

Appendix B3.
Participant Confirmation Email

XX/XX/XXXX

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To: **[PARTICIPANT]**

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

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

I am writing to confirm your interview scheduled for [DATE] at [TIME] with a member of 2M/Mathematica about USDA/FNS-sponsored nutrition education for Food Distribution Program (FDP) staff at Indian Tribal Organizations (ITOs) across the country. This interview will be one of approximately 61 interviews that we will conduct with ITO directors, FDP staff, and key stakeholders to gauge the interest of ITOs in USDA/FNS-sponsored nutrition training, and to assess the best way to deliver the training in a way that meets the exact needs of ITOs across the country.

Your participation in this study is critical to a successful training, if offered in the future. Your participation is completely voluntary. There are no penalties if you decide not to participate in part or in whole. Your responses will remain private and will not be shared with anyone outside this study team, except as otherwise required by law. Your interview will last approximately 1 hour.

The interview guide is attached if you wish to review the questions prior to your interview.

Thank you so much for your participation.

Sincerely,

Akua White and
Molly Matthews-Ewald

Akua White, MS, RD
Nutritionist
USDA, FNS

Molly Matthews-Ewald, PhD, MS
Project Director
2M Research Services, LLC

XX/XX/XXXX

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