

OFFICE OF THE DIRECTOR (OD)

# Attachment 18

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Interview Reminder E-mail

Dear <NAME>:

On behalf of the Director of the NIH Academic Research Enhancement Award (AREA) Program we would like to remind you to respond to this request for a phone interview for an evaluation of the Academic Research Enhancement Award (AREA) program.

NIH is working with Westat, an independent research organization, to evaluate the extent to which the AREA program is fulfilling its mission to strengthen the overall quality and productivity of funded institutions or schools and to expose students to hands-on research experience. As an AREA awardee, your feedback is critical to understanding the program, its challenges, and successes.

Participation in the interview is voluntary, but your involvement will help ensure that AREA and similar future efforts are successful. The interview will take no more than 45 minutes of your time. Information shared by you is private under the Privacy Act. Data will be reported thematically in the aggregate and will exclude personal identifiers.

**Please propose 2 or 3 dates and times between now and <DATE> when you are available. Please provide a telephone number so that we may contact you. A member of Westat's research team will follow-up with you via telephone to schedule a mutually agreeable time for the interview.**

Thank you in advance for your participation. If you have questions about the survey or the AREA evaluation, please contact me (Jocelyn Marrow) or the Director of the NIH AREA Program, Michelle M. Timmerman, Ph.D., at [R151@mail.nih.gov](mailto:R151@mail.nih.gov)

Best regards,

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