

NIH OFFICE OF THE DIRECTOR (OD)

Attachment 17

Interview Scheduling Phone Call

Hello <NAME>:

My name is _____. I am with a research firm called Westat and I am confirming the date and time for your interview about the NIH Academic Research Enhancement Award Program.

We greatly appreciate your participation in the online survey to evaluation the AREA program.

[If call is answered AND respondent had replied to introductory e-mail:]

In the reply e-mail we received, you suggested that you would be available on [DATE] at [TIME] for an interview.

[Await response]

Is this date and time still acceptable for you?

[Await response. If affirmative, skip indented dialogue.]

[If negative, continue following dialogue.] Okay, would you suggest other dates and times when you will be available?

[Await response.]

Great. [Name of Westat interviewer] will call you at this number on [DATE] at [TIME] for an interview about your experience as an R15 Awardee. The interview will ask about the impact of the grant on the research climate of your institution, your research, and your mentorship of students.

Thank you.

[If call goes to voice mail AND respondent had replied to introductory e-mail:]

Hello <NAME>:

My name is _____. I am with a research firm called Westat and I am confirming the date and time for your interview about the NIH Academic Research Enhancement Award Program.

In the reply e-mail we received, you suggested that you would be available on [DATE] at [TIME] for an interview.

[Name of Westat interviewer] will call you at this number on [DATE] at [TIME] for an interview about your experience as an R15 Awardee. The interview will ask about the impact of the grant on the research climate of your institution, your research, and your mentorship of students.

Please call me at 1-800-xxx-xxxx if you need to change this date and time, or if you need more information.

Thank you.

[If call is answered BUT respondent had NOT replied to introductory e-mail:]

Hello <NAME>:

My name is _____. I am with a research firm called Westat and I am following up on your participation in an online survey for an evaluation of the Academic Research Enhancement Award program.

We greatly appreciate your participation in the online survey to evaluation the AREA program.

[Await response]

On behalf of the National Institutes of Health (NIH), we are inviting you to participate in a telephone interview for an evaluation of the AREA program. The interview will ask about the impact of the grant on the research climate of your institution, your research, and your mentorship of students.

[Await response.]

According to our records you are or were an AREA awardee, is that correct?

[Await response. If affirmative skip next paragraph and continue. If negative, read the following paragraph to prompt their memory.]

Our records indicate that you held a R15 award from xxxx-xxxx for your project [TITLE].

Does that help remind which project we are talking about?

[Await response.]

I want to remind you that participation in the interview is voluntary. The interview should take no more than 45 minutes of your time. All information shared in the survey is private under the Privacy Act. Data will be reported in the aggregate and will exclude personal identifiers.

Can we go ahead now and schedule a mutually agreeable time for this interview?

[If possible, schedule interview now. If not possible, read the following paragraph].

OK, a member of our research team will follow-up with you to schedule a mutually agreeable time for the interview. When should I have them call you back?

[Await response and proceed accordingly]

Great. Thank you for your cooperation in this important study.

Important Contact Information: Refer to as necessary: If you have questions about administration of the survey or the overall evaluation, please contact the Director of the AREA Program, Dr. Michelle Timmerman at 301.402.0672 or R151@nih.gov.