

Attachment 2b

Physical Activity and Public Health Course Introductory 1 and Follow-up Reminders 2-4 for PAPHC Web-based Survey for Fellows

Recruitment Process-Directions to Interviewer

Initial email: Send each fellow an email inviting them to complete the web-based survey.

Follow-up Contact 1: If the email does not work (i.e., bounces back), search to find replacement email and try again. Repeat until an email works. If no email can be found, attempt to contact the fellow by phone (leave voicemail if necessary). For a person with no email and one voice mail left, if they do not respond, skip to “Follow-up Contact 4”.

Follow-up Contact 2: If no response to cleared email after contact 1, then follow-up with an email after 1-2 weeks and state that we will try to call them if no response is received.

Follow-up Contact 3: If no response after contact 2, then follow-up with a phone call (leave voicemail if necessary) after one week.

Follow-up Contact 4: If no response after contact 3, then follow-up with a phone call (leave voicemail if necessary) after one week. This will be the last attempt to contact the fellow. For all fellows, we will only leave a maximum of two voice mail messages.

Introductory Email (Contact 1)

<cc self on email>

Dear <name>,

We have been asked to evaluate the Physical Activity and Public Health Training Courses that have been offered through the University of South Carolina since 1994. You are being contacted to participate in a brief online survey because you attended either the research course or practitioner course. We are interested in your opinions about how the course has impacted the field, how it has benefitted your work, and how the course can be improved in the future.

We estimate the survey to take less than 10 minutes.

We greatly appreciate your participation, but please know that it is voluntary. If you take the survey, any questions can be skipped. Your responses will not be linked to your name in the

analysis, such that you will not be identifiable. To participate in the survey, please click on this survey link:

<link>

If you would rather not participate in the survey, please let us know by clicking on the survey link and indicating so on the first survey question. Alternatively, you can email us directly to confirm this at <email>. If we do not hear back from you, we will try contacting you again in about a week.

Many thanks for your time,

<name>

sent on behalf of Kelly Evenson, PhD, for the entire research team

Follow-up Email (Contact 2)

<Reply to the original email><cc self on email>

Dear <name>,

This is a follow-up email to ask if you would be willing to complete a survey regarding the Physical Activity and Public Health Courses. To participate in the survey, please click on this survey link:

<link>

If you would rather not participate in the survey, please let us know by clicking on the survey link and indicating so on the first survey question. Alternatively, you can email us directly to confirm this at <email>. If we do not hear back from you, we will try contacting you by phone in about a week.

Many thanks,

<name>

Follow-up (Contact 3)

Attempt to call the interviewee. If they do not answer and you are confident you have reached their place of employment, please leave a message with a call-back number.

Follow-up (Contact 4)

Attempt to call the interviewee. If they do not answer and you are confident you have reached their place of employment, please leave a message with a call-back number. Do not call again unless either (1) your call was returned or (2) a message was not left because there was no answering service.

Script for the Call

Hi. My name is <name> and I am calling about the evaluation of the Physical Activity and Public Health Training Courses. As a past participant, we are attempting to reach you to ask that you complete a brief online survey about the course. We attempted to reach you by email, but

may not have been successful. If you could return our call, we can provide the link for the survey to you. If you would rather decline the survey, you could also let us know that by phone. I can be reached at <phone> and again my name is <name>. Thanks for your time.