

## Attachment D

### Project Director Interview Reminder Email

Dear [PROJECT DIRECTOR],

I am reaching out to follow up on my previous email requesting your participation **in a 90-minute virtual interview in the next three weeks** 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 gathers information about project implementation progress, challenges and adaptations, evaluation activities, barriers, and changes over time, and obtains additional insight into quantitative performance data. Together with the grantee project materials, evaluation plans and reports, and performance measures, the EBS Team will use the information from the interview to prepare the Annual Evidence Report synthesizing evidence across the grantee programs for RSA. The attached information sheet provides additional important information.

We understand you have a busy schedule. However, completing the interviews with all grantees in the allotted time frame is crucial to ensure that RSA receives the Annual Evidence Report. Your input from the unique perspective of the project director is invaluable to the team and will provide a full picture not captured in the performance measures and other reports.

To schedule the secure virtual meeting by Microsoft Teams, please indicate your general availability for the next 3 weeks on the table provided, including your time zone. We will follow up with the meeting link with the scheduled date and time.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
[insert]					
[insert]					
[insert]					

We are looking forward to speaking with you. If you have any questions, please do not hesitate to contact me. I can be reached at [EBS@Westat.com](mailto:EBS@Westat.com) and [PHONE NUMBER].

Sincerely,

The EBS Team

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