

**Attachment B3: Invitation, Reminder, Schedule, and Confirmation Emails
to Participate in Teleconference Interviews**

Invitation email for the representative of the ADVANCE award to participate in teleconference interview and to recommend another member of the ADVANCE project team

SUBJECT FOR EMAIL: NSF ADVANCE: Invitation to Participate in Teleconference Interview

Dear Dr. [Last Name pre-populated – Representative #1]

The [Institution pre-populated]'s ADVANCE Award ID [Award # pre-populated] has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

On behalf of the NSF, we would like to invite you to participate in a one-hour teleconference interview and ask you to recommend two members of the ADVANCE project team – a first choice and an alternate choice – to join you on the call. We plan to only have two people on the call, yourself and one other person, but are asking for your first choice and an alternate choice in case the first choice is unavailable. If you agree to participate, please provide the following information for the potential additional interviewee by [MM/DD/YYYY].

First choice:

- 1. Name of Additional Participant:
- 1. Email Address:

Alternate choice:

- 2. Name of Participant (in case the 1st person cannot do it):
- 2. Email Address:

Below is information about the teleconference interview for your review.

Purpose: To capture the factors that contributed to or inhibited the continuation of **faculty equity** strategies after NSF ADVANCE funding ended. In addition, the interview will gather information on the characteristics of the **faculty equity** strategies disseminated as well as the venues used. Data gathered in the interview will supplement information extracted from annual reports and data collected from the ADVANCE survey in [MM/YYYY].

Time frame: All teleconference interviews will be conducted between [MM/DD/YYYY] and [MM/DD/YYYY].

Voluntary Participation: Participation in the teleconference interview is voluntary. There are no consequences or risks for participating. Refusal to participate will have no impact on current NSF awards you may have or on your ability to obtain awards in the future.

The GoToMeeting URL, electronic consent form, interview questions, and a copy of your survey responses will be provided as soon as the date and time are confirmed.

Contacts: For additional information about the evaluation and the teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Telephone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Reminder invitation email for the awardee institution representative to participate in teleconference interview and to recommend another member of the ADVANCE project team (This reminder will be sent twice at weekly intervals)

SUBJECT FOR EMAIL: NSF ADVANCE: REMINDER Invitation to Participate in Teleconference Interview

Dear Dr. [Last Name pre-populated – Representative #1]

We recently invited you to participate in a one-hour teleconference interview and asked you to recommend a member of the ADVANCE project team to join you on the call. We will be discussing the [Institution pre-populated]'s ADVANCE Award ID [Award # pre-populated], which has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

Windrose Vision, the NSF evaluation contractor, will be conducting the interview and plans to only have two people on the call, yourself and one other person. However, in addition to your first choice we are asking for an alternate choice to join you in case the first choice is unavailable. If you agree to participate, please provide the following information for the potential additional interviewee by [MM/DD/YYYY].

First choice:

- 1. Name of Additional Participant:
- 1. Email Address:

Alternate choice:

- 2. Name of Participant (in case the 1st person cannot do it):
- 2. Email Address:

Below is information about the teleconference interview for your review.

Purpose: To capture the factors that contributed to or inhibited the continuation of **faculty equity** strategies after NSF ADVANCE funding ended. In addition, the teleconference interview will gather information on the characteristics of the **faculty equity** strategies disseminated as well as the venues used. Data gathered in the teleconference interview will supplement information extracted from annual reports and data collected from the ADVANCE survey in [MM/YYYY].

Time frame: All teleconference interviews will be conducted between [MM/DD/YYYY] and [MM/DD/YYYY].

Voluntary Participation: Participation in the teleconference interview is voluntary. There are no consequences or risks for participating. Refusal to participate will have no impact on current NSF awards you may have or on your ability to obtain awards in the future.

The GoToMeeting URL, electronic consent form, interview questions, and a copy of your survey responses will be provided as soon as the date and time are confirmed.

Contacts: For additional information about the evaluation and the teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Telephone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Invitation email for the additional member of the ADVANCE project team to participate in teleconference interview

SUBJECT FOR EMAIL: NSF ADVANCE: Invitation to Participate in Teleconference Interview

Dear Dr. *[Last Name pre-populated – Representative #2]*

The *[Institution pre-populated]*'s ADVANCE Award ID *[Award # pre-populated]* has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

On behalf of the NSF, we would like to invite you to participate in a one-hour teleconference interview. Dr. *[Last Name pre-populated – Representative #1]* provided your contact information to join *[him/her]* on the call. Please reply to this email by *[MM/DD/YYYY]* to let us know if you would like to participate. Windrose Vision will contact you and Dr. *[Last Name pre-populated – Representative #1]* to schedule the teleconference interview at a day and time that is convenient for both of you.

Below is information about the teleconference interview for your review.

Purpose: To capture the factors that contributed to or inhibited the continuation of **faculty equity** strategies after NSF ADVANCE funding ended. In addition, the teleconference interview will gather information on the characteristics of the **faculty equity** strategies disseminated as well as the venues used. Data gathered in the teleconference interview will supplement information extracted from annual reports and data collected from the ADVANCE survey in *[MM/YYYY]*.

Time frame: All teleconference interviews will be conducted between *[MM/DD/YYYY]* and *[MM/DD/YYYY]*.

Voluntary Participation: Participation in the teleconference interview is voluntary. There are no consequences or risks for participating. Refusal to participate will have no impact on current NSF awards you may have or on your ability to obtain awards in the future.

The GoToMeeting URL, electronic consent form, and interview questions will be provided as soon as the date and time are confirmed.

Contacts: For additional information about the evaluation and the teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Telephone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Reminder invitation email for the additional member of the ADVANCE project team to participate in teleconference interview

SUBJECT FOR EMAIL: NSF ADVANCE: REMINDER Invitation to Participate in Teleconference Interview

Dear Dr. *[Last Name pre-populated – Representative #2]*

We recently invited you to participate in a one-hour teleconference interview. Dr. *[Last Name pre-populated – Representative #1]* provided your contact information to join *[him/her]* on the call. We will be discussing the *[Institution pre-populated]*'s ADVANCE Award ID *[Award # pre-populated]*, which has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

Windrose Vision, the NSF evaluation contractor, will conduct the interview. Please reply to this email by *[MM/DD/YYYY]* to let us know if you would like to participate. After you reply, Windrose Vision will contact you and Dr. *[Last Name pre-populated – Representative #1]* to schedule the teleconference interview at a day and time that is convenient for both of you.

Below is information about the teleconference interview for your review.

Purpose: To capture the factors that contributed to or inhibited the continuation of **faculty equity** strategies after NSF ADVANCE funding ended. In addition, the teleconference interview will gather information on the characteristics of the **faculty equity** strategies disseminated as well as the venues used. Data gathered in the teleconference interview will supplement information extracted from annual reports and data collected from the ADVANCE survey in *[MM/YYYY]*.

Time frame: All teleconference interviews will be conducted between *[MM/DD/YYYY]* and *[MM/DD/YYYY]*.

Voluntary Participation: Participation in the teleconference interview is voluntary. There are no consequences or risks for participating. Refusal to participate will have no impact on current NSF awards you may have or on your ability to obtain awards in the future.

The GoToMeeting URL, electronic consent form, and interview questions will be provided as soon as the date and time are confirmed.

Contacts: For additional information about the evaluation and teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Telephone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Email to schedule the date and time for teleconference interview

SUBJECT FOR EMAIL: NSF ADVANCE: Schedule Date and Time for Teleconference Interview

Dear Dr. *[Last Name pre-populated – Representative #1]* and Dr. *[Last Name pre-populated – Representative #2]*

Thank you for agreeing to participate in the teleconference interview to discuss *[Institution pre-populated]*'s ADVANCE Award ID *[Award # pre-populated]*, which has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

We are writing to schedule the date and time for the one-hour teleconference interview. Please refer to the *[URL or Table]* below and respond with your 1st, 2nd, and 3rd choices for the date and time for the interview by *[MM/DD/YYYY]*. We will compile your responses and identify the day and time that work for both of you.

[URL or Table with dates and times]

The GoToMeeting URL, electronic consent form, and interview questions will be provided as soon as the date and time are confirmed.

For additional information about the evaluation and the teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Phone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Reminder email to schedule the date and time for teleconference interview

SUBJECT FOR EMAIL: NSF ADVANCE: Schedule Date and Time for Teleconference Interview

Dear Dr. *[Last Name pre-populated – Representative #1]* and Dr. *[Last Name pre-populated – Representative #2]*

Thank you for agreeing to participate in the teleconference interview to discuss *[Institution pre-populated]*'s ADVANCE Award ID *[Award # pre-populated]*, which has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

This is a friendly reminder to provide your 1st, 2nd, and 3rd choices for the date and time for the interview by *[MM/DD/YYYY]*. We will compile your responses and identify the day and time that work for both of you.

[URL or Table with dates and times]

The GoToMeeting URL, electronic consent form, and interview questions will be provided as soon as the date and time are confirmed.

For additional information about the evaluation and the teleconference interview, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF, or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Phone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]

Email to confirm the teleconference interview

SUBJECT FOR EMAIL: NSF ADVANCE: Confirmation for Date and Time of Teleconference Interview

Dear Dr. *[Last Name pre-populated]* and Dr. *[Last Name pre-populated]*,

Thank you for agreeing to participate in the teleconference interview to discuss *[Institution pre-populated]*'s ADVANCE Award ID *[Award # pre-populated]*, which has been selected to be highlighted as one of six case studies for the NSF ADVANCE evaluation.

This email contains the following information for the one-hour teleconference interview: date and time, GoToMeeting URL, electronic consent form, and interview questions.

Date: *[MM/DD/YYYY]*

Time: *[00:00 AM/PM - 00:00 AM/PM]*

URL: Please join the meeting online so that Windrose Vision can share the screen with the interview questions

<https://global.gotomeeting.com/join/XXXXXX>

After clicking the URL, please dial the number below:

United States: +1 (XXX) XXX-XXXX

Please indicate if you consent to participate in the teleconference interview, as well as an audio recording of it *[Electronic Consent Form]*.

Attached is a copy of the interview questions that will be discussed during the call.

For additional information about the NSF evaluation, please contact Dr. Jessie DeAro (jdearo@nsf.gov) at NSF or the Windrose Vision Team at windrose_ADVANCE@windrosevision.com. (Phone number: 703-766-4674).

Sincerely,

[Insert name of Windrose Vision staff, signature, email address, and phone number]