Dear NSF INCLUDES Launch Pilot Evaluator,

I'm writing on behalf of the NSF INCLUDES Technical Assistance (TA) Team to request that you share with us your evaluation plan and report for the NSF INCLUDES Design and Development Launch Pilot that you evaluate.

One element of the work of the NSF INCLUDES Technical Assistance Team is to work with you and other Launch Pilot evaluators to develop a common evaluation framework for use by the NSF INCLUDES Launch Pilots. To inform this work, we are asking that you share your evaluation plans and reports with us.  We plan to conduct a document review to understand, across all the Launch Pilots, what evaluation questions are common, what types of outcomes are being tracked and measured, and what evaluation innovations might be brought to bear on the common evaluation framework.

We know that evaluations evolve to accommodate changes in plans, contexts and vision. And we expect this to be particularly true for evaluations of the Launch Pilots, as they represent collective impact approaches that account for dynamic contexts and strive for innovation. Thus, we expect that reviewing your evaluation plans and reports will provide us with more information about the evolving nature of the Launch Pilots and evaluations. We also expect that this review of plans and reports will help us to identify areas of need for technical assistance as well as innovations that inform our technical assistance.

Please send your evaluation plan and first annual evaluation report (as soon as it is available)to the NSF INCLUDES TA Team email, [insert email address here] by [insert date here]. If you have questions about the collection of these plans and reports, please contact [insert contact person and email here]. The TA Team will treat these reports and plans as data and respect the confidentiality of the evaluators and projects they represent.

Thank you in advance for your time and cooperation with this important request. We look forward to sharing what we learn and to working with you to develop a common evaluation framework for the program.

Sincerely,
The NSF INCLUDES Technical Assistance Team