

[Questionnaire Announcement Draft]

**W** UNIVERSITY of WASHINGTON  
College of Engineering

**Industrial & Systems**

[MM/DD/YYYY]

Dear Mr./Ms. [Full Name],

Thank you for participating in the On Board Monitoring System study. Now that you have been in this study [or have received the feedbacks] for about \_\_\_\_\_ months, we would like to ask you to fill out a \_\_\_\_\_ questionnaire. This questionnaire is a \_\_\_\_\_ questionnaire that asks about \_\_\_\_\_. We will need you to return the survey **by [mm/dd/yyyy]**.

**Your Participant ID is [XXXXX]. Please write down this ID on the line provided on Page 1 of the questionnaire.**

You also have the option to complete the questionnaire online. If you choose the online questionnaire, you do not need to fill out the paper version. The online version is available at the following web address:

<https://catalyst.uw.edu/webq/survey/hfsm/XXXXXX>

To access the website, please use your Participant ID as the “custom ID” to login. Please note that the ID is case-sensitive.

Thank you again for your participation in this study. Your input is very valuable to us. If you have any questions or concerns, please feel free to contact us.

**Yiyun Peng**  
University of Washington  
Research Assistant  
Department of Industrial and System of Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0277 Toll free: (866) 577- 0848  
E-mail: yiyunp@uw.edu

**Linda Boyle**  
University of Washington  
Associate Professor  
Department of Industrial and System of Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0245  
E-mail: linda@uw.edu

Sincerely,

[Signature]

Yiyun Peng

[Questionnaire announcement]

[Questionnaire Reminder Draft]

**W** UNIVERSITY of WASHINGTON  
College of Engineering

**Industrial & Systems**

[MM/DD/YYYY]

Dear Mr./Ms. [Full Name],

Thank you for participating in the On Board Monitoring System study. Last week a \_\_\_\_\_ questionnaire was mailed to you. If you have already completed and returned it to us, please accept our sincere thanks.

If you have not filled out the questionnaire yet, we really appreciate that you do so by [MM/DD/YYYY]. We have included a replacement in case you cannot find the one we sent you last week.

**Your Participant ID is [XXXXX]. Please write down this ID on the line provided on Page 1 of the questionnaire.**

You also have the option to complete the questionnaire online. If you choose the online questionnaire, you do not need to fill out the paper version. The online version is available at the following web address:

<https://catalyst.uw.edu/webq/survey/hfsm/101459>

To access the website, please use your Participant ID as the "custom ID" to login. Please note that the ID is case-sensitive.

**Yiyun Peng**

University of Washington  
Research Assistant  
Department of Industrial & System of Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0277 Toll free: (866) 577- 0848  
E-mail: yiyunp@uw.edu

**Linda Boyle**

University of Washington  
Associate Professor  
Department of Industrial & System of Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0245  
E-mail: linda@uw.edu

We really appreciate your participation. Your opinion on the DriveVision Pro system is very important and valuable to us. If you have any questions or concerns, please feel free to contact us.

Sincerely,

[Signature]

Yiyun Peng

[Questionnaire reminder]

[Thank You Letter Draft]

**W** UNIVERSITY of WASHINGTON  
College of Engineering

***Industrial & Systems***

[MM/DD/YYYY]

Dear Mr./Ms. [Full Name],

We really appreciate your time in filling out the \_\_\_\_\_ questionnaire for On Board Monitoring System study. Your responses have been received. As a token of our appreciation, please accept the enclosed \$10 check/gift card.

As a part of the study, we will send you a \_\_\_\_\_ questionnaire in \_\_\_\_\_ months. If you have any questions or concerns, please feel free to contact us.

**Yiyun Peng**

University of Washington  
Research Assistant  
Department of Industrial and System of  
Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0277 Toll free: (866) 577- 0848  
E-mail: yiyunp@uw.edu

**Linda Boyle**

University of Washington  
Associate Professor  
Department of Industrial and System of  
Engineering  
Box 352650  
Seattle, WA 98195-2650  
Phone: (206) 616-0245  
E-mail: linda@uw.edu

Sincerely,

[Signature]

Yiyun Peng

[Thank you letter]

## **[Telephone follow-up script Draft]**

Hi, this is \_\_\_\_\_ from University of Washington who are conducting the OBMS study. I am just calling to remind you to return the \_\_\_\_\_ questionnaire we recently sent to you. If you have not sent it back yet, we will really appreciate you do so by [mm/dd/yyyy]. If you cannot find the questionnaire, we will send you another copy in a few days. Please feel free to contact us if you would like a new copy of the questionnaire or if you have any questions. Our phone number is XXXXXXXX. Thank you very much and have a nice day.