

Qualitative Interview Recruitment Emails

1- Invitation Email- From NORC

TO: Survey participants that volunteered to participate in brief follow-up interview

FROM: USMC-SAPR-IPP-Eval@norc.org

SUBJECT: Interview Request: Cornerstone Pre-Command SAPR IP Training Qualitative Interview

Greetings,

You recently completed a follow-up survey with NORC at the University of Chicago (NORC) about the *U.S. Marine Corps (USMC) Pre-Command Sexual Assault Prevention and Response and Integrated Prevention Training*. In the survey, you expressed an interest and willingness to participate in a brief follow-up interview.

This **30-minute interview** is designed to learn more about your experiences prior to the Pre-Command SAPR IP Training, your opinion of the training, and understand post-training intentions and behaviors. These interviews are a part of a larger evaluation to inform what (if any) changes are needed to ensure the effectiveness of this leadership training.

NORC is holding interviews now through **INSERT DATE**. Please take a minute to schedule your interview by visiting the Calendly website:

[INSERT CALENDLY LINK]

If none of the times in Calendly work for you or if you would like to learn more about the interviews before signing up, please respond to this email or contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167.

OMB Control Number: 0704-0644, Expiration Date: 1/31/2026

Thank you in advance for volunteering, and we look forward to speaking with you soon!

Respectfully,

Bruce Taylor, Ph.D.
Senior Fellow
Project Director
NORC at the University of Chicago

Additional Details:

- The DoD Office of Force Resiliency, Violence Prevention Cell (VPC), with the support of the U.S. Marines Corps (USMC), has contracted NORC at the University of Chicago (NORC) to conduct an independent evaluation of the U.S. Marine Corps Cornerstone Pre-Command Sexual Assault Prevention and Response and Integrated Prevention Training (Pre-Command SAPR IP Training).
- Participation in an interview is completely voluntary and confidential (no names or identifying information from responses will be shared with the USMC or the DoD).
- No compensation or incentive will be provided for your participation.
- If you have any questions, please contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167. For additional information about the project and NORC's role, you can visit our Evaluation Training and Technical Assistance Center (ETAC) Evaluation [page](#).

2- Invitation Reminder Email- From NORC

TO: Survey participants that volunteered to participate in brief follow-up interview
FROM: USMC-SAPR-IPP-Eval@norc.org
SUBJECT: Reminder! Interview Request: Cornerstone Pre-Command SAPR IP Training Qualitative Interview

Hello,

Recently, we sent you an email to schedule a brief follow-up interview as a part of the evaluation of the USMC Cornerstone Pre-Command SAPR IP Training.

We are still seeking volunteers for these interviews. The interview period ends on **INSERT DATE**. If you are still interested in participating, please take a minute to schedule your brief, 30-minute interview by visiting the Calendly website:

[INSERT CALENDLY LINK]

If none of the times in Calendly work for you or if you would like to learn more about the interviews before signing up, please respond to this email or contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167.

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3- Scheduling Confirmation Meeting Invite

TO: Qualitative Interview Participants
FROM: USMC-SAPR-IPP-Eval@norc.org
SUBJECT: Meeting Confirmation: USMC Cornerstone Pre-Command SAPR IP Training Qualitative Interview

Hello _____,

This is a confirmation that your interview appointment with NORC about the USMC Cornerstone Pre-Command SAPR IP Training is scheduled for **INSERT DATE** at **INSERT TIME**.

At the scheduled start of the interview, navigate to the Microsoft Teams link in your web browser using this meeting link: **INSERT LINK**

Teams Meeting FAQs

- Join a meeting in MS Teams
 - o Use the MS Teams link and password provided above to join the interview. The link is also provided in the calendar invite for the meeting.
 - o *If there is a computer audio issue*, you can dial into the interview by phone at (XXX) XXX-XXXX for assistance with troubleshooting.
- Browsers supported by MS Teams
 - o The following browsers are recommended when using Teams: Microsoft Edge (Chromium-based) and Google Chrome. Other browsers have varying degrees of support and may have issues if used.
- Alternatively, you can join the interview using the Microsoft Teams app
 - o The MS Teams app can be downloaded for Android, Windows, Mac, and iOS.

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Thank you for taking the time to participate in this important research!

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4- Morning of/Day before Reminder Email

TO: Qualitative Interview Participants

FROM: USMC-SAPR-IPP-Eval@norc.org

SUBJECT: Appointment Reminder: USMC Cornerstone Pre-Command SAPR IP Training Qualitative Interview

Hello _____,

This is a friendly reminder that your interview appointment with NORC about the USMC Cornerstone Pre-Command SAPR IP Training is scheduled for **TODAY/TOMORROW, INSERT DATE at INSERT TIME.**

At the scheduled start of the interview, navigate to the Microsoft Teams link in your web browser: **LINK**

OMB Control Number 0704-0644, Expiration Date 1/31/2026

If you have trouble joining the meeting via the link above, please contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167.

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5- No Show – Request to Reschedule Email

TO: Qualitative Interview Participant

FROM: USMC-SAPR-IPP-Eval@norc.org

SUBJECT: We missed you! Invitation to Reschedule the USMC Cornerstone Pre-Command SAPR IP Training Qualitative Interview

Hello _____,

We missed you at your interview appointment with NORC about the USMC Cornerstone Pre-Command SAPR IP Training on **INSERT DATE at INSERT TIME**.

We are still seeking volunteers for these interviews, and we'd like to try and reschedule your appointment so we can hear from you. The interview period ends on **INSERT DATE**. Please take a minute to reschedule your 30-minute interview by visiting the Calendly website:

[INSERT CALENDLY LINK]

If none of the times in Calendly work for you or if you would like to learn more about the interviews before signing up, please respond to this email or contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167.

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6- Thank You Post Interview Email

TO: Qualitative Interview Participant

FROM: USMC-SAPR-IPP-Eval@norc.org

SUBJECT: Thank you for your participation in the USMC Cornerstone Pre-Command SAPR IP Training Qualitative Interview!

Hello _____,

Thank you for completing your interview with NORC in support of our evaluation of USMC's Cornerstone Pre-Command SAPR IP Training.

This interview is an important part of our research to evaluate the effectiveness of the Pre-Command SAPR IP Training. We appreciate all of your help in making our research successful!

If you have any follow up questions, please contact the NORC project team at USMC-SAPR-IPP-Eval@norc.org, or call (301) 351-7167. For additional information about the project and NORC's role, you can visit our Evaluation Training and Technical Assistance Center (ETAC) Evaluation [page](#).

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