

## **Attachment 25**

**Telephone Script to Schedule Telephone Interview**

OMB No: XXXX-XXXX  
Expiration Date: XX/XX/20XX

Rights of study participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from the study at any time. Refusal to participate will not affect your benefits in any way. The information collected in this study will be kept private to the extent provided by law. Names and other identifiers will not appear in any report of the study. Information provided will be combined for all study participants and reported as summaries. You are being contacted to participate in this data collection so that we can evaluate the Science Education Partnership Award Program.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0486). Do not return the completed form to this address.

Hello <NAME OF PI / PROJECT PARTNER>:

My name is \_\_\_\_\_. I am with a research firm called Westat and I am following up on an e-mail request we sent you to participate in a telephone interview for an evaluation of the Science Education Partnership Award (SEPA) program. How are you today?

[Await response]

On behalf of the National Institutes of Health (NIH), we are inviting you and other SEPA stakeholders to participate in a telephone interview for a process evaluation of the SEPA program. The federal Office of Management and Budget (OMB) has approved the interview guide (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx). We expect the interview to take approximately an hour.

According to our records you are or were a PI / are or were a project partner on the <NAME OF SEPA PROJECT>. Is this correct?

[Await response. If affirmative skip next paragraph and continue. If negative read the following paragraph to prompt their memory and ensure they are not involved in this initiative]

The SEPA program provides grants for PK-12 educational projects, science centers, and museum exhibits to increase students' interest in pursuing science-related careers, deliver topical interactive information about NIH-funded medical research, and cultivate an understanding about healthy living habits among the general public. Does that help remind which project we are talking about?

[Await response. If affirmative continue. If negative, thank individual and discontinue call]

Participation in the interview is voluntary, but your involvement will help ensure that the SEPA program and similar future efforts are successful. Information shared in the interview will be kept private to the extent provided by law. Data will be reported thematically 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 interview or the overall evaluation, please contact Dr. Jill Feldman at 240-453-2905 or [jillfeldman@westat.com](mailto:jillfeldman@westat.com). This communication, and all components of the evaluation, have been reviewed and approved by Dr. Tony Beck at the NIH at 301-435-0805 or [beckl@mail.nih.gov](mailto:beckl@mail.nih.gov). If you have questions about your rights as a participant in this evaluation, please call the Westat Human Subjects Protections office at 1-888-920-7631.