

Appendix A: SIRF Phone Meeting Email Template

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**SUBJECT LINE:** Meeting Request with Strengthening the Implementation of Responsible Fatherhood Programs (SIRF) Study Team

**EMAIL BODY:**

Dear [insert name],

I am writing to you on behalf of the researchers from the Strengthening the Implementation of Responsible Fatherhood Programs (SIRF) study, which is funded by the Administration for Children and Families of the U.S. Department of Health and Human Services. SIRF will use iterative learning methods to test promising strategies for common implementation challenges that fatherhood programs face.

We are starting to gather information for the project and are trying to learn more about the challenges that programs face. **We'd like to schedule a one hour call.** During the call, we would hope to learn more about [insert program name or affiliation] and hear your feedback about the study.

Attached is a brief description of the [SIRF study](#) and a list of topics that for the call. You do not need to prepare in advance.

**Please let me know the times that work best for you from the list below.** All times are in EST.

[Insert potential meeting times]

Thank you,

[Insert name]

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to gather preliminary information about the fatherhood field and explore with fatherhood programs the research questions that are of interest and the design options that are feasible. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Katie Pahigiannis; [Katie.Pahigiannis@acf.hhs.gov](mailto:Katie.Pahigiannis@acf.hhs.gov), and Kriti Jain; [Kriti.Jain@acf.hhs.gov](mailto:Kriti.Jain@acf.hhs.gov); Attn: OMB-PRA (0970-0356).