

APPENDIX C. OUTREACH MATERIALS

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Outreach to Collect Contact Information

Dear [REL Director],

As part of the REL Peer Review (RPR) project, we are conducting the REL Use of Research Evidence (URE) study to help IES and the RELs learn more about the use of research evidence among REL partners. The study will help assess the reliability and validity of a set of survey items focused on the use of research evidence and a set of required items currently in the REL stakeholder feedback surveys that are used for Congressional Budget Justification. After the study is over, we will have a new set of reliable and valid survey items that can be used in future REL feedback surveys.

Thank you for working with us to identify potential partnerships for participation. We would like to include the following partnership in our study.

- [Partnership 1]

REL partners from this partnership will be asked to complete a web survey and a small subset of the partners may be asked to complete a follow-up interview focused on their survey responses. The survey will take about 15-20 minutes to complete. For participating in this survey, REL partners will be able to select a \$30 e-gift card or choose to donate their \$30 incentive to their choice of one of several charities. REL partners who participate in the follow-up interview will receive an additional \$30 incentive.

Can you please help us by providing the names and email addresses of REL partners from the partnership identified above? This includes [details on core partners involved in planning/leading activity as well as non-core partners, such as attendees]. We've included a spreadsheet that you can fill out. Once we've received this information, we will reach out to these partners directly to invite them to participate in the study.

Thank you in advance for your cooperation with this important effort.

Sincerely,

[URE study team contact]

Outreach from REL Partnership Lead to REL Partners

Dear REL Partners,

We are conducting the REL Use of Research Evidence (URE) study on behalf of IES to help REL learn more about the use of research evidence. The study will help IES assess the reliability and validity of a set of survey items focused on the use of research evidence and a set of required items that are currently in the stakeholder feedback surveys that are administered annually and after REL training, coaching, and dissemination events.

Your partnership was identified to participate in this study due to the timing of your partnership activities. In the coming days, you will receive an invitation inviting you to participate in a short survey.

The web survey should take about 15-20 minutes. For participating in this survey, you will be able to select a \$30 e-gift card or choose to donate the \$30 incentive to your choice of one of several charities.

We encourage you to participate in the survey. Your participation is important and will help IES learn more about the use of research evidence and your experience working with our REL. Your answers will be kept confidential within the study team and will help inform changes to the existing stakeholder feedback surveys.

Please let me know if you have any questions.

Sincerely,

[REL Partnership Lead]

Outreach to REL Partners

Survey Invitation

Dear [REL Partner],

We are conducting the REL Use of Research Evidence (URE) study on behalf of IES to help [REL region] learn more about the use of research evidence among [REL's] partners. The study will help IES assess the reliability and validity of a set of survey items focused on the use of research evidence and a set of required items that are currently in the REL stakeholder feedback surveys that are administered annually and after REL training, coaching, and dissemination events.

[*REL Partnership*] was identified to participate in this study due to the timing of your partnership activities. Today, you are being asked to complete a short web survey that collects information about use of research evidence and your experience with [REL region]. You may have already received a heads up about this from [REL COR].

To complete the online survey, please visit the website listed below:

- **[Insert survey link]**

The web survey should take about 15-20 minutes. For participating in this survey, you will be able to select a \$30 e-gift card or choose to donate the \$30 incentive to your choice of one of several charities.

We ask that you please complete the survey by [Date]. Your participation is important and will help us learn more about the use of research evidence and your experience working with [REL region]. Your answers will be kept confidential within the study team, and study findings will be summarized across responses and not associated with you or your organization.

Please contact [Mathematica email] with any questions. Thank you in advance for your cooperation with this important effort.

Sincerely,

[Mathematica contact]

Outreach to REL Partners

Reminder Email

Dear [Partner Name],

Last week, we sent you an invitation to complete a survey for the REL Use of Research Evidence (URE) study. Your responses to the survey will help IES identify a new set of reliable and valid survey items that can be used in future REL feedback surveys.

To complete the online survey, please visit the website listed below:

- **[Insert survey link]**

As a reminder, this survey is part of IES's efforts to learn more about the use of research evidence among [REL's] partners. [REL Partnership] was identified to participate in this study due to the timing of your partnership activities.

Please complete the survey by [Date]. Your answers will be kept confidential within the study team, and study findings will be summarized across responses and not associated with you or your organization.

The web survey should take about 15-20 minutes to complete. You will receive a \$30 gift card for completing the survey or you can choose to donate the incentive to your choice of one of several charities.

Please contact [Mathematica email] with any questions. Thank you in advance for your cooperation with this important effort.

Sincerely,

[Mathematica Contact]

Outreach to REL Partners

Thank you email – survey

Dear [REL Partner],

Thank you for completing the survey for the REL Use of Research Evidence (URE) study! Your answers to the survey are helpful and will inform revisions to future REL feedback surveys.

As a thank you for your participation, please find your \$30 e-gift card enclosed at the website listed below:

- **[Insert link to rewards website]**

You can select a gift card or donate the amount to your choice of one of several charities.

As a heads up, we may also contact you in a few months to participate in a short interview about the survey and your experience using REL evidence and resources.

Please contact [Mathematica email] with any questions. Thank you again!

Sincerely,

[Mathematica contact]

Outreach to REL Partners

Follow-up interview invitation

Dear [REL Partner],

Thank you for completing the survey for the REL Use of Research Evidence (URE) study in [month, year]! We are reaching out to you again as part of our effort to learn more about the use of research evidence among REL partners and help IES assess the reliability and validity of the survey items to be used in future REL feedback surveys.

At this time, we are speaking to a variety of participants who completed the online survey to follow up on some of your responses. This will help us confirm the survey questions are a valid proxy for actual behaviors and help us better understand any obstacles you may have encountered when trying to use REL evidence and resources.

Would you be willing to participate in a 30-minute virtual interview about your survey responses and your experience with [REL region] over the past several months?

For participating in this interview, you will be able to select a \$30 e-gift card or choose to donate the \$30 incentive to your choice of one of several charities.

Your participation is important and will help us learn more about the use of research evidence and your experience working with [REL region]. Your answers throughout the interview will be kept confidential within the study team, and study findings will be summarized across responses and not associated with you or your organization.

Please let us know if you would be willing to participate and we will follow up to coordinate scheduling the interview. Thank you in advance for your cooperation with this important effort.

Sincerely,

[Mathematica contact]

Outreach to REL Partners

Follow-up interview reminder

Dear [REL Partner],

Last week, we sent you an invitation to participate in a 30-minute virtual interview focused on your responses to the REL Use of Research Evidence (URE) survey completed in [month, year] and your experience with [REL region] over the past several months.

Please let us know if you are willing to participate in the interview.

For participating, you will be able to select a \$30 e-gift card or choose to donate the \$30 incentive to your choice of one of several charities.

Your participation is important and will help us learn more about the use of research evidence and your experience working with [REL region]. Your answers in the interview will be kept confidential within the study team, and study findings will be summarized across responses and not associated with you or your organization.

Please let us know if you would be willing to participate and we will follow up to coordinate scheduling the interview. Thank you in advance for your cooperation with this important effort.

Sincerely,

[Mathematica contact]

Outreach to REL Partners

Thank you email – follow-up interview

Dear [REL Partner],

Thank you for meeting with us to discuss your survey responses and experience with using REL evidence and resources! Your feedback is helpful and will inform revisions to future REL feedback surveys.

As a thank you for your participation, please find your \$30 e-gift card enclosed at the website listed below:

- **[Insert link to rewards website]**

You can select a gift card or donate the amount to your choice of one of several charities. Please contact [Mathematica email] with any questions. Thank you again!

Sincerely,

[Mathematica contact]