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NOTE: Do NOT include the PI in this distribution list. The first goal is to invite members of the lab who were not able to participate in the focus group to share feedback on their experiences in the lab. The second goal is to allow members of the lab who prefer a private channel for their feedback to offer their observations directly with the evaluator.

Dear XXX Lab Students, Researchers, and Collaborators,

Thanks to those of you who attended my visit to the lab yesterday (date). This email invites non-attendees to share their experiences in the lab and also offers attendees of the meeting a chance to share their experiences privately. All contributions will be kept private. In your reply to this email, ; that helps me stay organized!

For anyone who was not able to attend, here is your chance to share your perspective. Yesterday, we broadly discussed these questions:

1. What are some of the best things about working in Dr. XXX's lab?
2. What could improve the experience of working in Dr. XXX's lab?
3. Is there anything else we did not cover that you would like to mention?

Lab meeting attendees, please feel free to reply to this email with any information you wish to share privately. Thanks again for meeting with me yesterday!

I welcome meeting with any of you personally if you like. Just email me to make an appointment.

Thanks much for your help!

Best,

[your name]

NOTE: Name ONLY the PI. All student/mentee responses should be unidentified.  
Briefly describe the overall observation/interview process, including

Briefly summarize the lab/research meeting

- date & purpose of the meeting
- roles of those in attendance
- meeting dynamics (e.g., level of discourse; group interactions/engagement)

Briefly describe the process for the lab-member focus group, including

- date & duration
- roles of those who participated
- copy the questions asked
  - for each question, highlight responses that participants unanimously agreed on
- character of overall tone of comments—positive/negative

Briefly describe the process for the follow-up email questionnaire, including

- the text of the email
- verbatim responses to the email—
  - removed names
  - redacted any identifying information
- a summary statement on overall tone of comments—positive/negative
- a brief summary statement of main takeaways, strengths/weaknesses

\*Based on a letter by