

Attachment 2
E-Mail Survey Notice to Recent Former and Former
NRC NIST Postdocs

Dear Former NRC NIST Postdoc, *[WE WILL USE MAIL MERGE TO CUSTOMIZE]*

I am contacting you today on behalf of the National Research Council (NRC) and the National Institute of Standards and Technology (NIST). NIST's International and Academic Affairs Office (IAAO) has contracted Westat, an independent research firm located in Rockville, Maryland, to conduct a comprehensive external evaluation of the NRC Research Associateship Program at NIST. The purpose of the evaluation is to collect information on the experiences and satisfaction of former NRC postdocs who participated in the NRC Research Associateship Program at NIST.

Westat will be conducting an online survey of randomly selected former NRC postdocs at NIST. The federal Office of Management and Budget (OMB) has approved the survey (OMB No.: 1234-5678). **If you are selected to participate in the survey, you will receive a second email within the next ten days with detailed information about how to access the survey.**

Participation in the survey is voluntary and your confidentiality is assured. The survey data will be collected by Westat; individual responses to the survey will not be shared with NRC or NIST. The information collected will be published in aggregate form only and will not identify individuals in any reports or presentations. Your participation will help provide valuable information that will assist NIST in making decisions about future program initiatives to improve postdoctoral training. A pretest of the survey indicates that it will take approximately 30 minutes to complete.

While informing you of this research, this email also tests whether email addresses on file for eligible participants are accurate and up-to-date. You need not respond to this email message. However, if you have any questions, please feel free to contact the Principal Investigator, Dr. Keith MacAllum at keithmacallum@westat.com, 1-800-937-8281, ext. 8854 (toll free) or 301-610-8854. This communication, and all components of the evaluation, have been reviewed and approved by Dr. Susan Heller-Zeisler, NRC NIST Program Manager in the IAAO [szeisler@nist.gov].

On behalf of NIST and NRC, we thank you in advance for your cooperation.

Best regards,

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