

Attachment B.2.1.5: Invitation to Participate in Phone Interview

INVITATION EMAIL TO PARTICIPATE IN PHONE INTERVIEW

Dear *[insert name]*,

As part of the NIH national cross-site evaluation of the BEST Program, the NIH has contracted Windrose Vision to conduct phone interviews with program staff from your BEST program. Program staff includes PIs, co-PIs, Program Directors, and local evaluators.

The purpose of the phone interview is for the NIH to gain an understanding of the *[insert name of BEST program at awardee institution]* program including current successes, challenges, and opportunities to add or expand BEST activities at *[insert name of awardee institution]*. The interview will last approximately one hour.

To help us schedule your interview, please complete and return the attached two forms to *[insert email address]* by COB *[insert date]*.

Attachment 1: Agreement to participate in the phone interview and for audio recording
Attachment 2: Form to schedule an interview time.

After we receive the forms, we will confirm the date and time of the phone interview. Thank you for your participation in the NIH cross-site evaluation for the BEST program.

If you have any questions, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

AGREEMENT TO PARTICIPATE IN PHONE INTERVIEW

Name: _____

Program Name: _____

Institution/Organization: _____

Role in BEST Program: a. PIs b.Co-PIs c.Program Director d.Local Evaluator

The National Institutes of Health (NIH) is doing an evaluation of its Broadening Experiences in Scientific Training (BEST) program. An independent company, Windrose Vision, has been contracted to conduct the evaluation. The purpose of this evaluation is to assess three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

PROTOCOL: The phone interview is an opportunity to share your experiences, accomplishments, and future plans for your BEST program at your institution. We anticipate conducting phone interviews with the program staff (PI, co-PIs, Program Director, a local evaluator) from each awardee institution at the end of each year throughout the duration of the BEST grant. The information gathered will be used to document the BEST program operations and activities.

PARTICIPATION AND WITHDRAWAL: You are under no obligation to participate in this interview with us, but we strongly encourage you to do so. A successful evaluation of the BEST program depends on gathering as many perspectives as possible. There are no consequences or risks for participating. Refusal to participate will involve no penalty or loss of benefits to which you are otherwise entitled, and you may discontinue the interview at any time.

PRIVACY: Interviews may be recorded to assist with the accuracy of your responses. Audio recordings will be protected on a secure server to prevent disclosure.

IDENTIFICATION OF STAFF: For additional information about the NIH national cross-site evaluation study you may contact [*insert name of contact person*].

Please sign your name below if you agree to participate in the phone interview.

Signature: _____ Date: _____

Please indicate if you agree to an audio recording of your interview.

Agree

FORM TO SCHEDULE PHONE INTERVIEW

Please complete this form and email it to *[insert email address]* by COB *[insert date]*

Name:

Institution/Organization:

Preferred phone number for your phone interview:

Preferred date and time for your phone interview. *Please use the table below to indicate your first choice with the number “1,” and your second choice with the number “2.”*

Schedule from *[insert date]* through *[insert date]*

EASTERN STANDARD TIME (EST)	Monday <i>[insert date]</i>	Tuesday <i>[insert date]</i>	Wednesday <i>[insert date]</i>	Thursday <i>[insert date]</i>	Friday <i>[insert date]</i>
9-10 am					
10-11 am					
11-12 am					
12-1 pm					
1-2 pm					
2-3 pm					
3-4 pm					
4-5 pm					

EASTERN STANDARD TIME (EST)	Monday <i>[insert date]</i>	Tuesday <i>[insert date]</i>	Wednesday <i>[insert date]</i>	Thursday <i>[insert date]</i>	Friday <i>[insert date]</i>
9-10 am					
10-11 am					
11-12 am					
12-1 pm					
1-2 pm					
2-3 pm					
3-4 pm					
4-5 pm					

If none of the above times fit into your schedule, please suggest alternative dates and times:

Thank you.