

APPENDIX IV:
HPTN 083-02 Transcript Development Log Template and Examples

HPTN 083-02 Transcript Development Log - Template

PTID: _____

Date Interview Conducted: _____

Interviewer: _____

Action Taken Upon the Transcript, and by whom (role)?	Signature of person completing the action	Date

HPTN 083-02 Transcript Development Log – Example 1

PTID: 818-32359-1

Date Interview Conducted: 30 Aug 2020

Interviewer: Jerry Brown

Action Taken Upon the Transcript, and by whom (role)?	Signature of person completing the action	Date
<i>Interview transcribed by transcriptionist</i>	<i>Jane Smith</i>	<i>03 Sep 2020</i>
<i>Interviewer reviewed transcript and made corrections to the transcription</i>	<i>Jerry Brown</i>	<i>04 Sep 2020</i>
<i>Translator created English-language version of corrected transcript.</i>	<i>Steve Jones</i>	<i>07 Sep 2020</i>
<i>Bilingual staff member reviewed translation and made corrections to the translation.</i>	<i>Mary Carson</i>	<i>08 Sep 2020</i>
<i>Interviewer finalized transcript, renamed as v.1.0, generated PDF version and uploaded into REDCap</i>	<i>Jerry Brown</i>	<i>08 Sep 2020</i>

HPTN 083-02 Transcript Development Log- Example 2 for sites where certain steps cannot be signed off by the person completing the action because they are not members of the study team.

PTID: 818-32359-1

Date Interview Conducted: 30 Aug 2020

Interviewer: Jerry Brown

Action Taken Upon the Transcript, and by whom (role)?	Signature	Date
<i>Interview transcribed by consultant transcriptionist Jane Smith... Document Dated 03 Sep 2020</i>	<i>Jerry Brown</i>	<i>03 Sep 2020</i>
<i>Interviewer reviewed transcript and made corrections to the transcription</i>	<i>Jerry Brown</i>	<i>04 Sep 2020</i>
<i>Consultant translator Steve Jones created English-language version of corrected transcript... Document dated 07 Sep 2020</i>	<i>Jerry Brown</i>	<i>07 Sep 2020</i>
<i>Bilingual staff member reviewed translation and made corrections to the translation.</i>	<i>Mary Carson</i>	<i>08 Sep 2020</i>
<i>Interviewer finalized transcript, renamed as v.1.0, generated PDF version and uploaded into REDCap</i>	<i>Jerry Brown</i>	<i>08 Sep 2020</i>