

Attachment 4
Cover Letter for Survey of Recent Former and Former
NRC NIST Postdocs

NRC NIST POSTDOCTORAL RESEARCH ASSOCIATESHIP PROGRAM EVALUATION

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) to **participate in a survey of the NRC Research Associateship Program at NIST**. NIST's International and Academic Affairs Office (IAAO) has contracted Westat, an independent research firm located in Rockville, Maryland, to conduct the survey (OMB No.: 1234-5678). The survey is being administered to randomly selected former NRC postdocs at NIST and is designed to be completed in about 30 minutes.

- **Why is NIST conducting the study?** NIST is conducting the study to collect information on the experiences and satisfaction of former NRC postdocs participated in the NRC Research Associateship Program at NIST. The collection of the evaluation assessment data will provide NIST with a better understanding of how the NRC postdoctoral program at NIST was implemented and how NIST program officers can enhance the quality of the program and opportunities made to future postdocs participating in the program.
- **How does NIST protect the confidentiality of the information that survey participants provide?** The survey data are being collected by Westat; individual responses to the survey will not be shared with NRC or NIST. Personal information (including name) will be removed from survey data and a random ID code will be assigned to each participant. The information collected will be published in aggregate form only and will not identify individuals in any reports or presentations.

The survey can be accessed online at **[website address]**. Your USER ID and PASSWORD appear on the enclosed Web Survey Information Sheet. We recommend that you complete the survey online, but you may also download from the above website an electronic copy of the survey to print, if preferred. The printed survey should be sent to Kimberley Raue at the address found at the bottom of this letter. Please complete the survey only once, using either the online or printed version.

We ask that you complete the survey within 2 weeks. For technical inquiries, you may contact me at nrcpostdocsurvey@westat.com, 1-800-937-8281, ext. 3865 (toll free) or 301-294-3865. If you have any questions about this study, 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. You may also contact Dr. Susan Heller-Zeisler, NRC NIST Program Manager in the IAAO, at szeisler@nist.gov. Thank you for your assistance.

Sincerely,



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