

***Invitation Email: Initial Contact***

Subject: Interview Invitation From the U.S. Department of Education

Dear [NAME],

The U.S. Department of Education is collecting information about how K–12 education leaders use research evidence. I am reaching out from the American Institutes for Research (AIR) because AIR is collecting this information on behalf of the U.S. Department of Education (please see the attached letter of support from the Department).

During this rapidly changing time, the U.S. Department of Education remains committed to finding solutions that work. We would like to invite you to participate in a one-hour videoconference interview to discuss your experience with research evidence, including the What Works Clearinghouse website. You do not need to be familiar with the What Works Clearinghouse to participate. We are looking for your views as an individual in a [state/district] office as opposed to you providing feedback on behalf of your organization.

Are you available the week of [insert week] at the following times [insert times]? If you prefer a different option, please let me know and I will coordinate around your schedule.

If you believe that a different decisionmaker in your organization is better suited than you to participate in a conversation regarding the use of research evidence, please feel free to forward this invitation to that person; or, please advise me of who that person is so that I may contact him or her. If you decide to forward this message, please copy me to allow me to follow up directly with the recipient.

The U.S. Department of Education will use information gathered through the interviews to improve the delivery of research evidence to education leaders such as you. The Department and AIR sincerely appreciate your consideration. Should you have any questions, please feel free to contact me.

[SIGNATURE]

**Paperwork Reduction Act (PRA) Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. Public reporting burden for this collection of information is estimated to average 32 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey or protocol, please contact Erin Pollard at [erin.pollard@ed.gov](mailto:erin.pollard@ed.gov) Education Research Analyst, Knowledge Use Division, Institute of Education Science, US Department of Education directly.

***Follow-up Email: Second Contact***

Timing: Three days after the initial contact (invitation email); forward the original email to have it included in the follow up.

Subject: FW: Interview Invitation From the U.S. Department of Education

Dear [NAME],

I am writing to follow up on a recent interview invitation from the American Institutes for Research (AIR) on behalf of the U.S. Department of Education. The interview is about the use of research evidence by K–12 education leaders such as you.

Are you available to participate in this interview the week of [insert week] at the following times [insert times]? If different days and times are more convenient for you, please let me know and I will coordinate around your schedule.

If you believe that a different decisionmaker in your organization is better suited than you to participate in a conversation regarding the use of research evidence, please feel free to forward this invitation to that person; or, please advise me of who that person is so that I may contact him or her. If you decide to forward this message, please copy me to allow me to follow up directly.

The U.S. Department of Education and AIR sincerely appreciate your consideration. Should you have any questions, please feel free to contact me.

[SIGNATURE]

### ***Confirmation Calendar Invitation Email: Final Contact Before the Interview***

Subject: Interview with AIR about research evidence and WWC Dear [NAME],

Thank you again for agreeing to participate in an interview on your use of research evidence, including the What Works Clearinghouse. We look forward to connecting with you at [time & time zone] on [day of week], [date]. If this time is no longer convenient for you, please feel free to email me to reschedule.

Below are some tips to keep in mind:

- The interview will take up to one hour.
- You will need access to a computer with an internet browser. The computer should have reliable access to the internet.
- You should be able to access the What Works Clearinghouse website: <https://ies.ed.gov/ncee/wwc/>.
- Access to a webcam is desirable but not required.
- You will need to log in to this link to join the interview: [insert GoToMeeting link].
- ***If this is your first time using GoToMeeting for a virtual meeting***, we advise that you test your system by going to this link: <https://support.goto.com/webinar/help/join-a-test-session-g2w060001>. Please let me know if you are having difficulties.
- You may use either a phone or a computer microphone for audio.
- Please review the attached project information sheet for additional information about the interview and your participation in it.
- You do not need to review the What Works Clearinghouse website or prepare any additional material prior to the interview.
- Your interviewer will be [INTERVIEWER NAME]. Should you experience any technical difficulties or delay at the time of your scheduled interview, please reach out to her/him for assistance (he/she is copied on this email).

The U.S. Department of Education and AIR sincerely appreciate your help.

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needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey or protocol, please contact Erin Pollard at [erin.pollard@ed.gov](mailto:erin.pollard@ed.gov) Education Research Analyst, Knowledge Use Division, Institute of Education Science, US Department of Education directly.