

## Invitation to participate in the Glycoscience Program Evaluation (OD POs to Invited scientists)

*Email Subject: Request to Participate in an evaluation on Behalf of the NIH Glycoscience Program*

Dear **[insert first and last name]**,

The NIH Office of the Director is conducting an evaluation of the Glycoscience Program (GSP). The evaluation is designed to characterize the program's achievements in creating new resources to make the study of carbohydrates and glycoconjugates more accessible to the broader research community outside of the specialized field of glycoscience. It will give NIH staff valuable insights to guide the design of any future programs intended to increase access to specialized research tools and techniques. This evaluation will include interviews with scientists who specialize in glycoscience, that is, the study of the structure and function of carbohydrates, and scientists who do not consider themselves specialists in that area, but who have had some involvement in or exposure to glycoscience. You were selected as a potential interviewee due to your citation and/or use of NIH Glycoscience Program resource(s).

Ripple Effect has been contracted to conduct this evaluation on behalf of the NIH. Within the next couple of days, Ripple Effect will email you and invite you to participate in an online interview. Please check your inbox (or spam or junk filters) for this invitation, if necessary.

Your participation in an interview is voluntary. Your name will not be associated with any responses. However, we cannot guarantee your responses will be anonymous, especially if you reference Glycoscience Program researchers. Responses will be aggregated, and summary reports will be generated. Your decision to participate in this interview, your responses, and your comments will not affect your current or future funding.

If you have any questions, please feel free to contact me. On behalf of the NIH Glycoscience Program, thank you for your consideration of this request, and we look forward to your valuable input should you choose to participate.

Sincerely,

**[Insert PO Signature Block]**

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## Invitation to participate in an interview (Ripple Effects staff to Invited scientists)

*Email Subject: Request to Participate in an evaluation on Behalf of the NIH Glycoscience Program*

Dear **[Insert First and Last name]**,

We are writing to follow-up on communication you recently received from the NIH related to an upcoming evaluation of the Glycoscience Program (GSP). The evaluation is designed to characterize the program's achievements in creating new resources to make the study of carbohydrates and glycoconjugates more accessible to the broader research community outside of the specialized field of glycoscience.

This evaluation will include interviews with scientists who specialize in glycoscience as well as scientists who do not consider themselves specialists in that area but who have had some involvement in or exposure to glycoscience. You were selected as a potential interviewee due to your citation and/or use of NIH Glycoscience Program resource(s).

The interview should take about 45-60 minutes and your participation is voluntary. Your name will not be associated with any responses. However, we cannot guarantee your responses will be anonymous, especially if you reference Glycoscience Program researchers. Responses will be aggregated, and summary reports will be generated. Your decision to participate in this interview, your responses, and your comments will not affect your current or future funding.

We are especially interested in your perspective on the Glycoscience Program to help inform potential future initiatives.

We will start the interviews on **[date]** and we would like to have all interviews completed by **[date]** if possible. **Please respond to this email with *three* potential dates and times within this window for your online interview.** After scheduling the interview, you will receive a confirmation email from a member of our assessment team. If you have any questions, please do not hesitate to contact us at [lstern@rippleeffect.com](mailto:lstern@rippleeffect.com).

Sincerely,

**[Insert RE Staff Signature Block]**

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