

Attachment 2

Introductory and Follow-up Letters

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2-1 Initial NIEHS Letter

[Header]

Dear [Name]:

We are requesting your participation in a study to help us understand the range of impacts that may be attributed to asthma research supported by the National Institute of Environmental Health Sciences (NIEHS) and other comparison federal agencies. The NIEHS has asked Battelle Centers for Public Health Research and Evaluation to conduct this study for us.

You were selected for this study because you are a researcher who has received NIEHS or other agency funding in the field of asthma during your research career. We have provided Battelle staff with your contact information and you will receive **an email** from them in the next few weeks to invite you to participate in **an online survey** on this topic. The survey should take less than 15 minutes to complete. If you prefer, we can make a hard copy available instead.

The information you provide will help to assess impacts of asthma-related research including those related to new scientific knowledge and understanding, career development of researchers, training/curricula development, policy and program development, regulations, interventions, public dissemination, legislation, development of guidelines, and/or product and drug development. It will also ask for recommendations related to future directions for NIEHS-sponsored asthma research.

The NIEHS realizes that your time is extremely valuable and appreciates your time and effort to help us realize the goals of this study. Your participation in the study is completely voluntary. If you choose to participate you can stop at anytime or refuse to answer any question. No data will be retained that will permit anyone to personally identify you and no individual information will be presented in any reports.

If you have any questions please feel free to contact Jerry Phelps in the Division of Extramural Research and Training at NIEHS (phelps@niehs.nih.gov); 919-541-4259) or Carlyn Orians, Battelle Centers for Public Health Research and Evaluation (Orians@battelle.org; 206-528-3320).

Sincerely,

NIEHS representative

2-2 Initial Email Invitation

Dear [First name] [Last Name]:

Please Help. The National Institute of Environmental Health Sciences (NIEHS) invites you to complete a survey to help assess the range of impacts that may be attributed to asthma research. You have been selected to receive this survey because you have been identified as an individual who has received asthma-related grant funding from NIEHS or other comparison agencies during your research career.

We would very much like you to complete this survey by (DATE).

The Survey's Purpose is to help NIEHS learn more about the impacts that asthma research can have including those related to new scientific knowledge and understanding, career development of researchers, training/curricula development, policy and program development, regulations, interventions, public dissemination, legislation, development of guidelines, and/or product and drug development.

How Much Time Is Involved? We think the survey will take less than 15 minutes to complete.

It is an online survey, and it has a "QUIT FOR NOW" feature, if you need to stop and come back to the survey before you have completed it.

Where is the Survey? It can be accessed by clicking on this link to get to our secure web server:

<http://www.NIEHS-Survey.org>

If you have trouble accessing this link by clicking on it, try pasting or typing the address in your web browser's address line.

Logging In: This survey is on a secure server, and all of your responses will be kept strictly confidential. When you get to the survey page, use the information below as your USER ID and PASSWORD.

USER ID: [Fill in USER ID]
PASSWORD: [Fill in PASSWORD]

Need a Printed Version Instead? If you are unable to complete the survey in its online version, and would prefer that we mail you a hard copy version, please reply to this note and let us know. We will be happy to send you a print version and a postage-paid return envelope, though we encourage you to use the online version if possible. Your responses on this printed version will also be kept strictly confidential. A copy of the print version can also be downloaded online at the survey website.

Troubleshooting? If you have any technical difficulties accessing the survey, please email NIEHS-Survey@Battelle.org or call Martha Ryals, Survey Coordinator toll-free at 877-810-9530 x 502.

Thank you for your help. If you have questions, please do not hesitate to contact Jerry Phelps at NIEHS (phelps@niehs.nih.gov); 919-541-4259) or Carlyn Orians, Battelle Centers for Public Health Research and Evaluation (Orians@battelle.org; 206-528-3320).

If you would like a copy of the final report, we plan to email copies of the Executive Summary to all respondents who complete the survey.

2-3 Follow-up NonResponse

Dear [First name] [Last Name]:

A few days ago we sent you a link to the NIEHS asthma research web survey. As a reminder, the purpose of the survey is to help the National Institute of Environmental Health Sciences (NIEHS) to assess the range of impacts that may be attributed to asthma research. Your response to this survey is critical to making this study valid, significant, and influential. The survey can be accessed at the following link:

<http://www.NIEHS-Survey.org>

When you get to the survey page, use the information below as your USER ID and PASSWORD.

USER ID: [Fill in USER ID]

PASSWORD: [Fill in PASSWORD]

We would very much like you to complete this survey by (DATE).

This survey is on a secure server, and all of your responses will be kept strictly confidential. If you have any technical difficulties accessing the survey, please email NIEHS-Survey@Battelle.org or call Martha Ryals, Survey Coordinator toll-free at 877-810-9530 x 502.

Thank you for your help. If you have questions, please do not hesitate to contact Jerry Phelps at NIEHS (phelps@niehs.nih.gov); 919-541-4259) or Carlyn Orians, Battelle Centers for Public Health Research and Evaluation (Orians@battelle.org; 206-528-3320).

2-4 Follow-up Incomplete

Dear [First name] [Last Name]:

Thank you for beginning to fill out the NIEHS asthma research survey. Our records show that your response to the survey is **not complete** at this time. As a reminder, the purpose of the survey is to help the National Institute of Environmental Health Sciences (NIEHS) to assess the range of impacts that may be attributed to asthma research. Your response to this survey is critical to making this study valid, significant, and influential. **When you have completed the survey, please be sure to click the submit button.** To complete the survey, click or go to the following link:

<http://www.NIEHS-Survey.org>

When you get to the survey page, use the information below as your USER ID and PASSWORD to log back in.

USER ID: [Fill in USER ID]

PASSWORD: [Fill in PASSWORD]

We would very much like you to complete this survey by (DATE).

This survey is on a secure server, and all of your responses will be kept strictly confidential. If you have any technical difficulties accessing the survey, please email NIEHSSurvey@Battelle.org or call Martha Ryals, Survey Coordinator toll-free at 877-810-9530 x 502.

Thank you again for your participation. If you have questions, please do not hesitate to contact Jerry Phelps at NIEHS (phelps@niehs.nih.gov); 919-541-4259) or Carlyn Orians, Battelle Centers for Public Health Research and Evaluation (Orians@battelle.org; 206-528-3320).

2-5 Initial Mail

[HEADER INFO]

DEAR [TITLE] [NAME]:

Please Help. The National Institute of Environmental Health Sciences (NIEHS) invites you to complete a survey to help assess the range of impacts that may be attributed to asthma research. You have been selected to receive this survey because you have been identified as an individual who has received asthma-related grant funding from NIEHS or other comparison agencies during your research career.

We would very much like you to complete this survey by (DATE).

The Survey's Purpose is to help NIEHS learn more about the impacts that asthma research can have including those related to new scientific knowledge and understanding, career development of researchers, training/curricula development, policy and program development, regulations, interventions, public dissemination, legislation, development of guidelines, and/or product and drug development.

How Much Time Is Involved? We think the survey will take less than 15 minutes to complete.

Print Version: Please fill out the attached survey and return in the postage paid envelope provided.

The survey is also available to complete online. If you prefer, you can access the survey at:

<http://www.NIEHS-Survey.org>

When you get to the survey page, use the information below as your USER ID and PASSWORD.

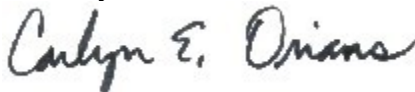
USER ID: [Fill in USER ID]

PASSWORD: [Fill in PASSWORD]

Thank you for your help. If you have questions, please do not hesitate to contact Jerry Phelps at NIEHS (phelps@niehs.nih.gov); 919-541-4259) or Carlyn Orians, Battelle Centers for Public Health Research and Evaluation (Orians@battelle.org; 206-528-3320).

If you would like a copy of the results, we plan to send copies of the Executive Summary to all respondents who complete the survey.

Sincerely,



Carlyn E. Orians, MA
Evaluation Project Director

2-6 Reminder Postcard

About a week ago, we sent you a questionnaire about Asthma Research. If you have already filled it out and returned it, please accept our thanks. If you have not gotten to it yet, please take some time to fill out the questionnaire and return it.

Your responses to the questionnaire are important because they represent the views of many researchers like yourself, and the National Institute of Environmental Health Sciences needs to hear those views. If for some reason you did not receive a questionnaire, please call or email and we will send one out right away.

Thanks again.

877-810-9530 x 502

NIEHS-survey@battelle.org

2-7 Telephone Scripts
NIEHS Asthma Research Survey Introductory Scripts
Non Respondents

1.
Hello, may I speak with *(INSERT CONTACT'S NAME)*?

**IF NOT AVAILABLE GO TO #2 IF AVAILABLE GO TO #3
RETIRED GO TO #4**

IF NO LONGER THERE /

2.
My name is *(INSERT YOUR NAME)* and I am calling *(INSERT CONTACT'S NAME)*, who has been invited to complete a survey with us. Can I please leave a message on their voicemail? **IF NO:** Can you suggest a convenient time to reach *(INSERT CONTACT'S NAME)*?

Thank you. Goodbye.

3.
Hello, *(INSERT CONTACT'S NAME)*, my name is *(INSERT YOUR NAME)*, and I am calling you on behalf of the NIEHS Asthma Research web survey. You should have received a letter from NIEHS and an email inviting you to participate in a web survey regarding asthma research. If you have a few minutes now, we could complete the survey over the telephone. It will only take a few minutes:

If agree GO TO Survey

If unable to complete Survey GO TO Script A.

4.
Do you have current contact information for *(CONTACT NAME)* or what institution they are with currently?

[Get information if provided]

Thank you for your time.

SCRIPT A:

Thank you very much for your time, we would appreciate it if you will complete the web survey, please go to the website www.NIEHS-Survey.org (*SAY THEN, SPELL OUT WEBSITE*) to begin. Here is your ID and password to log in, your ID is *(ID here)* and your password is *(password here)*. If you have any questions feel free to call 1-877-810-9530 ext 502 or email: NIEHSSurvey@Battelle.org. (*SAY THEN, SPELL OUT EMAIL*)
Thank you very much for your time and have a great day.

Good bye.

AM/Voicemail Message:

This message is for *(INSERT CONTACT'S NAME)*. This is *(INSERT YOUR NAME)* calling from Battelle to remind you about the letter you should have received from the NIEHS and the email inviting you to participate in a web survey regarding asthma research. Please visit the website www.NIEHS-survey.org *(SAY THEN, SPELL OUT WEBSITE)* to complete the survey, and use your ID and password to log in. Your ID is *(ID here)* and your password is *(password here)*. If you have any questions feel free to call 1-877-810-9530 ext 502 or email: NIEHS-Survey@Battelle.org *(SAY THEN, SPELL OUT EMAIL)*. Thank you very much for your time, have a good day.

Refusal Script:

Thank you very much for your time today. Goodbye.

2-8 Webpage Text

The purpose of this survey is to help the National Institute of Environmental Health Sciences (NIEHS) assess the range of impacts that may be attributed to asthma research. You have been selected to receive this survey because you have been identified as an individual who has received asthma-related grant funding from NIEHS or other comparison agencies at some point in your research career.

Your participation in this survey is important, regardless of whether you are currently conducting asthma-related research. We're interested in learning about impacts related to new scientific knowledge and understanding, career development of researchers, training/curricula development, policy and program development, regulations, interventions, public dissemination, legislation, development of guidelines, and/or product and drug development. Your input will also be used to provide input to NIEHS for future directions of NIEHS asthma-related funding.

We would very much like you to complete this survey within 2 weeks.

If you have technical problems or questions about this web site or the survey itself, please contact the Battelle Data Collection Coordinator, Martha Chapman (1-877-810-9530 x 502) NIEHSSurvey@Battelle.org. You may complete the survey on-line by clicking on the "Begin Survey" link or by contacting the Data Collection Coordinator to receive a paper version of the survey. *Please note* that if you exit out of the survey without clicking "QUIT FOR NOW" you will need to wait 10 to 15 minutes for the system to reset before you can go back in. If you have completed the survey, you will not be able to go back into the survey.

Thank you for your participation in this important endeavor. Only through your feedback can NIEHS improve the support to meet your needs.

More About the Survey

- Who is conducting the survey?
- How much time does it take to complete the survey?
- Will my information be kept confidential?
- Who do I call if I have questions about the survey?
- How will the survey results be used?

NIEHS Asthma Research Evaluation FAQ

Who is conducting the survey?

The National Institute of Environmental Health Sciences (NIEHS) has contracted with Battelle Memorial Institute to conduct this study. As part of the National Institutes of Health (NIH) in the Department of Health and Human Services, the mission of the NIEHS is to reduce the burden of human illness and disability by understanding how the environment influences the development and progression of human disease. Battelle Memorial Institute is the largest independent non-profit research organization in the world, headquartered in Columbus, Ohio. The survey is being conducted by a unit of Battelle that specializes in public health research (<http://www.battelle.org/hhs/cphre>).

How much time does it take to complete the survey?

Based on preliminary testing, it should take no more than 15 minutes to complete the survey. If you need to stop the survey and come back to it later, you may exit the survey and log in again later to complete it. Your work will be saved.

Will my information be kept confidential?

Yes, all of the responses will be kept strictly confidential. You do not need to include your name on the survey unless you choose to do so.

Who do I call if I have questions about the survey?

If you have any questions about the NIEHS asthma research survey, please call the Battelle Data Collection Coordinator, Martha Ryals (1-877-810-9530 x 502) or NIEHS-Survey@Battelle.org.

How will the survey results be used?

To protect participants' anonymity, the results from this study will be analyzed in aggregate by Battelle researchers and nobody else will have access to the data. A final report will be prepared and sent to NIEHS. The information will be used by them to influence decision making about future directions for NIEHS sponsored asthma research. A copy of the Executive Summary will be sent to all respondents who complete the survey.

Privacy and Security

Thank you for visiting the NIEHS Asthma Research Survey Website and reviewing our privacy and security statement. Battelle Memorial Institute is strongly committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use, and disclosure of personal information, Battelle makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act.

When you log in to complete the survey, only your Login ID and the answers you provide are kept in our database. Any identifying information about you is kept separate from your survey data. You may also decide to send us personally-identifying information, for example your mailing address, via the "Contact Us" form. Information collected in this manner is used solely for responding to requests for information.

Battelle uses the highest level of data encryption security, Secure Sockets Layer (SSL), to guard the information you provide when responding to this survey. This means that all data that is sent between your computer and Battelle's server is encrypted using strong 128-bit encryption and a SSL certificate. You can verify that your information is secure by the appearance of a small padlock icon in the bottom right corner of your web browser. If you click on that icon you will see that the server is owned by Battelle and that the information you provide will only be used for the purposes stated here. Our Website has links to other sites. When you link to any of these sites, you are no longer on our site and are subject to the privacy policy of the new site.

Disclaimer

Battelle Memorial Institute maintains this server to provide information related to the NIEHS Asthma Research Survey. We try to keep the information timely and accurate and will make a concerted effort to correct errors brought to our attention.

The documents on this server contain hypertext links to information created and maintained by other public and private organizations. Please be aware that we do not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information.