

## **Attachment 30**

**E-Mail Confirmation for Telephone Interview**

Dear <NAME>:

Thank you for agreeing to participate in a telephone interview to reflect on your perceptions and experience with the SEPA program. As a <ROLE>, your feedback is critical to understanding the program, its challenges and successes.

**This e-mail is to confirm our call for <DATE and TIME>. [If time needs to be reconfirmed or rescheduled: A member of our team will call you at <TEL NUMBER>.]**

The purpose of this interview is to get your views about various aspects of your project, including your experiences implementing the project, your project's impacts, and lessons you learned from working as a team.

We expect the interview to take approximately 60 minutes. As you know, participation in the interview is completely 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. We are planning to audio-record the interview to enable our team to accurately capture your responses. The audio tape will be destroyed after the data has been transcribed. We will ask for your informed consent before beginning the interview.

Thank you again for your cooperation in this important study.

Best,

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 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).**