

Email to Chairs and Members from Westat

[DATE]

Dear Dr. _____:

As followup to a letter recently sent to you by Drs Keith Hoots and Simone Glynn of the National Heart, Lung, and Blood Institute (NHLBI), I would like to invite you to complete a questionnaire that provides your feedback on the Clinical Studies Support Center (CSSC) for NHLBI monitoring boards.

The questionnaire was developed with assistance from three of your monitoring board colleagues and received a public review as part of the Office of Management and Budget (OMB) clearance process. The questionnaire and data collection effort were approved by OMB on _____ (OMB # _____). Completion of the questionnaire is voluntary. The questionnaire is expected to take no more than 15 minutes to complete. All information will be confidential, and no one will be identified in any reporting that takes place. The data will be especially useful to NHLBI in improving the efficiency and effectiveness of the operations of all types of monitoring boards.

Below you will find a link to the questionnaire and a survey password. We ask that you complete the questionnaire **by [DATE]**.

QUESTIONNAIRE LINK: [LINK]

SURVEY PASSWORD: XXXX

If you have any problems with this link or password, or if you have any problems with the online questionnaire, please send an email to:XXXXXXXXX@WESTAT.COM.

The instructions for accessing and completing the survey are below this email.

If you have any questions regarding the content of the survey, please contact Adriana Brigatti (adrianabrigatti@westat.com or 1-800-937-8281, ext. 3607) or Lynn Elinson (lynnelinson@westat.com or 800-937-8281, ext. 5844) from Westat. **IF YOU WOULD PREFER TO COMPLETE THIS QUESTIONNAIRE BY HAND, PLEASE LET US KNOW.**

We appreciate you taking the time to complete this questionnaire.

Sincerely,

Jack Cahill, Ph.D.
Vice-President

Instructions

This questionnaire is web-based and should be completed electronically.

However, if you prefer to complete this questionnaire by hand, please let us know and we will send you a hard copy of the survey.

The questionnaire contains XX questions and should take 15 minutes or less to complete. Some questions require brief, open-ended responses. For others, you will need to click the button that corresponds to the question and your desired response. Please be sure to provide a response for every question (comments are optional).

1. Go to this website to access the questionnaire: [LINK] (press CTRL and click on the link).
2. Click 'OK' on the Security Alert if you receive one.
3. Enter your Survey password and click Continue.
4. The first page contains a general introduction to the survey. After reading the screen, click Continue.
5. As you complete the questions on each page, click Continue to go to the next page of questions.
6. If you have completed some of the questions and want to stop and return at another time to finish, click Save and Continue Later. This will save your work.
7. If you want to go back a page on the survey, click Previous Page.
8. If you want to go back to the first page with the introduction and definitions, click Home.
9. Please answer all questions (comments are optional). If you have not responded to all questions, the system will tell you which questions have no response so you can go back to them to complete the survey.
10. Once you have completed all questions, click Submit Survey and your responses will be saved and sent to Westat. You will not be able to access the survey again after you submit the survey.