

Appendix

**Original Email to Potential Respondents - Applicants to the Education Research Grants Program  
(CFDA # 84.305A)**

Dear Colleague,

Our records indicate that you recently submitted an application to the **Education Research Grants program** (CFDA # 84.305A) run by the Institute of Education Sciences (IES). I am seeking your feedback on the FY 2014 Request for Applications (RFA) document and the supports IES provides to applicants. IES will use the feedback from the survey to improve the clarity of the information provided to applicants in future RFA documents. This survey is completely anonymous and will not affect the review of your proposal in any way.

You can access the survey at: <https://surveys.ies.ed.gov/?305Asurvey2014> . Please enter **2014RFA** for the password. Please note that the survey link will be active for 3 weeks from today's date.

Thank you for your feedback – your views are important to helping IES improve its grants programs.

Sincerely,

Thomas Brock, Commissioner  
National Center for Education Research

**Follow-up Email to Potential Respondents - Applicants to the Education Research Grants Program  
(CFDA # 84.305A)**

Dear Colleague,

Our records indicate that you recently submitted an application to the **Education Research Grants program** (CFDA # 84.305A) run by the Institute of Education Sciences (IES). A couple of weeks ago, we had sent you a link to a web-based survey seeking your feedback on the FY 2014 Request for Applications document and the supports IES provides to applicants. If you have already completed this survey – thank you!

If you have not yet completed the survey, you can access the survey at: <https://surveys.ies.ed.gov/?305Asurvey2014> . Please enter **2014RFA** for the password. This survey is completely anonymous and will not affect the review of your proposal in any way.

Please note that the survey link will be active for one more week from today's date. Thank you for your feedback – your views are important to helping IES improve its grants programs.

Sincerely,

Thomas Brock, Commissioner  
National Center for Education Research

**Disclaimer at the bottom of all e-mails:**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. The time required to complete this information collection is estimated to average no more than 15 minutes per response, including the time to review the instructions and complete the survey. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Ave, SW Washington, DC 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to Christina Chhin, U.S. Department of Education, Institute of Education Sciences, 400 Maryland Ave., SW, CP-611A, Washington, DC 20202.