

Attachment C

Project Director Interview Scheduling Email

Dear [PROJECT DIRECTOR],

Thank you very much for providing your availability to participate in a 90-minute virtual interview with the Evidence Building Support (EBS) Team to discuss [GRANTEE NAME]'s project under the 84.421F Disability Innovation Fund (DIF) program from the Department of Education's (ED) Rehabilitation Services Administration (RSA).

The interview is scheduled for [DATE and TIME]. The meeting link is below.

[INTERVIEW LINK].

The interview will take place via Microsoft Teams. If you are joining from a desktop, laptop, or tablet, you can simply use the link to join the meeting. If you are planning to join the meeting from your smartphone, please note that you will need to install the MS Teams app (available from the Apple or Google stores) to access the meeting. At [INTERVIEW TIME], click on the link above or copy the link and paste it into your browser to join the meeting. If possible, please join a few minutes early so any technical difficulties can be resolved before getting started.

[INTERVIEWER NAME] will be conducting the interview. Another EBS Team researcher may also be in attendance to take notes. The attached information sheet provides more information on the interview topics and process.

We look forward to speaking with you. If you have any questions or technical difficulties, please contact [NAME] at [EMAIL ADDRESS] or [PHONE NUMBER]. You can also email the EBS Team at EBS@Westat.com.

Sincerely,

The EBS Team

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 18xx-xxxx. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Diandrea Bailey, PhD, U.S. Department of Education, Office of Special Education and Rehabilitative Services, Rehabilitation Services Administration, 400 Maryland Avenue SW, Room 4B238, Washington, DC 20202-2800 directly.