

## Invitation to Participate Communication

Dear [NAME OF PI],

I am writing on behalf of Stéphane Baldi, Lead for the Evaluation of NSF INCLUDES, to request documents and data related to your NSF INCLUDES conference grant.

NSF has contracted 2M Research Services (2M) to provide developmental evaluation support for continuous learning during the inaugural phase of NSF INCLUDES. As part of its evaluation efforts, 2M will be reviewing documents and data from the NSF INCLUDES-sponsored conferences to better understand the support provided to launch pilots during their first year of implementation and identify ways in which NSF can support launch pilot efforts in the year ahead.

Specifically, we are interested in the following documents:

- Conference participant lists
- Conference agendas, handouts, PowerPoint slides, and other materials provided to participants
- Evaluation data that you collected (e.g. participant surveys)

Responding to this request is voluntary, but conferences have been a significant component of the NSF INCLUDES program and learning more about these conferences, including the participation of launch pilots and others in the STEM community, is critical to the success of the evaluation and the program. We thank you in advance for your participation.

**We ask that you email conference-related documents to [nakber@2mresearch.com](mailto:nakber@2mresearch.com) by September 25, 2017.** Please do not hesitate to contact me with any questions you have.

Sincerely,  
Stéphane Baldi  
Lead, Evaluation of NSF INCLUDES  
Vice President of Education  
2M Research Services