

**Physical Activity and Public Health Course  
Introductory 1 and Follow-up Reminders 2 and 3 for PAPHC  
Telephone Interview for Fellows**

**Recruitment Process-Directions to Interviewer**

Contact each interviewee no more than three times without response, according to the following protocol. If at any point you receive a response, then schedule a time to conduct the interview, and send a confirmation email prior to the scheduled interview.

Contact 1: Send each potential interviewee an email following the recruitment email script.

Contact 2: If no response after contact 1, then follow-up with an email after one week.

Contact 3: If no response after contact 2, then follow-up with a phone call (leave voicemail if necessary) after one week. If a phone number is not available, then send an email.

If no response after contact 3, then stop recruitment of this participant. If they later respond within the time period of interviews, then go ahead and conduct the interview.

**Emails**

**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 have been selected to participate in a telephone interview because you attended either the researcher 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. You indicated on the web-based survey that you were willing to participate in a telephone interview. If this is still the case, we are hoping to schedule a time at your convenience with one of our staff for an interview.

The length of the interview is anticipated to take less than 30 minutes, it will be audio-taped, and the general questions we ask can be sent to you in advance. Your responses will not be linked to your name in the analysis, such that you will not be identifiable in any quotes, reports, or publications. Your participation is voluntary and any questions can be skipped. Upon completion, you will be entered a second time (you were entered the first time when you completed the web-based survey) into a random drawing for one of five \$50 Amazon gift cards to thank you for your time. This project was reviewed by the IRB at the University of North Carolina.

If you would rather not participate in an interview, please let us know and we will not contact you again. 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 might be willing to participate in an interview regarding the Physical Activity and Public Health Courses in the next two weeks. If you would rather not participate in an interview, please let us know and we will not contact you again. If we do not hear back from you, we will try contacting you by phone in about a week.

Sincerely,

<name>

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

### **Follow-up (Contact 3 by Telephone)**

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.

**Reminder Email for those who Agree to be Interviewed**

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

<attach interview questions>

Dear <name>,

I am writing to remind you of our scheduled call on <date, time, time zone>. I will call you at <phone number>. Please also find attached a copy of the interview questions we will discuss. Thank you for your time.

Sincerely,

<name>