

Attachment F: Template follow-up email for focus groups on experiences receiving TA

Subject: Reminder: Focus Group Request for Federal Research Project on [TA EFFORT]

Dear [NAME],

I am following up on our request for a 90-minute call for a study on how federal agencies and other large entities can use the provision of technical assistance (TA) to promote cross-sector collaboration. The study is funded by the Department of Health and Human Services (HHS) Office of the Assistant Secretary for Planning and Evaluation (ASPE). Please see the original email request below for more information.

Because your organization received TA during [TA EFFORT], your input would be particularly valuable for this study. We would appreciate being able to speak with you over the telephone to discuss your experiences. (We are conducting these conversations in small groups of 2 to 5 people, and you would be grouped with other people according to availability.) Here are some potential blocks of time for your consideration:

[Time 1]

[Time 2]

[Time 3]

If none of the suggested dates and times work for you, please feel free to suggest others. Also, please let me know if you have any questions. I look forward to hearing from you.

Best,

[SIGNATURE]