

Attachment 12
Program Participant, Completer & Non-Completer Telephone
Interview Recruitment Letter

[Date]

[Name of Prospective Interview Participant]
[Address]

Re: Participation in Evaluation of the [name of program]

Dear [Name]:

You are receiving this letter because you are currently participating or have previously participated in [name of program] at [program implementation site name]. This program is a part of the Tribal Health Profession Opportunity Grant (Tribal HPOG), a program of the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS). On behalf of the ACF, NORC at the University of Chicago is conducting an evaluation of Tribal HPOG, and your input is a valuable part of the evaluation.

We are interested in conducting a short interview with you to learn more about your perspective on [name of program] and how it has prepared you to provide health services to Tribal communities. The interview will be conducted by telephone and will last no longer than one hour. We would like to schedule this call for a mutually convenient time between [x and x]. Your open and honest feedback is appreciated. Please note that participation is voluntary; you can choose to decline participation or end the discussion at any time, with no consequences to you. You will receive a [non-cash honorarium of \$50] for your participation in this interview.

Your participation will help NORC to learn more about health professions training programs in Tribal communities, and the types of resources that may be particularly relevant for Tribal health professions training programs. Findings from the interview may be included in reports for ACF that may be publicly available. In the reports, data or quotations will not be linked to individual respondents.

[Evaluation team member name] from NORC will be contacting you within the next few days to schedule a telephone interview. If you would like to email us a time for your interview, please contact [Evaluation team member name] at [phone number] or [email address]. If you have questions about this study, please contact me at meit-michael@norc.org or 301-634-9324.

Thank you for your participation in this very important study. If you have questions about your rights as a participant in this research project, please call the NORC Institutional Review Board Administrator at 866-309-0542.

Sincerely,

Michael Meit, MA, MPH
Project Director

[Grantee Contact]
Grant Director