

Attachment C: User interview scheduling email for eligible participants

Participants who complete the screener and meet participation criteria for user interviews will be sent the following email inviting them to schedule their interview via Calendly (all reminders and confirmations handled automatically through Calendly).

Subject: Instructions for Scheduling NCSES Research Session

Hello <NAME>,

Thank you for being willing to participate in our research about your needs related to science and engineering data and information on behalf of the National Center for Science and Engineering Statistics (NCSES) at the National Science Foundation (NSF).

We would like to obtain more feedback from you during a remote interview that would be held at your convenience. The interview will last no longer than 45 minutes, and no preparation is necessary. Please follow the link below to find a time that works best for your schedule.

<insert link to Calendly scheduler>

We will meet via Zoom, a web-based video conferencing tool. This will require you to download a software application onto your computer, which you can remove after our discussion. You will be asked to share your computer screen during the interview. Once we've got you scheduled, we'll send you further instructions.

If none of the available times work for you, please email me with your availability and we'll do our best to accommodate your schedule.

Thanks again,

[Name]

<Contact information>