

Appendix G. Project Survey Notification and Invitation

Survey Notification

Dear [RESPONDENT NAME],

Hello! As you know, your Upward Bound program is participating in the *Demonstration of Find the Fit*, funded by the U.S. Department of Education and conducted by Abt Associates and Decision Information Resources (DIR).

As part of the demonstration, your project has agreed to participate in a one-time Project Survey.

The Project Survey questions will be most easily answered by someone from your Upward Bound project who is knowledgeable about *most of the college advising activities* provided to 2015-2016 seniors.

Please take a minute to answer a few questions about who from your project is knowledgeable about college advising and would be best able to answer the survey questions.

Click here to let us know whom to contact: <http://www.XXXXX.com>

We know your and your staff's time is valuable and thank you in advance for your participation!

Sincerely,

Alina Martinez, Ed.D.
Study Project Director

Study Contacts

Study Website: www.UBDemo.com
Study Email: UBDemo@abtassoc.com
Study Toll-Free Number: 1-855-489-0480

Protecting your privacy is very important to us. The study reports will not include your name or the name of your project. We will not share information that identifies you to anyone outside the study team or study collaborators, except as required by law.

If you have any questions about participating in the study, please call 1-855-489-0480, or email UBDemo@abtassoc.com. If you have any questions about subjects' rights, please contact Abt's Institutional Review Board Administrator, Katie Speanburg, by phone at 1-(877) 520-6835 [toll-free number]. If you have questions about Upward Bound, please contact your Upward Bound project director.

Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific program, district or individual. Any willful disclosure of such information for nonstatistical purposes, except as required by law, is a class E felony.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0912. Public reporting burden for this collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this form, application or survey, please contact (National Center for Education Evaluation/Institute of Education Sciences U.S. Department of Education, 555 New Jersey Avenue, SW Room 502i, Washington, DC 20208) directly. (Note: Please do not return the completed instrument, form, application or survey to this address.)

Screener to Identify Most Appropriate Respondent

S1. Are you knowledgeable about most of the college advising your project provides to 2015-2016 seniors?

- Yes [SKIP TO S3]
 No [GO TO S2]

S2. So that we can contact the person best able to answer this survey, please let us know the person from your Upward Bound project who is knowledgeable about most of the college advising your project provides to 2015-2016 seniors.

Name: _____

Email Address: _____

S3. Thank you. We will contact you [IF S1=YES] / name from S2 [IF S1=NO] in the next two weeks.

Survey Invitation

Hello! As you know, your Upward Bound program is participating in the *Demonstration of Find the Fit*, funded by the U.S. Department of Education and conducted by Abt Associates and Decision Information Resources (DIR).

As part of the demonstration, your project has agreed to participate in a one-time Project Survey.

You have been identified as the person from your project who is knowledgeable about most of the college advising provided to 2015-2016 seniors and best able to complete the survey.

Your project's responses to this survey are invaluable to the study, which will help improve services provided by Upward Bound.

The U.S. Department of Education looks forward to knowing about your project's experiences and advising activities.

Please follow the link below to begin and complete the survey.

<http://www.UBDemo.com/XXXXX>

Login ID: XXXX

Password: XXXXXXXX

The survey should take about 15 minutes to complete.

Your participation in the survey is voluntary, and you may choose not to answer a question or to stop at any point. Remember, none of your answers will affect your funding eligibility or program status.

Protecting your privacy is very important to us. Your name will not be included in any reports or data produced by the study. We will not share information from this survey that identifies you to anyone outside the study team, except as required by law.

We know your time is valuable and thank you in advance for your participation!

Sincerely,

Alina Martinez, Ed.D.
Study Project Director

Study Contacts

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Study Email: [UBDemo @abtassoc.com](mailto:UBDemo@abtassoc.com)
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