Email message for Project coordinator/participant:

Dear Dr./Pr. \_\_\_\_\_\_,

Following the recent conversations we had with NAME OF THE PARTNERSHIP COORDINATOR / NAME OF PROJECT COORDNATOR around our study on the impact of NAME OF THE PARTNERSHIP, I am contacting you to invite you to a phone interview to develop further insights on NAME OF THE PROJECT. The aim of this phone interview will be to discuss with you primarily outcomes and impacts, enabling factors and major obstacles of NAME OF THE PROJECT. This will help us to understand further in-depth insider knowledge about the project.

I should be grateful if you could inform me of your availability for an interview in date 1, date 2, date 3, or date 4 at a time that is suitable for you (SET 3-4 DATES IN AROUND A MONTH TIME). The interview will take around XXXX minutes and around a week in advance I will transfer you a list of indicative questions for your information.

Thank you for the help and collaboration!

We are looking forward to your response and would be happy to provide any further information if needed.

With kindest regards,

YOUR NAME for the YOUR INSTITUTION

E-mail message for members of the partnership (funding agencies, ministries, etc.)

Dear Mr./Ms.\_\_\_\_\_\_\_\_,

Following the recent conversations we had with NAME OF THE PARTNERSHIP COORDINATOR around our study on the impact of NAME OF THE PARTNERSHIP, I am contacting you to invite you to a phone interview to develop further insights on your experience from participating in the partnership. The aim of this phone interview will be to primarily discuss with you the impacts, enabling factors, major obstacles and challenges regarding your participation in NAME OF THE PARTNERSHIP from the point of view of your organisation.

I should be grateful if you could inform me of your availability for an interview in date 1, date 2, date 3, or date 4 at a time that is suitable for you (SET 3-4 DATES IN AROUND A MONTH TIME). The interview will take around XXXX minutes and around a week in advance I will transfer you a list of indicative questions for your information.

Thank you for the help and collaboration.

We are looking forward to your response and would be happy to provide any further information if needed.

With kindest regards,

YOUR NAME for the YOUR INSTITUTION