

**Appendix B:**  
**IGERT Notification Emails**

## **Email Notification of System Launch**

Dear IGERT PI:

The IGERT annual reporting web site is now open and ready for your input.

We thank you for your input and cannot over-emphasize the significance and importance of your full participation in submitting the information for the annual report. The data you give to us helps in our discussions of the program's effectiveness both within the Foundation and outside the Foundation (Congress and the University community).

In order to ensure we have as complete a picture as possible of your IGERT, it is important that both check box and text boxes are completely and accurately completed. The latter gives us additional and important information that distinguishes your site and allows for an overall understanding of commonalities and differences among IGERT projects.

Thank you, again, for your assistance in capturing the excellent work of your IGERT over the past year.

The IGERT Web Survey data collection is now open from April 15, 20xx until June XX, 2007 for your data entry. You may enter your IGERT data at <http://www.qrc.com/igert> (grant number: xxxxxxxx) (password: xxxxxxxx).

Technical assistance in completing the survey is available through Macro International Inc., as indicated on the surveys themselves.

Thank you,

Carol Van Hartesveldt, IGERT Program Officer  
Judith Giordan, IGERT Program Officer

## **Email Reminder for Awardees**

Dear Professor Xxxxxx:

Please log onto the NSF IGERT on-line survey and update your data screen in section two. This will ensure that you have the correct URL, User ID and password.

The URL is: <http://www.qrc.com/igert>

The User id is: xxxxxxxx

The Password is: xxxxxxxx

We also want to remind you that the survey closes June XX, 2007.

If you have any questions or concerns about the IGERT survey please email, [igert@qrc.com](mailto:igert@qrc.com), or call 301-657-3070 ext.141.

Thanks,  
Michael

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