

ATTACHMENT 3: SGI ALUMNI SURVEY EMAILS

NOTIFICATION EMAIL

Email Subject Line: NINR SGI Alumni Pilot Survey - Announcement

<<Month day>>, 2012

Dear Summer Genetics Institute Alumni,

The National Institute of Nursing Research is pleased to announce that we will be conducting a web-based survey about the Summer Genetics Institute Program (SGI). The purpose of the survey is to gather information about how SGI alumni have used the SGI training in their careers, and the strengths of the SGI and areas that could be improved.

In one week you will receive an email inviting you to participate in this web-based survey. Instructions for accessing the survey will be included in that email. Survey responses will be on a secure website.

I hope you will consider participating in this survey about the Summer Genetics Institute.

If you have any questions about the survey or the SGI program, please contact NINRSGIAlumni@mail.nih.gov.

Sincerely,

Amanda Greene, PhD, MPH, RN
Science Evaluation Officer
National Institute of Nursing Research
National Institutes of Health

INVITATION EMAIL

Email Subject Line: NINR SGI Alumni Pilot Survey - Login

<<Month day>>, 2012

Dear Dr. <<alumni name>>,

I invite you to participate in the Summer Genetics Institute (SGI) web-based survey. This is an opportunity for your voice to be heard about how this program has affected your career. By completing the survey, you will help the National Institute of Nursing Research (NINR) understand how SGI alumni have used their training, alumni career development over time, and the strengths of the SGI and areas that could be improved. Your input is needed!

Privacy: All responses are voluntary. Your responses to this survey will be kept private to the extent permitted by law and your personal identity will be protected. Your name and any other personal information will not be shared in any public documents. All answers will be assigned an ID number so that your name and any other personal information will not be directly linked. Data files will be stored securely. Only NINR staff and NINR contractors will have access to survey data. Your answers will be

collated with the responses of other participants and analyzed. Any survey information that is reported or published about the evaluation will not identify individuals.

Survey time commitment: On average, the survey will take less than 30 minutes to complete. It is designed so that you can stop and return later to complete or change your responses prior to final submission.

Have a CV or resume ready for faster survey completion or use the option to email it: Answers to some survey questions related to research grants, publications, patents, copyrights, and awards may already be in your CV or resume. We suggest you have an electronic copy of your CV or resume open on your computer when you complete this survey. This will allow you the option to cut and paste information such as publications from your CV directly into the survey. Another option for sharing this information is to email your CV or resume after survey completion to NINR in a PDF or Word format using this email address: ninrsgialumni@mail.nih.gov. When survey questions about research grants, publications, patents, and copyrights occur in the survey, there will be instructions about this option.

To complete the survey, follow these steps:

1. Click on the following link or enter the URL in the address line of an internet browser. You may complete the survey at work or from another computer with Internet access. This link will take you directly to the survey; or you can copy the link below and enter it directly into a web browser:

<https://public.od.nih.gov/NINR-SGI/SitePages/Home.aspx>

2. Please sign in with the **username** <<Nihext\XXX>> and the **password** <<XXX>>.
3. Review the survey instructions and proceed to the survey.

If you are having problems with your password or accessing the survey or have questions about the survey, please provide your name, telephone number, and a brief description of your issue, in an email to NINRSGIAlumni@mail.nih.gov

When you reach the final question of the survey, a Finish button will be displayed. Please be sure you click the Finish button in order to submit your survey to NINR. You will have an opportunity after clicking Finish to review your responses and edit if needed. If you are interrupted at any time and/or click away from the survey, a partial response will be saved on the survey site. To return later and complete the survey, return to this e-mail invitation and click the link again. Then choose the Edit Previous Response from the menu and follow the instructions for editing your response provided.

Sincerely,

Amanda Greene, PhD, MPH, RN
Science Evaluation Officer
National Institute of Nursing Research
National Institutes of Health

REMINDER EMAIL

Email Subject Line: NINR SGI Alumni Pilot Survey - Reminder

<<Month day>>, 2012

Dear Summer Genetics Institute Alumni,

The National Institute of Nursing Research (NINR) is administering the 2012 Summer Genetics Institute survey of alumni. Thank you to everyone who has already taken it – we appreciate your support and participation! If you have yet to take the survey, there's still time!

Your participation is very important to the success of this initiative. The results of this survey will be used to implement strategies for making the Summer Genetics Institute a better and more effective program in advancing careers of nurse researchers and nurse clinicians.

All responses are voluntary. Your responses to this survey will be kept private to the extent permitted by law and your personal identity will be protected. Your name and any other personal information will not be shared in any public documents. All answers will be assigned an ID number so that your name and any other personal information will not be directly linked. Data files will be stored securely. Only NINR staff and NINR contractors will have access to survey data. Your answers will be collated with the responses of other participants and analyzed. Any survey information that is reported or published about the evaluation will not identify individuals.

On average, the survey will take less than 30 minutes to complete. It is designed so that you can stop and return later to complete or change your responses prior to final submission.

Answers to some survey questions related to research grants, publications, patents, copyrights, and awards may already be in your CV or resume. We suggest you have an electronic copy of your CV or resume open on your computer when you complete this survey. This will allow you the option to cut and paste information such as publications from your CV directly into the survey. Another option for sharing this information is to email your CV or resume after survey completion to NINR in a PDF or Word format using this email address: ninrsgialumni@mail.nih.gov. When survey questions about research grants, publications, patents, and copyrights occur in the survey, there will be instructions about this option.

To complete the survey, follow these steps:

1. Click on the following link or enter the URL in the address line of an internet browser. You may complete the survey at work or from another computer with Internet access. This link will take you directly to the survey or you can copy the link below and enter it directly into a web browser:

<https://public.od.nih.gov/NINR-SGI/SitePages/Home.aspx>

2. Please sign in with the **username** <<Nihext\XXX>> and the **password** <<XXX>>.

3. Review the survey instructions and proceed to the survey.

If you are having problems with your password or accessing the survey or have questions about the survey, please provide your name, telephone number, and a brief description of your issue, in an email to NINRSGIAlumni@mail.nih.gov.

When you reach the final question of the survey, a Finish button will be displayed. Please be sure you click the Finish button in order to submit your survey to NINR. You will have an opportunity after clicking Finish to review your responses and edit if needed. If you are interrupted at any time and/or click away

from the survey, a partial response will be saved on the survey site. To return later and complete the survey, return to this e-mail invitation and click the link again. Then choose the Edit Previous Response from the menu and follow the instructions for editing your response provided.

Sincerely,

Amanda Greene, PhD, MPH, RN
Science Evaluation Officer
National Institute of Nursing Research
National Institutes of Health

THANK YOU EMAIL

Email Subject Line: NINR SGI Alumni Pilot Survey – Thank you

<<Month day>>, 2012

Dear Summer Genetics Institute Alumni,

Thank you for taking the time to complete the alumni survey. Your input helps NINR to enhance the Summer Genetics Institute. NINR will use the survey results to determine the extent to which the SGI program is achieving its goals, and to make improvements to the program.

Important Reminder: Please remember to email your CV or resume to NINRSGIAlumni@mail.nih.gov if you chose this option when you completed the survey.

If you have any questions about the survey or the SGI program, please contact NINRSGIAlumni@mail.nih.gov.

Your feedback is very important to us.

Thank you.

Sincerely,

Amanda Greene, PhD, MPH, RN
Science Evaluation Officer
National Institute of Nursing Research
National Institutes of Health