

Dear [PARTICIPANT NAME],

This purpose of this email is to thank you again for agreeing to participate in our study, and to provide you with some more details about the interview itself.

The interview is being conducted on behalf of [the [PROJECT ACRONYM] project|two related projects|three related projects] funded by the Joint Information Systems Committee (JISC). [The eIUS (pronounced “ey-yus”) project <<http://www.eius.ac.uk>>, led by Oxford University Computing Services, aims to publicise the successful use of online/networked services used to support research, for example, data archives, clusters, high performance computing, and visualisation tools.] [The e-Uptake project <<http://www.e-researchcommunity.org/projects/e-uptake/>>, based at the National Centre for e-Social Science (University of Manchester), aims to identify and overcome some of the barriers/issues 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.]¹

As explained in the attached consent form and information sheet, the interview will follow a semi-structured format, to allow for a fairly open conversational framework. Topics covered may include: the overall aim of your research; the kinds of research-related tasks you carry out on a day-to-day basis; the tools and services you use to carry out these tasks (including Grid technologies if applicable); barriers or issues associated with the use of these technologies; and your future computing requirements. At the end of the interview, in a short debriefing, we will ask you a number of questions related to the interview process itself in order to help us refine our fieldwork approach.

The interview should last no longer than an hour.

Date & Time:
[DATE & TIME]

Location:
[LOCATION][via Telephone][via AccessGrid][via Skype]²

Agenda:
1. Introduction (5 minutes)
2. Interview (50 minutes)
3. De-Brief (5 minutes)

I have attached the consent form to give you an opportunity to read its contents before the interview. [However, copies will be provided in the event that you do not have time to print it out and sign in advance.][A paper copy of this form will be sent to you in the post along with a pre-stamped envelope for you to sign and return to us before the interview.]²

Many thanks again for participating, and I look forward to speaking with you soon.

Best Wishes,

[NAME]

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

¹ Delete as appropriate.

² Choose a formulation depending on whether a phone or face-to-face interview is to be held.