

Dear [PARTICIPANT NAME],

I am contacting you following a correspondence with [CONTACT NAME] from [INSTITUTION/PROJECT]; they sent me your contact details after I asked them whether they knew any researchers who might be interested in being interviewed as part of a national study we are conducting; they said that you may be interested or able to participate or if not that you might be able to suggest the names of others who might.

The interview, should you decide to take part, would be carried out on behalf of [the [PROJECT ACRONYM] project][two related projects][three related projects] funded by Joint Information Systems Committee (JISC): [eIUS <<http://www.eius.ac.uk>> aims to publicise the successful use of online/networked services or highly discipline-specific software tools to support research, for example, data archives, high performance computing, visualisation tools, etc.] [e-Uptake <<http://www.e-researchcommunity.org/projects/e-uptake/>> aims to identify and overcome some of the barriers associated with the use of this e-Infrastructure.] [The Engage <<http://www.engage.ac.uk>> project seeks to empower researchers to exploit the benefits of e-Infrastructure by developing and deploying new software solutions on available UK e-Infrastructure like the NGS.]<sup>1</sup>

Potential benefits for those taking part include:

- Opportunities for publicising their research and how advanced ICTs support it;
- reflecting on, and sharing research methodologies; and
- letting service providers know about any issues or new requirements.

The interview can be held at a location of your own choosing or over the phone if you prefer. As we are intending to make an audio recording, the location of the interview, whether held in person or over the phone, should not be such that other people might be over-heard (for example, in an open plan office). The interview should last no longer than an hour.

If you are interested please could you get back to me by [RESPONSE DEADLINE] and I will send more details, including an overview of the project and consent form under a separate cover.

Many thanks for your time and I hope to hear from you soon.

Best Wishes,

[NAME]

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[NAME & ROLE ]  
[POSTAL ADDRESS ]  
[PHONE ]  
[PROJECT URL]

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<sup>1</sup> Delete as appropriate.