

Attachment 6

Partner Site Visit Interview Protocol

OMB No.: 0925-XXXX

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Public reporting burden for this collection of information is estimated to average 90 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-XXXX). Do not return the completed form to this address.

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.

SEPA Partner Interview

Date and time of interview:

INSERT HERE

Partner:

PREPOPULATE

Institution:

PREPOPULATE

Project Title:

PREPOPULATE

Funded Year:

PREPOPULATE

End Date:

PREPOPULATE

Project abstract:

PREPOPULATE

Introduction

- Thank you for taking the time to talk with me today about your work on [INSERT NAME OF SEPA PROJECT].
- The purpose of this interview is to get your views about various aspects of your project partnership and impacts, including your experiences implementing the project, your contributions to the project, project impacts, whether and how your partnership has been sustained, and lessons you learned from the partnership.
- The interview will take about an hour and a quarter.
- Your participation is voluntary.
- We would like to audiotape this interview. It helps us take more accurate notes. Is that okay? At any point during the interview, we can stop or you can ask us to turn off the audio recorder. [*If permission to tape is granted.*] Recorded interviews will be stored in a secure location and will be destroyed after the end of the study.
- The data will be reported in aggregate and individuals associated with comments will not be disclosed.
- We are also interested in documents or other sources of information regarding any of the topics we discuss.

A. Partner Background

We would like to first ask you a few questions about your organization's background.

1. Was this the first time your organization worked with the lead organization to increase engagement of underrepresented K12 student populations in health, biomedical or clinical research fields?
[Probe: If no, please describe your previous work with the lead organization in these areas (include name of funder, name of the project and years of funding).]
2. Has your organization worked on other SEPA projects?
[Probe: If yes, which ones and in what capacity? When did the organization work on these other SEPA projects? Was the organization's role and extent of involvement similar to or different from its role on this project? Please describe the similarities and/or differences.]
3. Has your organization worked on other NIH (non-SEPA) projects?
[Probe: If yes, which programs did you work on and in what capacity? When did the organization work on these other NIH (non-SEPA) projects? Ask if any of these were CTSA, RCMI or IDeA (INBRE or COBRE) projects.]
4. Has your organization worked with other federally-funded STEM Ed projects?
[Probe: If yes, who was the funder, what was the name of the project, for how many years was the project funded and what was your role on the project?]
5. Has your organization worked with other non-federally-funded STEM Ed projects?
[Probe: If yes, who was the funder, what was the name of the project, for how many years was the project funded and what was your role on the project?]
6. *FOLLOW-UP if organization has worked on other projects:* What, if anything, was similar to or different from working as a partner on this SEPA project compared to other projects you have worked on?

B. SEPA Project Partnership

The next set of questions is about your views and experience working as a SEPA partner within the SEPA project on [TITLE OF SEPA PROJECT].

Partner role

7. What role(s), if any, did your organization have on *this* SEPA project?
 - a. Conceptualizing and developing the approach
[Probe: What specifically did your organization contribute to development of the approach? Did you lead this effort? If no, ask who did.]
 - b. Implementing the approach
[Probe: What specifically did your organization contribute to development of the approach? Did you lead this effort? If no, ask who did.]
 - c. Analysis and/or reporting
[Probe: What specifically did your organization contribute to development of the approach? Did you lead this effort? If no, ask who did.]
 - d. Planning for the future
[Probe: What specifically did your organization contribute to development of the approach? Did you lead this effort? If no, ask who did.]
 - e. Role(s) played in other areas of the project (please describe)
[Probe: What specifically did your organization do related to these areas? Did you lead these efforts? If no, ask who did.]
8. To what extent were your ideas and/or suggestions taken into account when developing the project approach?
[Probe: Please provide a brief example to illustrate how your input influenced development of the approach.]
9. What was the project able to accomplish because of your organization's expertise and experience that it could not have accomplished without them?
10. What did you learn from working with the lead organization?

[Probe: If there was more than one partner, ask what did you learn from working with this project's partners?]

11. Have you or would you consider continued work with the lead organization?
[Probe: If yes, ask and on what types of activities? If there is more than one project partner, ask which partners they would work with again and on what types of activities. If no, ask why not?]

Implementation experiences

12. What factors helped and/or hindered your work on the project?
13. If there is more than one project partner ask: What factors helped and/or hindered your organization's efforts to collaborate with other project partners?
14. Did your organization encounter challenges coordinating its work with the lead organization and/or other project partners?
[Probe: What were the challenges, why did they occur and how were they addressed?]

Lessons learned

15. What lessons did you learn about working as part of a partnership that would be of use to other SEPA projects?
16. What advice would you provide to organizations considering serving as a SEPA project partner?
17. Were there any lessons you learned that could benefit other SEPA projects?

C. Project Impacts

The next set of questions asks you about the impacts of the SEPA project.

18. What was do you consider the project's most significant accomplishment?
[Probe: If most significant accomplishment was an activity/deliverable/output: What was the impact of these deliverables and activities?]

19. Was the magnitude of this impact aligned with your expectations?
[Probe: If not, in what ways was the impact different than you expected?]
20. Is there evidence that this impact occurred?
[Probe: If yes, ask what evidence there is.]
21. Are there other noteworthy impacts that your project achieved?
[Probe: If yes, ask what the impacts were and if they were aligned with initial expectations.]
22. Is there evidence that these impacts occurred?
[Probe: If yes, ask what evidence there is.]
23. Were there any impacts that your project was designed to achieve but did not accomplish (e.g., impact was not attained, or the actual impact was less than anticipated)?
[Probe: If yes, what factors accounted for the lower impact?]

THANK YOU FOR TAKING TIME TO TALK WITH ME TODAY. OUR CONVERSATION WAS VERY HELPFUL FOR THE EVALUATION. I ENJOYED TALKING WITH YOU.