

Attachment C1. Project Officer Interview Recruitment Letter

[Date]

[Name of Project Officer]
[Address]

Re: Participation in the Maternal Health Portfolio Evaluation

Dear [Name]:

As you know, [ORGANIZATION NAME] has been contracted to evaluate the Maternal Health Portfolio. As part of this evaluation study, [ORGANIZATION NAME] would like to conduct interviews with each of the HRSA project officers. These interviews will allow us to learn about the overall strategic approach of each grantee program as well as the challenges and facilitators that the grantees experienced in implementing their programs. We are also interested in special considerations and modifications for scaling and spreading program components.

Discussions will be informal and you will receive a copy of the topics we hope to discuss with you and your team in advance. The information that we gather during these interviews will be very important to our interim and final evaluation reports for HRSA. This discussion will last approximately 90 minutes.

We look forward to talking with you, and appreciate your assistance in this very important evaluation. [EVALUATION TEAM MEMBER NAME] from [ORGANIZATION] will be contacting you within the next few days to schedule a telephone interview. If you would like to email us a time for your interview, please contact [EVALUATION TEAM MEMBER NAME] at [PHONE NUMBER] or [EMAIL ADDRESS]. If you have questions about this study, please contact me at [PROJECT DIRECTOR EMAIL] or [PROJECT DIRECTOR PHONE NUMBER].

Thank you for your participation in this very important study.

Sincerely,

[PROJECT DIRECTOR NAME]
Project Director