

## **Round 1 – Invitation email**

### **Developing a core outcome set for children with cleft palate and otitis media with effusion.**

Dear First Name

Thank you for your interest in our study.

Core outcome sets represent the minimum that should be measured and reported in all clinical trials of a specific condition. Currently there is no core outcome set for studies of OME in children with cleft palate which may hinder the comparison of the effectiveness of interventions across trials.

The aim of this study is to find out which outcomes are important to clinicians and which outcomes should be included in a core outcome set for use in future trials in children with cleft palate and OME.

This questionnaire is the first round of three rounds of the survey.

We would like you to complete this questionnaire within three weeks (by the dd-mm-yy).

Once we have received responses from all panellists we will collate and summarise the findings and prepare the second questionnaire. Your responses in each round will be anonymous.

It is very important that you complete the questionnaires in each round. The reliability of the results could be compromised if people drop out of the study before it is completed, because they feel that the rest of the group does not share their opinions. If people drop out because they feel their opinions are in the minority, the final results will overestimate how much the sample of participants agreed on this topic.

All responses will be anonymous. However, to help us track completion of each round

we would like you to initially register using your email address. Upon registration you will be allocated a unique identifier which will be used to process all data anonymously.

To access the survey please click on the following link: <https://mcrnctu.org.uk/MomentDelphi/Login.aspx>

If you are unable to enter the study by double clicking the link in this email, please right click on the link and use . This will enable you to paste the URL into your browser

Should you have any questions please contact: <contact details>

If you experience any difficulty accessing the online system please contact: <contact details>

## **Invitation to round 2**

### **Developing a core outcome set for children with cleft palate and otitis media with effusion.**

Dear FirstName

Thank you for your response to round 1 of the MOMENT study (Identifying a core outcome set for the management of otitis media with effusion).

We can now share with you the results from round 1 from your peer group in this second round.

It is really important that we get round 2 responses from as many people as possible who took part in round 1 so that all opinions can be considered. At the moment, only 37% overall of those who took part in round 1 have responded in round 2 and we really need your help to improve this figure.

Round 2 is available to complete until the dd-mm-yy.

The survey can be found at: <https://mcrnctu.org.uk/MomentDelphi/Login.aspx>

To log in you will need your unique identifier from round 1, your unique identifier is: MOnnnnnn

Should you have any questions please contact: <contact details>

If you experience any difficulty accessing the online system please contact: <contact details>

### **Invitation to round 3**

#### **STOP PRESS - ALL RESULTS NOW AVAILABLE FOR VIEWING**

Dear First Name

Thank you for your responses to round 2 of the Delphi survey..

In this third and final round we would like to share with you the results from round 2. You will be shown the results from **all** stakeholder groups including health professionals, children with cleft palate and results of parents of children with cleft palate..

You will also be able to view your score from round 2, and to change it should you wish to do so after seeing others' responses

We do hope that you will be able to help with this **final stage of the online Delphi survey**. As a thank you, all those completing this third and final round will be entered into a prize draw to **win a bottle of champagne!**

To take part please go to: <https://mcrnctu.org.uk/MomentDelphi/Login.aspx>

Your unique identifier is: M0nnnnnn

your email address: \_myEmail

**The survey will close on the dd-mm-yy**

If you are using a mac please avoid using the back button, if you use the back button inadvertently please check your summary of scores carefully before submitting

Best wishes

Nicola Harman, on behalf of the MOMENT study team

Should you have any questions please contact: <contact details>

If you experience any difficulty accessing the online system please contact: <contact details>

### Example – reminder email round 3

## STOP PRESS - PARENTS' AND CHILDREN'S OPINIONS NOW AVAILABLE FOR VIEWING

> **DEADLINE EXTENDED** to dd-mm-yy

Dear First Name,

We are pleased to be able to share with you the results from **all** stakeholder groups who have taken part in MOMENT including **children with cleft palate, parents of children with cleft palate and all health professionals.**

At present **only X%** of those who completed round 1 and 2 have given their final opinion and we need your help to ensure that we don't introduce bias from one particular group of clinicians.

**Your opinion** on important outcomes is very valuable and we want you to have your say, the difference in round 3 is that you can now see the results from all clinicians, parents and children to help you decide on what score to give.

We do hope that you will be able to help with this **final stage of the online Delphi survey.**

As an extra thank you, all those completing this third and final round will be entered into a prize draw to **win a bottle of champagne!**

To take part please go to: <https://mcrnctu.org.uk/MomentDelphi/Login.aspx> .

Your unique identifier is: M0nnnnnn

your email address: \_myEmail

The survey takes about 15-20 minutes to complete.

**To ensure you have time to give your opinion we have extended the survey to the dd-mm-yy. If you have experienced any difficulties completing the survey please get in touch so that we can help find a solution.**

Thank you in anticipation of your ongoing support of the MOMENT study



Nicola

(cleftcollective@manchester.ac.uk)

Should you have any questions please contact: <contact details>

If you experience any difficulty accessing the online system please contact: <contact details>