

Attachment 3: Introductory and Follow-up Letters to Potential Survey Respondents

1. Introductory letter to respondents

Dear Dr. <LastName>,

The Science & Technology Policy Institute (STPI), a federally funded research and development center based in Washington DC, is conducting a survey of principal investigators on NSF-funded earthquake engineering awards on behalf of the National Science Foundation. The purpose of the survey is to assess the experiences and opinions of principal investigators on NSF-funded earthquake engineering awards.

As an investigator who has received research funding from NSF, we are requesting your participation in a survey about your experiences. Survey responses will be accepted until [insert date]. We understand that you are very busy and greatly appreciate your time and participation in this important evaluation.

If you believe you have received this message in error because you have never been a Principal Investigator on an NSF-funded earthquake engineering award, we apologize for the inconvenience. Please contact XXX so that we can ensure that you do not receive additional reminders.

For additional information about the study or the survey, or with questions or concerns about the survey, please contact STPI Project Director Brian Zuckerman at (202) 419-5485. If you have questions that you would like to address to NSF, please contact XXX.

*Click here to begin... *<URL LINK TO SURVEY HERE>

Thank you

2. Thank you note to respondents

Dear Dr. <LastName>,

We would like to take this opportunity to thank you for completing the earthquake engineering PI survey. Your responses will help NSF to better serve the earthquake engineering research community.

Again, thank you for your time and consideration.

Sincerely,

STPI Evaluation Team

3. Reminder email

Dear Dr. <LastName>,

About a week ago we sent you an email requesting your participation in a survey for Principal Investigators on NSF-funded earthquake engineering awards. Since we have not yet received a response from you, we would like to remind you that the survey will be closing on [insert date]. We understand that you are very busy and greatly appreciate your time and participation in this important evaluation.

Thank you and best regards,

The STPI Evaluation Team

Please note: If you believe you have received this message in error, either because you are not a Principal Investigator on an NSF-funded earthquake engineering award or because you have already responded to the survey, we apologize for the inconvenience. Please contact XXX so that we can ensure that you do not receive additional reminders.