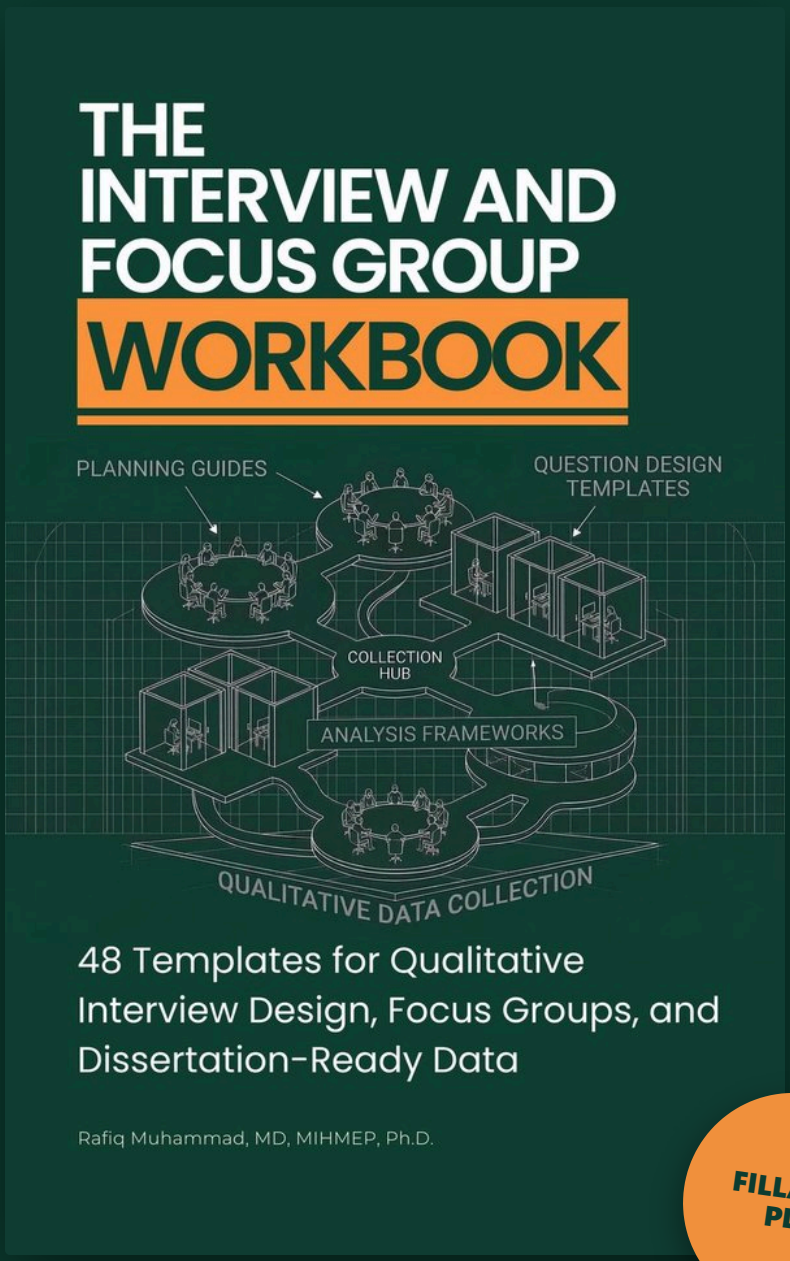
FILLABLE TEMPLATE KIT



FILLABLE PDF

The Interview & Focus Group Kit

48 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-IFG

How to use this kit

This kit contains every fill-in template from *The Interview & Focus Group Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Interview & Focus Group Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

The workbook, with a completed example of every template: https://www.gradsummit.com/workbooks/interview-focus-group-workbook/

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Template map

48 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · From Research Questions to an Operational Data Collection Plan			
1.1	Research Question–to–Data Source Alignment Matrix	6	☐
1.2	Participant Sampling Strategy Planner	7	☐
1.3	Data Collection Timeline & Logistics Planner	9	☐
1.4	Method Justification Narrative Builder	11	☐
Chapter 2 · Building a Structured, IRB-Ready Interview Guide for One-on-One Interviews			
2.1	Interview Protocol Builder — Master Template	13	☐
2.2	Seidman's Three-Interview Series Planner	14	☐
2.3	Interview Environment & Setup Checklist	17	☐
2.4	Recording Technology Checklist & Troubleshooting Guide	19	☐
Chapter 3 · Question Types, Sequencing Strategies, and Research-Question Alignment			
3.1	Question Type Selector & Designer	21	☐
3.2	Spradley Grand Tour & Mini Tour Question Builder	23	☐
3.3	Question–Research Question Alignment Audit	26	☐
3.4	Question Wording Refinement Worksheet	27	☐
Chapter 4 · 15+ Probing Techniques With Ready-to-Use Phrases for Deeper Data			
4.1	Probing Strategy Toolkit — 18 Essential Techniques	30	☐
4.2	Question-Specific Probe Planner	36	☐
4.3	Difficult Participant Scenarios — Response Scripts	37	☐
4.4	Post-Interview Probing Self-Assessment	40	☐
Chapter 5 · Composition, Logistics, Ground Rules, Activities, and Co-Facilitation for Group Data Collection			
5.1	Focus Group Composition & Recruitment Planner	44	☐
5.2	Focus Group Moderator's Guide (Master Template)	49	☐
5.3	Stimulus Material & Activity Design Templates	56	☐
5.4	Co-Facilitator Coordination Protocol	59	☐
5.5	Focus Group Seating & Room Setup Planner	62	☐
Chapter 6 · Platform-Specific Logistics, Digital Consent, and Rapport-Building for Zoom, Teams, and Online Focus Groups			
6.1	Virtual Interview Protocol Adaptation Worksheet	64	☐
6.2	Platform Setup Checklist — Zoom & Microsoft Teams	68	☐
6.3	Virtual Focus Group Adaptation Planner	71	☐
6.4	Digital Data Security & Storage Protocol	74	☐
Chapter 7 · Tailored Templates for Phenomenological, Narrative, Ethnographic, and Key Informant Interviews			

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CHAPTER 3 · QUESTION TYPES, SEQUENCING STRATEGIES, AND RESEARCH-QUESTION ALIGNMENT

3.1 Question Type Selector & Designer

Purpose: Choose the right question type for each research objective before writing the question. This template prevents the most common question design error — asking questions of the same type repeatedly — and ensures every question has a clear methodological purpose.

Completed example: Template 3.1 in The Interview & Focus Group Workbook.

REFERENCE — Kvale & Brinkmann's Nine Question Types

TYPE	PURPOSE
Introducing	Opens a topic area; invites the participant to begin
Follow-up	Continues a thread the participant has introduced
Probing	Pushes for elaboration on a specific element
Specifying	Seeks concrete details about a general statement
Direct	Explicitly asks for a specific kind of response
Indirect	Asks through a third-party frame to reduce social desirability bias
Structuring	Signals a topic transition; keeps the interview on track
Silence	Strategic pause that invites the participant to continue
Interpreting	Tests the researcher's understanding of what was said

YOUR STUDY — Question Type Selector

RQ REF.	INFORMATION NEEDED	DRAFT QUESTION	PATTON TYPE	ANTICIPATED PROBE TYPE(S)	KVALE TYPE
▬ YOUR STUDY — Fill In Your Information Below					

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5.1 Focus Group Composition & Recruitment Planner

Purpose: Document your focus group composition decisions — how many groups, who is in each, why, and how you will recruit them — before a single invitation is sent. These decisions must be traceable to your research questions and justifiable to your committee and IRB.

Completed example: Template 5.1 in The Interview & Focus Group Workbook.

SECTION A — Group Composition Strategy

STRATEGY TYPE	DEFINITION	WHEN TO CHOOSE
Homogeneous	Participants share one or more key characteristics — role, experience, demographic category	When group comfort and shared reference points are essential; sensitive topics; professional peer discussion
Segmented	Multiple groups, each internally homogeneous but differing across groups on a key variable	When different stakeholder groups hold different perspectives on the same phenomenon — prevents cross-role silencing
Mixed	Participants differ on key variables within a single group	When interaction across difference is itself the phenomenon of interest; NOT recommended for sensitive topics
Nested	Multiple groups within the same segment, for saturation purposes	When one group per segment is insufficient for saturation; minimum 2 groups per category recommended (Morgan)

MY COMPOSITION STRATEGY	RATIONALE (trace to research questions)

GROUP 1 | Fill in below

★ IRB Exclusion Criteria	

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End of the sample

This sample shows 2 templates: 3.1 Question Type Selector & Designer; 5.1 Focus Group Composition & Recruitment Planner.

The full The Interview & Focus Group Kit has 48 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

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