

Evaluation of the SEPA Program Site Visit Scheduling Script

- I. Review spreadsheet to identify contact info for PI, Partners and evaluator.
- II. Call the PI:

Hello my name is _____. I'm calling from Westat on behalf on NIH regarding our evaluation of the SEPA program. Recently you should have received a letter and email regarding your project's selection for a site visit this summer. If you have a few minutes I would like to discuss scheduling the visit with you. We would like to spend 2 days visiting your project to see your project in action and to interview you, your project partners, the project evaluator and 2 additional key project staff. The goal of the site visits is to learn more about how project implementation is going, what the project has accomplished so far, the extent to which the project evaluation has been helpful and to ask you to suggest ways of strengthening the SEPA program.

Are there project activities scheduled for August or September 2016? (If yes, arrange a visit during this time.) If there are no project activities scheduled for August or September, ask, "Are meetings scheduled during this time that include your project partners, your evaluator and other key staff?" (If yes, ask when. If not, ask when a good time to schedule a visit would be. Try to arrange to visit on a T/W, or W/TH.)

Which dates work best for you for us to visit:

Day 1 Day 2

1st Choice:

Alternate:

Thank you for your willingness to participate in a site visit. We look forward to learning from you and your team.