

Appendix D2: KII CFR Soldier Interview Recruitment Emails

Initial Interview Request – Soldiers

To: CFR participants

From: ArmyResilience@norc.org

Subject: Army's Coaching for Resilience Program Interviews – Your Participation is important

Greetings,

Under contract from the Department of Defense, NORC at the University of Chicago (NORC) is inviting you to participate in a voluntary **interview** to learn more about your experience with the Coaching for Resilience sessions during AIT at Ft. Leonard Wood.

Please take a minute to schedule your meeting by visiting the Calendly website:

INSERT LINK

The interview will take 60 minutes, and **no one in your chain of command will know your responses**. As a thank you for your time, NORC is able to send you **INCENTIVE DETAILS HERE**.

If you have any questions, please contact the evaluation study's Principal Investigator, Elizabeth Mumford, PhD, at mumford-elizabeth@norc.org.

We appreciate your participation.

Sincerely,

Elizabeth Mumford, Ph.D.
NORC at the University of Chicago

Reminder Interview Request – Soldiers

To: CFR participants

From: ArmyResilience@norc.org

Subject: Army's CFR Interviews – Your Participation is important

Greetings,

We recently invited you to participate in a voluntary **interview** learn more about your experience with the Coaching for Resilience sessions during AIT at Ft. Leonard Wood.

Please take a minute to schedule your meeting by visiting the Calendly website:

INSERT LINK

The interview will take 60 minutes, **and no one in your chain of command will know your responses**. As a thank you for your time, NORC is able to send you **INCENTIVE DETAILS HERE**.

If you have any questions, please contact the evaluation study's Principal Investigator, Elizabeth Mumford, PhD, at mumford-elizabeth@norc.org.

We appreciate your participation.

Sincerely,

Elizabeth Mumford, Ph.D.
NORC at the University of Chicago

Morning of/Day before Reminder Email

To: KII Participant
From: ArmyResilience@norc.org
Subject: Appointment Reminder: CFR Pilot Discussion with NORC

Hello **INSERT NAME**,

This is a reminder that your interview with NORC to discuss the U.S. Army's Coaching for Resilience pilot is scheduled for **TODAY/TOMORROW, DATE**, at **INSERT TIME**.

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

If you have trouble joining the meeting via the link above, or are no longer able to make the appointment, please contact the NORC project team at ArmyResilience@norc.org or call **INSERT PHONE NUMBER**.

Respectfully,

Elizabeth Mumford, Ph.D.
NORC at the University of Chicago

No Show/Attempt to Reschedule Email

To: KII Participant
From: ArmyResilience@norc.org
Subject: Request to Reschedule: CFR Pilot Discussion with NORC

Hello **INSERT NAME**,

We are sorry we missed you **EARLIER TODAY/YESTERDAY** for your scheduled interview with NORC to discuss the U.S. Army's Coaching for Resilience pilot during OSUT at Ft. Leonard Wood.

If you are still interested and willing to participate, please take a minute to schedule a meeting by visiting the Calendly website:

INSERT LINK

If none of the times in Calendly work for you, please respond to this email or contact the NORC project team at ArmyResilience@norc.org to discuss alternative options.

Thank you in advance for your participation and input!

Respectfully,

Elizabeth Mumford, Ph.D.
NORC at the University of Chicago

Thank You Email

To: KII Participant

From: ArmyResilience@norc.org

Subject: Thank you for your participation in the U.S. Army's CFR pilot!

Hello **INSERT NAME**,

Thank you for completing your discussion with NORC!

This discussion is an important part of our effort to evaluate the effectiveness of the U.S. Army's Coaching for Resilience pilot during OSUT at Ft. Leonard Wood. We appreciate all of your help in making our project successful!

If you have any follow up questions, please contact the NORC project team at
ArmyResilience@norc.org.

Respectfully,

Elizabeth Mumford, Ph.D.
NORC at the University of Chicago