

Appendix A:

SIMR Phone Meeting Email Template

Subject: Meeting request for Strengthening the Implementation of Marriage and Relationship Programs (SIMR)

Dear [INSERT NAME],

I am writing to you on behalf of the [Strengthening the Implementation of Marriage and Relationship Programs \(SIMR\)](#) study team. Our team has a contract with the U.S. Department of Health and Human Services to conduct a study that evaluates solutions to common implementation challenges facing healthy marriage and relationship education (HMRE) programs. We are writing to invite you to participate in a call to inform this federally-sponsored research study.

We are gathering information about HMRE grantees to inform the study and are interested in learning more about [INSERT PROGRAM NAME]. We'd like the opportunity to speak with you by phone for one hour. During the call, we will describe the study in more detail and ask questions about your program. We have already had the opportunity to begin learning about your program through your grant application, provided to us by the Office of Family Assistance, so we do not need to spend time asking about the information you already shared in your application for funding. This call will give both of us the opportunity to understand whether the approaches we are considering for the SIMR study fit with your program.

Attached is a brief project description to give you some more background on SIMR, along with a list of topics that we'd like to touch on during the call. You do not need to prepare anything in advance. Below are a few times when we are available in the next few weeks to have a call. Please let us know if any of these times work for you. If not, let us know when it would be a good time. Also, please email or call if you have any questions.

Thank you,

NOTE: The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to gather preliminary information about the healthy marriage-relationship education (HMRE) field and explore with HMRE programs the research questions that are of interest and the design options that are feasible. Public reporting burden for this collection of information is estimated to average 60 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 this collection are OMB #: 0970-0356, Exp: 06/30/2021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Robert Wood; RWood@Mathematica-mpr.com

Reminder email

Subject: Meeting reminder for Strengthening the Implementation of Marriage and Relationship Programs (SIMR)

Dear [INSERT NAME],

Thank you for agreeing to participate in a one-hour call with the [Strengthening the Implementation of Marriage and Relationship Programs \(SIMR\)](#) study team. This email is to confirm that our call is scheduled for [INSERT DATE] at [INSERT TIME].

As a reminder, the U.S. Department of Health and Human Services has contracted with Mathematica and its partner, Public Strategies, to conduct the SIMR study. This study is designed to test potential solutions to implementation challenges facing healthy marriage and relationship education (HMRE) programs. The goal of our call is to provide both of us with an opportunity to understand whether the approaches we are considering for SIMR fit with [INSERT PROGRAM NAME]. We have attached a project description and a list of topics we would like to cover on the call. You do not need to prepare anything in advance. Also, please email or call if you have any questions.

Thank you,

NOTE: The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to gather preliminary information about the healthy marriage-relationship education (HMRE) field and explore with HMRE programs the research questions that are of interest and the design options that are feasible. Public reporting burden for this collection of information is estimated to average 60 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 this collection are OMB #: 0970-0356, Exp: 06/30/2021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Robert Wood; rwood@mathematica-mpr.com