

Email invitations

EMAIL INVITATION TEMPLATE

From: NIH/NIAID/DMID Partnerships Survey Invitation
<NIAIDPartnershipsSurveyInvitation@novaresearch.com>
Sent: Date, Time
To: PI
Subject: NIH/NIAID/DMID Partnerships Program Survey

Dear <Name>:

Some time ago you were awarded a Partnerships for Biodefense Translational Research grant (AI-#####). In about a week, you will receive an email request from the National Institutes of Health to participate in an important survey—the **NIH/NIAID/DMID Partnerships Program Survey**. We are conducting this survey to learn about your experiences and satisfaction with this program. The primary objectives of this customer satisfaction assessment of the DMID Partnerships program are to better understand what program components and processes have contributed to advancing Biodefense Translational Research and to obtain information regarding key aspects of the program that could improve program administration.

Participation in this survey is voluntary. The information you provide about your Partnerships award and your experiences with it will have no effect on current or future grant awards. All information obtained in the survey will be reported in aggregate. Your responses are very important to NIAID. They will help NIAID enhance administration of the Partnerships program and the support the program provides to the scientific community. Information you provide will be kept secure to the extent permitted by law. If you have any questions about the survey, please contact me:

Michael Schaefer, PhD
Acting Chief
Regional Centers, Translational Research, and Biodefense Training Section
Office of Biodefense, Research Resources and Translational Research
240-627-3364
MSchaefer@niaid.nih.gov

The survey will be conducted using a web-based questionnaire. It should take about 20 minutes to complete the survey, including retrieving any necessary information to answer the survey questions, such as the specifics of how NIH support was used during your research.

We look forward to your participation, and I thank you in advance for your time and consideration. It is only with the generous help of people like you that our survey can be successful.

Sincerely,

Michael Schaefer

Email invitations

FIRST EMAIL WITH SURVEY

From: NIH/NIAID/DMID Partnerships Survey Invitation
<NIAIDPartnershipsSurveyInvitation@novaresearch.com>
Sent: Date, Time
To: PI
Subject: Accessing the Online NIH/NIAID/DMID Partnerships Program Survey
Importance: High

Dear <Name>:

As was explained in an earlier email to you, NIH is conducting the **NIH/NIAID/DMID Partnerships Program Survey** regarding your Partnerships for Biodefense Translational Research grant number (AI-#####) in order to enhance program administration and support for future Partnership programs. The survey will be conducted online. It should take about 20 minutes to complete the survey, including retrieving any necessary information to answer the survey questions, such as your publications or the specifics of how NIH and other support was used during your research.

The survey is located at:

<https://www.XXXXX>.

Please click on this link to access the survey, or copy and paste it into your Internet browser window. The survey will automatically save your answers as you move between questions, and you may resume the survey where you left off at any time prior to survey completion by selecting the link in this email. All survey data transmitted between you and the server are sent over an SSL (Secure Socket Layer) encrypted connection. You will see a lock icon in your browser window indicating a secure connection. If you have trouble accessing the survey, please contact: QDSWebSupport@novaresearch.com.

Participation in this survey is voluntary. The information you provide about your Partnerships award and your experiences with it will have no effect on current or future grant awards. All information obtained in the survey will be reported in aggregate. Your responses are very important to NIAID. They will help NIAID enhance administration of the Partnerships program and the support the program provides to the scientific community. Information you provide will be kept secure to the extent permitted by law. If you have any questions about the survey, please contact me:

Michael Schaefer
240-627-3364
MSchaefer@niaid.nih.gov

Email invitations

1-WEEK FOLLOW-UP EMAIL WITH SURVEY

From: NIH/NIAID/DMID Partnerships Survey Invitation
<NIAIDPartnershipsSurveyInvitation@novaresearch.com>
Sent: Date, Time
To: PI
Subject: Reminder: Accessing the Online NIH/NIAID/DMID Partnerships Program Survey
Importance: High

Dear <Name>:

Last week, we sent you an email message asking for your help in completing the **NIH/NIAID/DMID Partnerships Program Survey** regarding your Partnerships for Biodefense Translational Research grant number (AI-#####) in order to enhance program administration and support for future Partnership programs. If you have already completed the online survey, please accept our sincere thanks. If not, please do so today. We are especially appreciative of your help. It is only by asking individuals such as you about your experiences with the NIH/NIAID/DMID Partnerships Program that NIH can make changes to enhance the Program.

If you have misplaced the earlier email message, the survey location is:

<https://www.XXXXX>.

Please click on this link to access the survey, or copy and paste it into your Internet browser window.

All survey data transmitted between you and the server are sent over an SSL (Secure Socket Layer) encrypted connection. You will see a lock icon in your browser window indicating a secure connection. If you have trouble accessing the survey, please contact QDSWebSupport@novaresearch.com.

The survey will automatically save your answers as you move between questions, and you may resume the survey where you left off by selecting the link in this email at any time prior to survey completion. Participation in this survey is voluntary. The information you provide about your Partnerships award and your experiences with it will have no effect on current or future grant awards. All information obtained in the survey will be reported in aggregate. Your responses are very important to NIAID. They will help NIAID enhance administration of the Partnerships program and the support the program provides to the scientific community. Information you provide will be kept secure to the extent permitted by law. If you have any questions about the survey, please contact me. Thank you for your time and cooperation.

Michael Schaefer
240-627-3364
MSchaefer@niaid.nih.gov

Email invitations

2-, 3-, AND 4-WEEK FOLLOW-UP EMAILS WITH SURVEY

From: NIH/NIAID/DMID Partnerships Survey Invitation
<NIAIDPartnershipsSurveyInvitation@novaresearch.com>
Sent: Date, Time
To: PI
Subject: Reminder: Accessing the Online NIH/NIAID/DMID Partnerships Program Survey
Importance: High

Dear <Name>:

About one week ago, we sent you an email message asking for your help in completing the **NIH/NIAID/DMID Partnerships Program Survey** regarding your Partnerships for Biodefense Translational Research grant (AI-#####) in order to enhance program administration and support for future Partnership programs. Our records show that you have not yet completed the survey. Other awardees who have received Partnership awards have responded and described their experiences with the Partnerships program. Their information will help in assessing experiences with the Partnerships program and improving program administration, but we would also like to know about your experiences with the program.

We are contacting you again because of the importance of your survey in helping to get accurate results. Although we have contacted other awardees, it is only by hearing from nearly all awardees in the study time period that we can be sure the results are representative. Please be assured that your answers will have no effect on current or future grant awards.

If you have misplaced the earlier email message, the survey location is:
<https://www.XXXXX>.

Please click on this link to access the survey, or copy and paste it into your Internet browser window.

The survey will automatically save your answers as you move between questions, and you may resume the survey where you left off by selecting the link in this email at any time prior to survey completion. All survey data transmitted between you and the server are sent over an SSL (Secure Socket Layer) encrypted connection. You will see a lock icon in your browser window indicating a secure connection. If you have trouble accessing the survey, please contact QDSWebSupport@novaresearch.com.

If you have any questions or need additional information, please feel free to call or email me. Thank you for your time and cooperation.

Michael Schaefer
240-627-3364
MSchaefer@niaid.nih.gov

Email invitations

6-WEEK FOLLOW-UP EMAIL WITH SURVEY

From: NIH/NIAID/DMID Partnerships Survey Invitation
<NIAIDPartnershipsSurveyInvitation@novaresearch.com>
Sent: Date, Time
To: PI
Subject: Reminder: Accessing the Online NIH/NIAID/DMID Partnerships Program Survey
Importance: High

Dear <Name>:

We haven't heard from you yet, and we'd really appreciate your help with this important survey regarding your Partnerships for Biodefense Translational Research grant number (AI-#####). The end of the survey field period is nearing. DMID needs a good response from awardees to address governmental concerns about the value of the program. Please take a few minutes to complete this survey.

If you have misplaced the earlier email message, the survey location is: <https://www.XXXXX>.

Please click on this link to access the survey, or copy and paste it into your Internet browser window.

If you have trouble accessing the survey, please contact QDSWebSupport@novaresearch.com.

If you have any questions or need additional information, please feel free to call or email me. Thank you for your time and cooperation.

Michael Schaefer
240-627-3364
MSchaefer@niaid.nih.gov