

PRE-NOTIFICATION LETTER TO BE MAILED (EXPRESS OR PRIORITY) IN ADVANCE OF THE EMAIL INVITATION

[DATE]

[ADDRESSEE]

[INSTITUTION]

[ADDRESS 1] [ADDRESS 2]

[CITY], [STATE] [ZIP CODE]

Dear [FORMALIZED PERSONAL SALUTATION; e.g., Dr. James Bond]:

We are writing to ask for your help with the National Institutes of Health (NIH) Postdoc Benefits Survey. [INSTITUTION NAME] and other members of the National Council of University Research Administrators (NCURA) are asked to participate in this survey.

This survey is being conducted in response to the recommendations of the Biomedical Research Workforce Working Group, an Advisory Committee to the Director of the NIH, Dr. Francis Collins, on actions to support a future sustainable biomedical research workforce. The purpose of the survey is to collect data on the benefits currently provided to postdoctoral researchers. NIH plans to use this information to consider policy options for equalizing benefits across various NIH support mechanisms and for improving the consistency of those benefits with those available to other employees.

In a few days, you will receive an email from [SURVEY EMAIL ADDRESS] that contains a unique and secure link to the survey. You will be the only recipient of this unique link. Please take a moment now to add this email address to your address book or list of approved senders in order to ensure delivery of this email.

The survey takes an estimated 20-30 minutes to complete. For your convenience, it can be completed in more than one session if necessary. If you begin the survey and are not able to complete it during that session simply close your browser and use the same link to login again later. You will be taken automatically to the point in the survey at which you stopped.

RTI International, an independent, not-for-profit research firm based in Research Triangle Park, North Carolina, is carrying out this survey for NIH. If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841 .

By taking 20-30 minutes to complete this survey, you will be providing a service to NIH, the broader scientific enterprise, and to all NIH-supported postdoctoral researchers.

We sincerely hope you will devote the time to provide this critical information.

Thank you,

[SENDER SIGNATURE]

[SENDER TITLE]

PRE-NOTIFICATION LETTER TO BE MAILED (EXPRESS OR PRIORITY) IN ADVANCE OF THE  
EMAIL INVITATION

[SENDER OFFICE]

## EMAIL INVITATION TO PROSPECTIVE RESPONDENT

Subject: NIH Postdoc Benefits Survey

Dear [FORMALIZED PERSONAL SALUTATION; e.g., Dear Dr. James Bond]:

We are writing to ask for your help with the National Institutes of Health (NIH) Postdoc Benefits Survey. [INSTITUTION NAME].

This survey is being conducted in response to the recommendations of the Biomedical Research Workforce Working Group, an Advisory Committee to the Director of the NIH, Dr. Francis Collins, on actions to support a future sustainable biomedical research workforce. The purpose of the survey is to collect data on the benefits currently provided to postdoctoral researchers. All institutional members of the National Council of University Research Administrators (NCURA) are being asked to participate in this survey. NIH plans to use this information to consider policy options for equalizing benefits across various NIH support mechanisms and for improving the consistency of those benefits with those available to other employees.

The survey takes an estimated 20-30 minutes to complete. When clicked, the link below will take you to the survey website (or you can copy and paste the URL into your Internet browser). Embedded within the link is a unique, secure access code for your institution. This link is for your institution only. No other institution can respond to the survey using this link. **To protect the confidentiality and the integrity of the survey data, please keep this link safeguarded (e.g., do not forward the email containing this link).**

Survey link: [ENTER UNIQUE URL]

For your convenience, the survey can be completed in more than one session if necessary. If you begin the survey and are not able to complete it during that session, simply close your browser and use the same link to login again later. You will be taken automatically to the point in the survey at which you stopped.

RTI International, an independent, not-for-profit research firm based in Research Triangle Park, North Carolina, is carrying out this survey for NIH. If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS])@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841 .

We sincerely appreciate your time in completing this survey.

Thank you,

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

EMAIL REMINDER #1 FOR PROSPECTIVE RESPONDENTS

(Reminder to those **who have started but not completed** the survey)

Subject: Reminder: NIH Postdoc Benefits Survey

Dear [FORMALIZED PERSONAL SALUTATION; e.g., Dr. James Bond]:

Recently, we sent you an e-mail invitation to participate in the National Institutes of Health (NIH) Postdoc Benefits Survey. The purpose of the survey is to collect data on the benefits currently provided to postdoctoral researchers at [INSTITUTION NAME]. By taking 20-30 minutes to complete this survey, you will be providing a service to NIH, the broader scientific enterprise, and to all NIH-supported postdoctoral researchers.

Our records indicate that you have started the survey but have not yet completed it. You can return to the point in the questionnaire where you left off by simply clicking the link below.

[UNIQUE URL]

Your response is important. NIH plans to use this information to consider policy options for equalizing benefits across various NIH support mechanisms and for improving the consistency of those benefits with those available to other employees.

If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841. Thank you for your time.

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

(Reminder to those who **have not yet started** the survey)

Subject: Reminder: NIH Postdoc Benefits Survey

Dear [FORMALIZED PERSONAL SALUTATION]:

Recently, we sent you an e-mail invitation to participate in the National Institutes of Health (NIH) Postdoc Benefits Survey. The purpose of the survey is to collect data on the benefits currently provided to postdoctoral researchers at [INSTITUTION NAME]. By taking 20-30 minutes to complete this survey, you will be providing a service to NIH, the broader scientific enterprise, and to all NIH-supported postdoctoral researchers.

Our records indicate you have not yet logged in to the survey. To access the survey click the link below.

[UNIQUE URL]

- This link is unique to your institution and contains a secure access code. **To protect the confidentiality and integrity of the survey data, please do not forward this link to anyone else.**
- For your convenience, the survey can be completed in more than one session. If you begin the survey and are not able to complete during that session simply close your browser and use the same link to login again. You will be taken automatically to the point in the survey at which you stopped.

Your response is important. NIH plans to use this information to consider policy options for equalizing benefits across various NIH support mechanisms and for improving the consistency of those benefits with those available to other employees.

If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841.

Thank you for your time.

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

EMAIL REMINDER #2

**(Reminder to those who have started but not completed the survey)**

Subject: Please help with NIH Survey

Dear [FORMALIZED PERSONAL SALUTATION]:

**Thank you for beginning the National Institutes of Health (NIH) Postdoc Benefits Survey.** We understand that this time can be busy for university staff. However, we are hoping you are able to take some additional time to complete the survey as soon as you can. The results of the survey will provide important information to support policy decisions the NIH is considering with regard to postdoctoral researcher benefits.

You can resume the survey from where you left off by simply clicking the link below.

[UNIQUE URL]

- This link is unique to your institution and contains a secure access code. **To protect the confidentiality and integrity of the survey data, please do not forward this link to anyone else.**

If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841. Thank you for your time.

Thank you in advance for completing the survey. Your responses are critical to the success of this study and you cannot be replaced.

Sincerely,

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

**(Reminder to those who have not yet started the survey)**

Subject: Please help with NIH Survey

Dear [FORMALIZED PERSONAL SALUTATION]:

Recently, we sent you an e-mail invitation to participate in a survey. Our records show you have not accessed the survey. If we are mistaken and you have completed the survey, please accept our sincere thank you.

We would greatly appreciate your participation. By taking 20-30 minutes to complete this survey, you will be providing a service to NIH, the broader scientific enterprise, and to all NIH-supported postdoctoral researchers. You can begin by clicking the link below.

[UNIQUE URL]

- This link is unique to your institution and contains a secure access code. **To protect the confidentiality and integrity of the survey data, please do not forward this link to anyone else.**
- For your convenience, the survey can be completed in more than one session. If you begin the survey and are not able to complete during that session simply close your browser and use the same link to login again. You will be taken automatically to the point in the survey at which you stopped.

If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841. Thank you for your time.

Thank you for your time.

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

EMAIL REMINDER #3

**(Reminder to those who have started but not completed the survey)**

Subject: NIH Postdoc Benefits Survey Ends Soon

Dear [FORMALIZED PERSONAL SALUTATION]:

Thank you for beginning NIH's Survey. **Our records indicate that you have not completed the survey. This is a friendly reminder that the survey will end on [DATE].** Please login today to complete the survey. Your participation is critical for the NIH to have the most accurate information possible when making upcoming policy decisions.

You can resume the survey where you left off the last time by clicking the link below.

**[ENTER UNIQUE URL]**

If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841. Thank you for your time.

Thank you for your time.

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]

(Reminder to those who have not yet started the survey)

Subject: NIH Postdoc Benefits Survey

Dear [FORMALIZED PERSONAL SALUTATION]:

Recently, we have sent you several e-mails requesting your participation in the NIH Postdoc Benefits Survey. Our records indicate you have not yet completed the survey. This survey will end on [DATE] so we are writing in the hope you can find the time to participate.

We realize you may be busy, but participation from your institution is critical for the NIH to have the most accurate information possible when making upcoming policy decisions. Your responses are very important to the success of this study and you cannot be replaced.

By taking 20-30 minutes to complete this survey, you will be providing a service to NIH, the broader scientific enterprise, and to all NIH-supported postdoctoral researchers.

To begin the survey, please click the link below.

[ENTER UNIQUE URL]

- This link is unique to your institution and contains a secure access code. **To protect the confidentiality and integrity of the survey data, please do not forward this link to anyone else.**

The NIH has contracted RTI International, an independent, not-for-profit research firm to conduct the survey. If you have any questions regarding this survey, please feel free to call either [RTI NAME] of RTI toll free at [DEDICATED 800 NUMBER] or ([EMAIL ADDRESS]@rti.org), or Dr. Lucy Roberts in NIH's Office of Extramural Research at (301) 594-1841.

Thank you in advance for completing the survey.

[SENDER SIGNATURE]

[SENDER TITLE]

[SENDER OFFICE]