

Attachment 4: Reminder Email

Dear Dr. <LastName>,

About a month ago we sent you an email requesting your participation in a survey for Project Directors on NSF-funded EPSCoR RII 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 Project Director on an NSF-funded EPSCoR RII 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.