

APPENDIX C.4

SAMPLE CONFIRMATION MESSAGE

DATE

[FILL:ADDRESS]

Dear [FILL:NAME]:

Thank you for agreeing to participate in an in-person interview to help the Office of Research Integrity (ORI) at the U.S. Department of Health and Human Services learn more about the training and education of doctoral students. Mathematica Policy Research, an independent research organization based in Princeton, New Jersey, is conducting these interviews on behalf of ORI.

The purpose of this letter is to remind you that the in-person interview is scheduled on [FILL: DAY/DATE] from [FILL: TIME X:XX to X:XX].

We would like to remind you that your participation is voluntary and that anything you say during the interview will be protected. Upon completion of the interview, you will be mailed a \$50 check as a thank you for your participation.

If you have any questions or are unable to participate, please call me at 1-XXX-XXX-XXXX.

We look forward to your participation in this important project.

Sincerely,