

# Appendix B1.

## Email Invitation to Participants



To: **[PARTICIPANT]**

Subject: “FDPIR Paraprofessional Nutrition Training Assessment for ITOs” Interview

Dear **[FIRST NAME] [LAST NAME]**:

We are writing to request your participation in a U.S. Department of Agriculture (USDA)/Food and Nutrition Service (FNS)-sponsored study. The purpose of the study is to assess the interest of Tribes and Indian Tribal Organizations (ITOs) in a USDA/FNS-sponsored nutrition education training for Food Distribution Program (FDP) staff and to find the best way to offer nutrition education training that meets the exact needs of ITOs. We will conduct interviews with FDP directors at ITOs along with FDP staff and several other key stakeholders who interact with FDP.

Your participation is completely voluntary. There are no penalties if you decide not to participate. If you decide to participate, the interview will take place over the phone with a trained staff member from the research team (2M/Mathematica) on behalf of FNS. We will send you the interview guide prior to our interview so that you may review the questions. We expect the interview to last approximately 1 hour.

Because we value what you have to say and want to accurately represent our conversation, we would like your permission to record our interview. Please note that recordings are for transcription purposes only and will be deleted after transcription. All of your responses will remain private and any identifying information will be removed from our final transcript to give anonymity, except as otherwise required by law.

We consider your participation in this study to be a critical to the overall success of any nutrition training offered to ITOs by the USDA in the future. We do hope that you will be able to participate in this important effort so that we can gain your critical insights.

It would be very helpful for us to hear back from you by **[DATE]** regarding your availability to participate in this study. We look forward to hearing from you and working with you in the near future.

Should you have any questions, please do not hesitate to contact me, Molly Matthews-Ewald with 2M Research Services, or Akua White with USDA/FNS.

XX/XX/XXXX

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is XXXX-XXXX. It will take you, on average, 3 minutes to read this email.

Sincerely,

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