

Attachment B-3: Survey Reminder Email Notices

Principal Investigator Survey for the Process Evaluation of the NIH Roadmap Epigenomics Program

National Institute on Drug Abuse
Contract No. HHSN271201000496P (GSA: GS-10F-0381L)

First Reminder Email

[Date]

Dear Dr. \$last name\$

Recently, we sent you an invitation to complete the Principal Investigator Survey which is an expectation of the funding you have received as a Roadmap Program grantee.

We have not yet received the survey response. **Please complete the survey before MONTH, DATE, 2011.**

The results of this survey will document program progress as well as identify mechanisms of communication and collaboration that have had synergistic and transformative effects. Results will be aggregated for all reports or any published material, in such a way that no Personally Identifiable Information can be obtained.

To complete the survey:

1. Click on the URL listed below. If clicking the link does not take you to the survey, you may need to copy and paste the URL into your internet browser.
URL: www.xxx/xxx
2. Enter survey logon and password shown below:
Survey logon: **xxxxxxx**
Password: **xxxxxx**
3. On the survey entrance page, click the "Start Survey" button.
4. Please answer all questions until you arrive at the end of the survey; you will only be shown those questions which apply to you.

If you have any technical problems with this survey, please contact me by email or at tel: +1.301.628.0217.

If you have any questions about participating in this survey, please contact:

Susan J. Griffey, DrPH, BSN, FNP
Vice President and Director, Evaluation Center, Public Health Research Group, SSS
Tel: +1.301.628.0340 or sgriffey@s-3.com

Thank you for your participation.

Sincerely,

Tracy Berry, MS, Research Associate

Note: This research was reviewed by the [REDACTED] IRB (FWA [REDACTED]) and determined to be exempt from IRB oversight. Social & Scientific Systems, Inc (SSS) is an employee-owned company that has supported public and private sector programs since 1978. Headquartered in Silver Spring, MD, SSS contributes to improving public health around the world.

Your login information is confidential and will not be used to identify your responses or comments. Identifying information is used internally by the system solely to restrict who can take the survey and is destroyed in compliance with NIH records procedures.

**Principal Investigator Survey for the
Process Evaluation of the NIH Roadmap Epigenomics Program**
National Institute on Drug Abuse
Contract No. HHSN271201000496P (GSA: GS-10F-0381L)

Second Reminder Email

[Date]

Dear Dr. \$last name\$

We have not yet received your survey response for the Principal Investigator Survey.

The results of this survey contribute primary data critical for the process evaluation of the NIH Roadmap Epigenomics Program. In addition, your survey response will help document program progress as well as identify mechanisms of communication and collaboration that have had synergistic and transformative effects. Results will be aggregated for all reports or any published material, in such a way that no Personally Identifiable Information can be obtained.

Please complete the survey before MONTH, DATE, 2011.

To complete the survey:

1. Click on the URL listed below. If clicking the link does not take you to the survey, you may need to copy and paste the URL into your internet browser.
URL: www.xxx/xxx
2. Enter survey logon and password shown below:
Survey logon: xxxxxxx
Password: xxxxxxx
3. On the survey entrance page, click the "Start Survey" button.
4. Please answer all questions until you arrive at the end of the survey; you will only be shown those questions which apply to you.

If you have any technical problems with this survey or wish to discuss this further, please contact me by email or at tel: +1.301.628.0217.

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Vice President and Director, Evaluation Center, Public Health Research Group, SSS
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Thank you for your participation.

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