

Appendix D: Outreach to program staff to schedule semi-structured discussion time

---

**SUBJECT LINE:** Meeting Request with Strengthening the Implementation of Responsible Fatherhood Programs (SIRF) Study Team

**EMAIL BODY:**

Dear [insert name],

I am one of the researchers involved in the Strengthening the Implementation of Responsible Fatherhood Programs (SIRF) study which [insert program name] has been engaged with since Spring 2021.

We are trying to learn more about each program's experience with learning cycles, the interventions being tried, and the overall experience with SIRF by talking with program managers and those staff working directly with fathers. **We'd like to schedule a one-hour meeting with you.** During the meeting, we hope to learn more about [insert program name or affiliation] and hear your feedback about the study.

Attached is a brief description of the [SIRF study](#).

**Please let me know the times that work best for you from the list below.** All times are in EST.

[Insert potential meeting times]

Someone from our team will email you with scheduling confirmation and Zoom instructions. We will also share a list of topics that for the call, but you do not need to prepare anything in advance.

Thank you,

[Insert name]

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of the described information collection is to gather preliminary information about the fatherhood field and explore with fatherhood programs the research questions that are of interest and the design options that are feasible. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is 07/31/2022. If you have any comments on this collection of information, please contact Charles Michalopoulos; Charles.Michalopoulos@mdrc.org, and Dina Israel; Dina.Israel@mdrc.org; Attn: OMB-PRA (0970-0531).