

Attachment 23

E-Mail Reminder – Partner Interview

Dear <NAME OF PROJECT PARTNER>:

I am contacting you today on behalf of the National Institutes of Health (NIH) as a reminder of our request for your participation in a telephone interview for an evaluation of the Science Education Partnership Award (SEPA) program. We expect the interview to take approximately an hour.

The NIH is working with Westat, a nationally recognized independent research organization, to examine how the SEPA program is perceived and experienced by stakeholders directly involved in the program as well as those collaborating as project partners. As a partner of a SEPA project, your feedback is critical to understanding the program, its challenges, and successes.

Please propose 2 or 3 dates and times between now and <DATE> when you are available. A member of our research team will follow-up with you (via e-mail or telephone) to schedule a mutually agreeable time for the interview. Please provide us with these dates by July 31st if possible.

Participation in the interview is voluntary, but your involvement will help ensure that SEPA 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.

Thank you in advance for your cooperation in this important study.

Jill Feldman, Ph.D.
Project Director
Westat SEPA Evaluation
240-453-2905
jillfeldman@westat.com

Important Contact Information

If you have questions about administration of the interview or the overall evaluation, please contact Dr. Jill Feldman at Westat: 240-453-2905 or 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. 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.

The federal Office of Management and Budget (OMB) has approved this survey (OMB No.: xxxx-xxxx, Expiration Date: xx/xx/20xx).