

Appendix D – Letters to Collaterals

Dear (Name):

A research interviewer from a study being conducted through the ABC Alcohol Study Center, will be contacting you soon to conduct a telephone interview. A participant in this study has granted us permission to contact you in reference to his/her progress.

We appreciate your participation in this research project and look forward to talking with you soon. If you have any questions or need to change an interview date, please call me collect at (telephone number).

Sincerely,

(Name, Title)

Followup Interview With Collateral

Dear (Name):

(Participant name) has been involved in a treatment research project with us, and you may remember on (date) of last year and on (date) of this year we conducted telephone interviews with you. These interviews were conducted with (participant's) full permission. At the beginning of his/her involvement with us, he/she gave us your name as a trusted person who could answer these questions for us. We appreciate your past cooperation with these interviews because they are a very important part of our research. They help to validate the information we receive from (participant).

It is now time to conduct another telephone interview with you. You may recall that these interviews take only about 10 minutes to complete. Please call when it is convenient for you or I will try to reach you again soon.

Thank you for returning my call on (date) and for your past involvement with our research project. I look forward to your continued participation.

Sincerely,

(Name, Title)

Ask for Collateral Help in Locating Participant

Dear (Name of contact):

I am writing to you because we have been unable to reach (participant's name) to schedule him/her for a followup interview. As we have spoken to you in the past, you are aware of how very important it is to the integrity of our treatment research that we meet with (participant's name) to get some information from him/her. We would like to do a followup interview with him/her that will take about an hour. We will meet with him/her at a location that is convenient for him/her, and we will pay him/her (amount of money paid for this visit) for his/her time and travel.

When I last spoke to you, we talked briefly about the possibility of your helping us make contact with (participant's name). If you can persuade him/her to come in to do the interview, we will send you (amount of money) as well [optional offer]. This information is valuable to our research, and we appreciate the efforts you have made on our behalf.

Please call us at (telephone number) if you have any questions or concerns. Thank you again for your help.

Sincerely,

(Name, Title)

Ask for Collateral Help in Locating Participant—For Cash

Dear (Name):

I am writing to thank you for your cooperation in doing the telephone interview with me last (date). Unfortunately, (participant's name) has not called us yet to schedule his/her interview. I wrote him/her a letter offering him/her (amount) to complete this interview and to explain to him/her why we chose to contact you for help.

If you can persuade (participant's name) to come in to do the interview, we will send you (amount) as well. This may seem very odd to you, but the information is valuable to our research, and we appreciate the efforts you have made on our behalf.

Please call me at (telephone number) if you have any questions or concerns. Thanks again for your help.

Sincerely,

(Name, Title)
