

Attachment 4: 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.