

## **Appendix B: ECE-RISE outreach materials**

## B1. Notification email for all CCDF Lead Agencies

Subject: ECE-RISE - Receiving Individualized Support for Evaluation Capacity Building

Dear Administrators,

I am writing to [tell/remind] you about ECE-RISE (Receiving Individualized Support for Evaluation Capacity Building), a new opportunity being offered to support CCDF Lead Agencies in using research and evidence.

ECE-RISE offers tailored supports for research and evaluation, free of charge. There will also be a peer learning community to give opportunities for CCDF agency staff to share knowledge and collaborate with each other.

All State, Territory, and Tribal CCDF Lead Agencies can apply. If you are interested, please access the application here [URL]. The application is expected to take about a half hour to complete. Complete the application by [DATE]. Some applicants may also be asked to complete a self-assessment that takes a half hour to complete. Attached is a flyer with more information about the opportunity.

The ECE-RISE support team consists of research staff from Mathematica, an independent research organization. ECE-RISE is a part of the Child Care Research and Evaluation Capacity Building Center, which is operated by the Urban Institute in partnership with Mathematica. The Center is funded by the Office of Planning, Research, and Evaluation, Administration for Children and Families, the Department of Health and Human Services.

If you have questions about ECE-RISE, please email [EMAIL] or call 1-XXX-XXXX. We hope you will take advantage of this exciting opportunity!

Sincerely,

[NAME]

The described collection of information is voluntary and will be used to inform selection of agencies to participate in Receiving Individualized Support for Evaluation Capacity Building. 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 #: 0970-0356, Exp: 02/29/2024.

## B2. Text to post on websites or listservs

Title/Subject: ECE-RISE - Receiving Individualized Support for Evaluation Capacity Building

CCDF Lead Agency administrators are increasingly asked to use research and evidence to inform decisions. ECE-RISE (Receiving Individualized Support for Evaluation Capacity Building) is offering an opportunity for agencies to receive tailored supports for their research and evaluation projects, free of charge. There will also be a peer learning community to give opportunities for CCDF agency staff to share knowledge and collaborate with each other.

All State, Territory, and Tribal CCDF Lead Agencies can apply. The application is expected to take about a half hour to complete. Complete the application by [DATE]. Some applicants may also be asked to complete a self-assessment that takes a half hour to complete.

If you are interested, please access the application here [URL].

Register for an information session about ECE-RISE and the application process [URL]

If you have questions about ECE-RISE, please email [EMAIL] or call 1-XXX-XXXX.

Please [consider this opportunity for your agency/share this information with CCDF lead agencies who might be a good fit for this type of support].

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### **B3. Verbal announcement or reminder script**

I wanted to [let you know/remind you] about a new opportunity being offered to support CCDF Lead Agencies in using research and evidence. The opportunity is called ECE-RISE (Receiving Individualized Support for Evaluation Capacity Building). Through ECE-RISE, CCDF Lead Agencies will receive ongoing support for studies they are conducting (or want to conduct) to inform their work. There will also be a peer learning community to give opportunities for CCDF agency staff to share knowledge and collaborate with each other.

The project team is currently accepting applications for this opportunity. All State, Territory, and Tribal CCDF Lead Agencies can apply. Applications are due by [DATE]. The application is expected to take about a half hour to complete. Some applicants may also be asked to complete a self-assessment that takes a half hour to complete.

If you are interested to learn more or have questions about ECE-RISE, please email [EMAIL] or call 1-XXX-XXXX.

I hope you will [consider this opportunity for your agency/share this information with CCDF lead agencies who might be a good fit for this type of support].

ECE-RISE is being conducted by Mathematica, a nationally recognized, nonpartisan research organization.

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## B4. Targeted outreach email for selected CCDF Lead Agencies

Subject: ECE-RISE - Receiving Individualized Support for Evaluation Capacity Building

Dear [Administrator1FirstName] [Administrator2FirstName],

I wanted to make sure you know about a new opportunity sponsored by ACF, called ECE-RISE (Receiving Individualized Support for Evaluation Capacity Building). Through ECE-RISE, CCDF Lead Agencies will receive ongoing support for studies they are conducting (or want to conduct) to inform their work. There will also be a peer learning community to give opportunities for CCDF agency staff to share knowledge and collaborate with each other.

Your agency may be a good fit for this opportunity. I'm attaching a project information sheet with additional information. I hope you will consider applying. The application is expected to take about a half hour to complete. Some applicants may also be asked to complete a self-assessment that takes a half hour to complete.

Applications are due by [DATE]. You can access and complete an application here [URL]. Attached is a flyer with more information about the opportunity.

If you have questions about ECE-RISE, please email [EMAIL] or call 1-XXX-XXXX. I hope you will take advantage of this exciting opportunity!

Sincerely,

[NAME]

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## B5. Scheduling email for selected CCDF Lead Agencies

Subject: ECE-RISE – Scheduling Interview

Dear [Administrator1FirstName] [Administrator2FirstName],

Thank you for your application to receive support through ECE-RISE (Receiving Individualized Support for Evaluation Capacity Building). We reviewed your application and would like to schedule an interview with you to further discuss your needs and your research study ideas. This will also be an opportunity for you to ask questions about ECE-RISE.

We are scheduling 90 minute interviews over the next two weeks. Please let us know if any of the following times would work for you, or if there is a date/time (or more than one) that would be better.

OPTION 1: XX

OPTION 2:XX

OPTION 3: XX

OPTION 4: XX

If you have any questions in the meantime, please feel free to contact me at [EMAIL] or [PHONE]. We are excited to speak with you!

Sincerely,

[NAME]

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