

## APPENDIX A: Survey Outreach and Invitation Language

Survey of Higher Education Instructors to Support the Development of Teaching Materials Based on OPRE Research and Evaluation: Formative Data Collections for Program Support (0970-0531)

### 1. CUSTOMIZABLE LISTSERV MESSAGE

*To be posted or e-mailed by Mathematica or OPRE*

Subject Line: Your Input Can Help Shape New, Free Teaching Materials

**The Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families (ACF) is developing free higher education teaching materials based on OPRE's research, and we are seeking input from higher education instructors [in **DISCIPLINE/ORG/COMMUNITY**]!**

This survey is an opportunity for you to help us understand the content and format of teaching materials that work for you. Your feedback will guide OPRE toward developing useful materials for higher education settings. As an added bonus, at the end of the survey, we will provide you with a customized list of OPRE resources you might find useful.

**Please take 15 minutes to complete this brief survey: [survey link]**

OPRE studies ACF programs and the populations they serve through rigorous research and evaluation projects. These include evaluations of existing programs, evaluations of innovative approaches to helping low-income children and families, research syntheses, and descriptive and exploratory studies.

The described collection of information is voluntary and will be used to support the development of postsecondary teaching materials based on OPRE's research and evaluation. Public reporting burden for the described collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 and expiration date for the described collection are OMB #: 0970-0531, Exp: 7/31/2022. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Mathematica; 220 East Huron Street, Suite 300, Ann Arbor, MI 48104-1912, Attention: Jesse Chandler; JChandler@mathematica-mpr.org.

### 2. OPRE NEWSLETTER ITEM

Headline: Calling Higher Ed Instructors: Your Input Can Help Shape New, Free Teaching Materials

**The Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families (ACF) is developing free higher education teaching materials based on OPRE's research, and we are seeking input from higher education instructors!**

This survey is an opportunity for you to help us understand the content and format of teaching materials that work for you. Your feedback will guide OPRE toward developing useful materials for higher

education settings. As an added bonus, at the end of the survey, we will provide you with a customized list of OPRE resources you might find useful.

**If you teach undergraduate- or graduate-level courses, please take 15 minutes to complete this brief survey: [survey link](#)**

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### 3. CUSTOMIZABLE MESSAGE FOR IDENTIFIED FACEBOOK GROUPS<sup>1</sup>

*To be posted by OPRE’s Facebook account*

**[[ORGANIZATION/COMMUNITY](#):] The Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families (ACF) is developing free higher education teaching materials based on OPRE research, and we are seeking input from higher education instructors! Please take 15 minutes to complete this brief survey: [survey link](#)**

This survey is an opportunity for you to describe the content and format of teaching materials that work for you. Your feedback will help OPRE develop useful materials for higher education settings. As an added bonus, at the end of the survey, we will provide you with a customized list of OPRE resources you might find useful.

OPRE studies ACF programs and the populations they serve through rigorous research and evaluation projects. These include evaluations of existing programs, evaluations of innovative approaches to helping low-income children and families, research syntheses, and descriptive and exploratory studies.

### 4. CUSTOMIZABLE TWITTER POSTING

*To be sent from OPRE’s Twitter account (@OPRE\_ACF)*

Higher ed instructors: We need your input to help us develop free teaching materials based on OPRE research! #highered #academia

Please complete this 15-minute survey: [survey link](#)

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<sup>1</sup> E.g., the “Shared Resources for Teaching Sociology” Facebook group.

## 5. PHASE 2 INITIAL E-MAIL INVITATION

From: Mathematica

Subject Line: Your Input Can Help Shape New, Free Teaching Materials for Higher Education

Dear \_\_\_\_\_,

The Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families (ACF) is developing higher education teaching materials based on OPRE's research.

This survey is an opportunity for you to describe the types of teaching materials that work for you in your higher education classes. As an added bonus, at the end of the survey, we will provide you with a customized list of OPRE resources you might find useful.

As a higher education instructor, we would greatly appreciate your input on the content and format of these materials. **Please share your insights by completing a 15-minute survey:** [\[survey link\]](#).

OPRE studies ACF programs and the populations they serve through rigorous research and evaluation projects. These include evaluations of existing programs, evaluations of innovative approaches to helping low-income children and families, research syntheses, and descriptive and exploratory studies.

If you have any questions, please call us at [\[phone number\]](#) or email [\[email address\]](#). OPRE has funded MEF Associates and its partners, Mathematica and Prof2Prof, to conduct the *Develop Teaching Materials Based on OPRE's Research and Evaluation* project.

We hope that you will provide your valuable input!

Sincerely,

X

The described collection of information is voluntary and will be used to support the development of postsecondary teaching materials based on OPRE's research and evaluation. Public reporting burden for the described collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 and expiration date for the described collection are OMB #: 0970-0531, Exp: 7/31/2022. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Mathematica; 220 East Huron Street, Suite 300, Ann Arbor, MI 48104-1912, Attention: Jesse Chandler; JChandler@mathematica-mpr.org

## 6. PHASE 2 E-MAIL FOLLOW UP #1

From: Mathematica

Subject Line: REMINDER: Tell Us What Kinds of Free Teaching Materials We Should Develop

Dear \_\_\_\_\_,

We recently sent you an invitation to participate in a survey for OPRE of the Administration for Children and Families (ACF). We are developing free higher education teaching materials based on OPRE research, and we are seeking your input!

We hope you will be able to complete this brief, **15-minute survey** as soon as possible: [\[survey link\]](#)

If you have questions, please call us at [\[phone number\]](#) or email [\[email address\]](#). OPRE has funded MEF Associates and its partners, Mathematica and Prof2Prof, to conduct the Develop Teaching Materials Based on OPRE's Research and Evaluation project.

Thank you so much for providing your input!

Sincerely,

X

The described collection of information is voluntary and will be used to support the development of postsecondary teaching materials based on OPRE's research and evaluation. Public reporting burden for the described collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 and expiration date for the described collection are OMB #: 0970-0531, Exp: 7/31/2022. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Mathematica; 220 East Huron Street, Suite 300, Ann Arbor, MI 48104-1912, Attention: Jesse Chandler; JChandler@mathematica-mpr.org

## 7. PHASE 2 E-MAIL FOLLOW UP #2

From: Mathematica

Subject Line: LAST CHANCE: Tell Us What Kinds of Free Teaching Materials We Should Develop

Dear \_\_\_\_\_,

We recently sent you an invitation to participate in a survey for OPRE of the Administration for Children and Families (ACF). We are developing free higher education teaching materials based on OPRE research, and we are seeking your input!

We hope you will be able to complete this brief, **15-minute survey**, by [\[date\]](#): [\[survey link\]](#)

If you have questions, please call us at [\[phone number\]](#) or email [\[email address\]](#). OPRE has funded MEF Associates and its partners, Mathematica and Prof2Prof, to conduct the Develop Teaching Materials Based on OPRE's Research and Evaluation project.

Thank you so much for providing your input!

Sincerely,

X

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