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Key Informant Interview Guide

Thank you for making time to talk to me today. We are conducting research to help assess the progress of the Ambassadors Program for the Loan Repayment Programs at the National Institutes of Health. In particular, we're exploring how Ambassadors--like yourself--think about the changes in the Ambassador Program that have been put into place over the past few months.

What is said in this conversation will remain private to the extent allowed by law. That is, no one person's contributions will be identified to anyone at NIH. Instead, NIH staff will be provided with aggregated information to help them build the LRP Ambassadors Program. We would like to tape record the interview so that we can make sure our notes are accurate. The tape recordings and transcripts will be stored in a locked file cabinet until March 15, 2017 and then they will be destroyed. Is it okay with you if we tape this conversation?

Do you have any questions before we get started?

1. What is your current job? (PROBE: Are you in an institution/organization where you come in contact with prospective LRP applicants? About what percentage of your time is spent on research?)
2. What motivated you to become an LRP Ambassador?
3. How would you describe the LRP Ambassador Program to a colleague?
4. Have you received any information or promotional material from the LRPs? (PROBE: If yes, what information/material was received?)
5. How would you describe the quality of these materials?
6. How helpful or useful were the material(s) in spreading the word about the Programs?
7. As an LRP Ambassador, what activities, if any, have you undertaken or participated in?
8. What made it easy or possible to do these activities?
9. Are there other activities that you would have liked to have done? (PROBE: Type of activities undertaken)

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10. What factors prevented you from undertaking these activities?
11. Are there activities that you anticipate doing in the coming months? (PROBE: Are there activities coming up in the next several months that you could hand out LRP materials?)
12. Do you have other suggestions for how to make the LRP Ambassadors Program a vibrant initiative for attracting and supporting applicants to the Loan Repayment Programs.
13. Is there anything we haven't discussed about the Ambassadors Program that you'd like to mention before we close?

Thank you very much for sharing your thoughts and ideas with us today.