**Cognitive Interview Instructions**

1. **Greet a respondent and introduce yourself**

*Hi, --. How are you today? should I call you?*

1. **Describe the sequence of actions**

*For example:*

*Thank you for giving us the interview! We would do a few things. First, I would explain the purpose of the study and its most crucial aspects and ask for your consent to proceed. If you consent, I will give you the link to the web-survey. I would like you to open it in your browser and follow the instructions on the web-page. After you finish with the survey, I will ask you a couple additional questions and give you a reward.*

1. **Read the oral consent form and ask for the consent**

*If the consent is received: note on your oral consent form*

1. **Start recording and inform the respondent about it.**
2. **Explain the cognitive interview.**

*For example: As you are one of the first people participating in this study, we want our interview to be done in a special way. In a couple of minutes, I am going to send you a link to our survey. While you are opening the link, read the instructions and answer the questions, please, tell us everything you think about it. Talking out loud about these things might seem unusual, so we would do a couple of practice questions first.*

1. **Ask two practice questions. Probe the answers to see which assumptions are made when answering them (for example, do they count hotel stays as residencies, long hotel stays, et cetera)**
2. **Send the link to the web-survey to the respondent.**
3. **Ask respondent to share a screen if possible, to that you will be able to see where they are at. In Zoom it would require making them a cohost. Ask them to be vocal while answering the questions:**

*When you answer these questions, please tell me everything you are thinking, no matter how unimportant these thoughts seem to you. I would like to know any thoughts you have about it, whether it strikes in a favorable or unfavorable way, whether it is clear about what to do or not to do, and so forth.*

1. **Make notes in the cognitive interview form.**
2. **Ask the questions from the cognitive interview form.**
3. **Give a reward:**

*Thank you very much for this interview!*

*We’ve learnt a lot from your answers. As promised/a token of gratitude, we would send you a physical $20 Amazon gift card by mail. The card would arrive within approximately two weeks. What would be the best postal address to send the card? I must note again that we will not link your name or address to your responses.*