



Tool 2.6: Sample Advisory Board Invitation Template

Why is this tool useful?

Developing a Research Advisory Board can be a great way to bring together a team of resource allies to support and add capacity to your Participatory Action Research. Academics, lawyers or policy analysts that specialize in the issue you are researching are all good examples of potential advisors. We recommend bringing advisors together as a group early in the process and being clear about the role they will play and what they can expect from the process. Below is a sample letter you can send to invite advisors to an initial meeting. We also have a sample agenda for a Research Advisory Board meet (see Tool 2.7).

[INSERT YOUR ORGANIZATION’S LOGO OR PUT ON ORGANIZATIONAL LETTERHEAD]

[DATE]

Dear _____,

I hope you are well! I am writing to you to ask you to be a part of an exciting new research project of the [YOUR ORGANIZATION’S NAME] by serving on our advisory board.

As you may know... **[INSERT BRIEF SUMMARY ABOUT YOUR ORGANIZATION’S OVERARCHING GOALS AND AIMS]**

As part of this work, we are planning to conduct a participatory action research project focusing on **[RESEARCH TOPIC]**.

Because of your familiarity with **[ORGANIZATION NAME]** and your expertise with these issues or strategies, I am reaching out to you in the hopes that you will serve on a Research Advisory Team to provide feedback on our research. As an advisor, I am requesting that you participate in one or more of the following:

- Read a draft of our report and provide feedback;
- Participate in one or more conference calls about the report;
- Provide feedback on policy recommendations;
- Provide advice on how to best use the report to advance **[ORGANIZATION’S NAME]**’s advocacy and organizing goals.

Please let me know by **[INSERT DATE]** if you are willing to participate on this Research Advisory Team. We will be scheduling for a meeting for **[INSERT DATE]**. Please don’t hesitate to call **(XXX) XXX-XXXX** or email **[INSERT EMAIL HERE]** if you would like additional information or have further questions. We hope you will join us in this important work!

Thank you,

[INSERT NAME]

[INSERT POSITION]