

ATTACHMENT A

EMAIL INVITATION FOR GRANTEE LEADERSHIP INTERVIEW

SUBJECT: Information Regarding Request for Participation in Interviews for the IMAGIN Cross-site Study

Dear [First Name]:

I am _____ and I work for Mathematica Policy Research, an independent social policy research company, contracted by the Office of Adolescent Health to provide technical assistance to you during your [2018 OR 2019] Teen Pregnancy Prevention (TPP) Phase 1 grant.

As part of our contract to provide technical assistance (called IMAGIN), we are also tasked with conducting a cross-site study to learn about all of the grantees' experiences with early implementation of programs funded through the TPP grant. The main study objectives are to understand and describe the process, challenges, and successes related to getting your programs ready for implementation and summative evaluation. The study will also help funders understand how a multiphase grant effort supports grantees in implementing and preparing for rigorous evaluation of their program models.

The cross-site study will be enriched by the perspectives of grantee staff at all levels who are involved in preparing for and delivering the program(s) funded by the TPP grant. We will be collecting data through: 1) interviews with grantee leadership staff; 2) site visits to a small group of grantees; and 3) an online survey of front line program staff. We are reaching out today to discuss scheduling the first component, the grantee leadership interview. The purpose of this interview is to learn more about your experiences planning and implementing [PROGRAM NAME] in Phase I of your OAH grant. The interview should last approximately 90 minutes.

Your participation in this discussion is voluntary, and if you decide to participate, you can choose not to answer a question if you wish.

Would you please let me know the best date and time to schedule this interview? We are hoping to schedule them in the next [x] weeks.

Please let me know if you have any questions. I can be reached at [insert email address] or [insert phone number].

Paperwork Reduction Act Statement

The described collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for the described information collection is 0990-new-60D and the expiration date is xx/xx/xxxx.