must include a statement informing participants of the use of a recording device.	
Are you considering providing incentives for participants? If so, first check with your ACF Project Officer to identify whether this is allowable or not. If approved, figure out the sources of funds to determine an allowable expense for incentives.	
Have you identified key people you want to include in the focus group(s)?	
How many focus groups are you planning to do? Will this number fit into your timeline?	
Do you have a timeline outlining key dates and deliverables for your CNRA plan?	
What will be your process for recruitment? How many times will you contact a participant to try and schedule a focus group? Once the focus group is scheduled, will you send text reminders/phone call?	
Where will you conduct the focus groups? Will you offer an option for virtual if needed? If in-person, do you have a designated location that is private and quiet?	
Will you provide snacks and refreshments for your focus group?	
Focus group guide and training	Notes
Is your focus group guide created? The goal is to seek people's attitudes and opinions on various topics. Consider using open-ended questions, avoiding dichotomous questions (yes/no responses), and starting with general questions then moving to specific. Include probing questions for clarification or further explanation.	
If possible, pilot the focus group questions to ensure the questions asked are clear and relevant to your CNRA guiding questions.	
Do you have an assigned team member(s) who will be conducting the focus group?	
Does anyone on your team need training?	
Do you have the equipment needed for the discussion (i.e., recorder, notepad, pens, etc.)	
If you are not recording, do you have an assigned notetaker during the focus groups?	
Will you be using transcription services? This will need to be factored in with time and budget. If not using transcription, take detailed notes during each focus group.	