

APPENDIX C

EMAILS TO PRINCIPAL INVESTIGATORS

Page C-1: Advance Notification of Data Collection Period

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Page C-5: Reminder

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Email Advance Notification of Data Collection Period
(To be sent from cpathmonitor.org)

Dear [NAME of CPATH PI]:

As you know, NSF requires annual data submissions from CPATH PIs. We are writing to let you know that the CPATH PI Survey and Data Monitoring Tool on CPathmonitor.org will be open and ready for your input on [DATE]. On that day we will send you an e-mail with a link to the survey form, and you will then have 45 days to complete your data entry by [DATE and TIME]. In the meantime, we strongly suggest that you review the .pdf version of the data collection form (available here [LINK]), so that you will be prepared to answer it accurately. Some questions may require data from other persons in your CPATH award project, or from your elsewhere in your institution.

Our records indicate that your CPATH award is entitled [AWARD NAME] and the award number is [AWARD #]. ***If this information is not correct, please contact us immediately*** at cpathmonitor@wdc.sri.com, or call John Benskin at 703.247.8497.

We thank you for your input and cannot over-emphasize the significance and importance of your full participation in submitting the information for the survey monitoring tool. The data you give to us helps in our discussions of the program's effectiveness not only within NSF but also throughout the entire CPATH community. Please complete your data entry by [DATE and TIME].

Thank you, again, for your assistance in capturing your excellent CPATH- funded work over the past year.

Technical assistance in completing the questionnaire will available through SRI International by calling John Benskin at 703.247.8497 as indicated on the questionnaire forms themselves.

Yours sincerely,

Nancy Adelman
CPATH Program Evaluation Leader

STUDY OVERVIEW

WHO FUNDED THIS STUDY AND WHO IS INVOLVED?

The project is funded by the National Science Foundation (NSF) and is conducted by researchers from SRI International (formerly Stanford Research Institute), <http://www.sri.com/policy>.

WHAT IS THE OBJECTIVE OF THIS STUDY?

The objective of the study is to obtain information about the activities, projected outcomes, and implementation of the NSF CISE Pathways to Revitalized Undergraduate Computing Education (CPATH) program. It is anticipated that the study results will help NSF better understand the components and characteristics of effective CPATH awards and thus will help provide direction to the CPATH program officers at NSF in their reviews of CPATH proposals and in the advice they give to the principal investigators (PIs) of CPATH awards. The study is NOT an evaluation of outcomes from individual CPATH awards or the people involved with them.

HOW WAS I SELECTED FOR THIS STUDY?

All PIs who participated in the CPATH program at any time from [DATE] to [DATE] are included in this study.

PRIVACY NOTICE

Information from this survey will be retained by the National Science Foundation (NSF), a federal agency, and will be an integral part of its Privacy Act System of Records in accordance with the Privacy Act of 1974 and maintained in the Education and Training System of Records 63 Fed. Reg. 264, 272 (January 5, 1998). These are confidential files accessible only to appropriate NSF officials, their staffs, and their contractors responsible for monitoring, assessing, and evaluating NSF programs. Only data in highly aggregated form will be made available to anyone outside of NSF for research purposes. Data submitted will be used in accordance with criteria established by NSF for monitoring research and education grants, and in response to Public Law 99-383 and 42 USC 1885c.

WHERE CAN I FIND MORE INFORMATION ABOUT THE PROJECT?

Please contact the SRI study team director, Nancy Adelman, CPATH Program Evaluation Leader at SRI International, 703.247.8434, or Ray McGhee at 703.247.8573.

Email Notification of Data Collection Period
(To be sent from Limesurvey as “invitation”)

Dear [NAME of CPATH PI]:

We are writing to let you know that the CPATH PI Survey and Data Monitoring Tool on CPathmonitor.org is now open and ready for your input. Please complete your data entry in 45 days by [DATE and TIME]. We will send you weekly reminders until you have submitted your data.

If you have not yet reviewed the .pdf version of the data collection form (available here [LINK]), we strongly suggest you do so before beginning your on-line form. Some questions may require data from other persons in your CPATH award project, or from your elsewhere in your institution.

Our records indicate that your CPATH award is entitled [AWARD NAME] and the award number is [AWARD #]. ***If this information is not correct, please contact us immediately*** at cpathmonitor@wdc.sri.com, or call John Benskin at 703.247.8497

To enter your data online, please click this link: [LINK TO SURVEY]

You will find detailed instructions about taking the survey both in the .pdf version of the data collection form (available here [LINK]), and in the survey itself, and contact information should you require technical assistance.

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 not only within NSF but also throughout the entire CPATH community.

Thank you, again, for your assistance in capturing your excellent CPATH- funded work over the past year.

Yours sincerely,

Nancy Adelman
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WHERE CAN I FIND MORE INFORMATION ABOUT THE PROJECT?

Please contact the SRI study team director, Nancy Adelman, CPATH Program Evaluation Leader at SRI International, 703.247.8434, or Ray McGhee at 703.247.8573.

Email “Reminder that we are still waiting for your data”
(To be sent from Limesurvey as “reminder”)

Dear [NAME of CPATH PI]:

Recently we sent you an email letting you know that the CPATH PI Survey and Data Monitoring Tool on CPathmonitor.org is now open and ready for your input. It will remain open until [DATE]. We will send you weekly reminders until you have submitted your data.

If you have not yet reviewed the .pdf version of the data collection form (available here [LINK]), we strongly suggest you do so before beginning your on-line form. Some questions may require data from other persons in your CPATH award project, or from your elsewhere in your institution.

Our records indicate that your CPATH award is entitled [AWARD NAME] and the award number is [AWARD #]. ***If this information is not correct, please contact us immediately*** at cpathmonitor@wdc.sri.com, or call John Benskin at 703.247.8497

To enter your data online, please click this link: [LINK TO SURVEY]

You will find detailed instructions about taking the survey both in the .pdf version of the data collection form (available here [LINK]), and in the survey itself, and contact information should you require technical assistance.

Not only are these annual submissions required by NSF, but your experiences are very important to the ongoing success of the CPATH Program. 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 not only within NSF but also throughout the entire CPATH community.

Thank you, again, for your assistance in capturing your excellent CPATH- funded work over the past year.

Please complete and submit the questionnaire as soon as possible. Your participation is important to the success of this study.

Yours sincerely,

Nancy Adelman
CPATH Program Evaluation Leader

Email “Thank you”
(To be sent from Limesurvey as “confirmation of completed survey”)

Dear [NAME of CPATH PI]:

Thank you on behalf of the NSF and SRI International for your submission to the CPATH PI Survey and Data Monitoring Tool on CPathmonitor.org.

Your experiences are very important to the ongoing success of the CPATH Program. The data you give to us helps in our discussions of the program's effectiveness not only within NSF but also throughout the entire CPATH community.

Thank you, again, for your assistance in capturing your excellent CPATH- funded work over the past year.

Yours sincerely,

Nancy Adelman
CPATH Program Evaluation Leader