

Appendix B: Example Confirmation Message

To: [name of individual we hope to obtain information from]
From: Teresa Derrick-Mills, CEPC Stakeholder Task Lead
Cc: Alysia Blandon, Office of Planning, Research and Evaluation
Re: Consumer Education and Parental Choice
Date: [the project team will update this to reflect the actual date the email was sent]

[The specific confirmation message will be tailored to each activity that we are planning to obtain information from groups that represent individuals with lived experiences. The email will remind and confirm with individuals the information included in our previous invitation email (Appendix A). This message will include information about the project, the reason we are reaching out to the individual/group to obtain information, expected outcomes of the proposed activity to obtain information, expected participants, date and timing of the activity to collect information, and will include project team contact information.]

Confirmation

We are writing to confirm your participation in [specific engagement]. As a reminder, our project team is reaching out to ask for your input and feedback to inform our ongoing activities [such as data analysis activities, product development, dissemination, etc.]

Expected outcome of engagement

Your input will help us to ensure the lived experiences your group represents will be incorporated into our project activities. [Specific outcomes will be listed based on the group we are engaging.]

Expected participants

[We will list participants from our study team and from the group we are engaging.]

CEPC Team

NORC: Rupa Data, PI [other staff based on the nature of the activity]

Urban: Teresa Derrick-Mills, co-PI [other staff based on the nature of the activity]

[organization and names of individuals we are reaching out to]

OPRE and OCC Staff

[can list specific names as applicable/as OPRE would like us to]

Agenda or Instructions

[if the proposed engagement is a meeting or other type of engagement that uses an agenda, the team will attach an OPRE-approved agenda to this email request; if it is a different type of engagement, then we will share OPRE-approved instructions for participating in the engagement (e.g., how to complete a survey, respond with feedback via email).]

Engagement Date, Time, Mode

Mode: [e.g., Zoom Conference Call with video option; survey; email submission]

Time: [TBD; if applicable]

Date: [TBD; or “Requested by Date” if applicable (e.g., for completing a survey, submitting feedback via email)]