Scheduling

Outreach and scheduling email:
Manually sent to individuals who have opted into the user research and are selected by the NSF team to interview:

Dear [participant name]/Good morning/Good afternoon,

Thanks for offering to take part in NSF user research. The team would like to schedule you for an upcoming session.

This call will be a combination of interview questions about NSF's Funding Search experience, and usability testing, where we will ask you to share your screen with us while you complete some tasks. You don't need to know anything about NSF.gov to participate. We are looking to meet with funding seekers and administrators working in a wide range of fields.

We'll be using Zoom for this call, so let us know if you need any accessibility accommodations. If you use assistive technology, we'll adapt the task instructions to your software and devices. Once your session is complete, we will provide you with a $50 Visa gift card to show our appreciation for your time.

If that all sounds good, then kindly let us know your availability the week of [date] using the [link] scheduling tool. Once we have you scheduled, I'll follow up with instructions for joining the video call and a link to a research participant agreement form for you to review and sign.

I'd be happy to answer any questions, and I hope to hear from you soon!

Regards,
[NSF employee name]

P.S. You may opt out of user research at any time, so if you no longer wish to participate, just let us know and we'll remove you from our participant pool.
--
NSF.gov team