

E-mail Invitations to Participate in the Online Survey

Letter #1 - ImmPort Users: To be sent by NIAID/DAIT to introduce the survey

Subject Line: *Special Request to Participate in ImmPort User Satisfaction Survey*

Sent on behalf of Dr. Daniel Rotrosen by Susan Cooper

Dear [Colleague]:

The Division of Allergy, Immunology, and Transplantation (DAIT) of the National Institute of Allergy and Infectious Diseases (NIAID) is conducting a user satisfaction survey of the Immunology Database and Analysis Portal (ImmPort) system. ImmPort provides the means for scientists to easily access, store, analyze, and exchange complex, high-quality data sets. The goals of the survey are to: characterize the use of ImmPort, identify ways to enhance the efficiency and effectiveness of ImmPort, and define the use of the repository and its associated tools within the immunology community.

To accomplish this task, we are inviting you and other ImmPort users to complete a brief online survey. Our contractor, The Madrillon Group, will send you a link to the survey in the next few days. Your participation will be greatly appreciated.

On behalf of NIAID, thank you for your consideration of this request to provide valuable input.

Sincerely,

Daniel Rotrosen, M.D.
Director, Division of Allergy, Immunology and Transplantation
National Institute of Allergy and Infectious Diseases

Susan Cooper, M.Sc.
Health Specialist
Office of Program Planning, Operations, and Scientific Information
DAIT/NIAID/NIH
5601 Fishers Lane, Room 7C28
Rockville, MD 20892
Telephone: (240) 627-3493
e-mail: coopersu@niaid.nih.gov

Letter #2 - ImmPort Submitters: To be sent by NIAID to introduce the survey

Subject Line: *Special Request to Participate in ImmPort Submitter Satisfaction Survey*

Sent on behalf of Dr. Daniel Rotrosen by Susan Cooper

Dear [Colleague]:

The Division of Allergy, Immunology, and Transplantation (DAIT) of the National Institute of Allergy and Infectious Diseases (NIAID) is conducting a customer satisfaction survey of individuals who have submitted data to the Immunology Database and Analysis Portal (ImmPort) system. ImmPort provides the means for scientists to easily access, store, analyze, and exchange complex, high-quality data sets. The goals of the survey are to: characterize the use of ImmPort, identify ways to enhance the efficiency and effectiveness of ImmPort, and define the use of the repository and its associated tools within the immunology community.

To accomplish this task, we are inviting you and other ImmPort data submitters to complete a brief online survey. Our contractor, The Madrillon Group, will send you a link to the survey in the next few days. Your participation will be greatly appreciated.

On behalf of NIAID, thank you for your consideration of this request to provide valuable input.

Sincerely,

Daniel Rotrosen, M.D.
Director, Division of Allergy, Immunology and Transplantation
National Institute of Allergy and Infectious Diseases

Susan Cooper, M.Sc.
Health Specialist
Office of Program Planning, Operations, and Scientific Information
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Follow-up E-mail to Include the Survey Link

Letter #3 to be sent from Madrillon/Survey Gizmo

Subject Line: Special Request from NIAID to Participate in ImmPort Satisfaction Survey

Dear [Colleague]:

You recently received a message from Susan Cooper, on behalf of Dr. Daniel Rotrosen, Director of The Division of Allergy, Immunology, and Transplantation (DAIT) of the National Institute of Allergy and Infectious Diseases (NIAID). This message invited you to participate in an online survey to share your experiences with the Immunology Database and Analysis Portal (ImmPort) system.

The following link leads you to a brief survey regarding your experiences with the ImmPort system. The survey should likely take no longer than 15 to 20 minutes to complete.

Please access the online survey by clicking the following URL address:

[invite ("survey link")]

Survey Access: To login to the survey, please enter your email address and password exactly as they are shown below and click "next" to begin the survey:

Email address: [EMAIL ADDRESS]

Password: [PASSWORD]

Your willingness to provide feedback on your experiences will help us to improve the ImmPort system and help us to reach more researchers in the future. Please complete this survey no later than [***insert date***].

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, contact Ms. Jennifer Sargent by e-mail at jsargent@madrillongroup.com or by phone at (888) 236-9826 (toll free).

On behalf of NIH, thank you for your participation in this survey.

Mary C. Dufour, M.D., M.P.H.

Senior Vice President

The Madrillon Group Inc.

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Reminder E-mail to include the Survey Link

Letter #4 to be sent from Madrillon/Survey Gizmo

Subject: REMINDER...Special Request from NIAID to Participate in ImmPort Satisfaction Survey (Only [timeframe] left!)

Dear [Colleague],

As you know from my earlier email, NIAID has invited you to share your experiences with the Immunology Database and Analysis Portal (ImmPort) system by participating in an online survey.

Our survey will close on <insert date>, and we'd very much appreciate your participation!

We value your input, even if you have not had frequent or recent use of the ImmPort system. This survey will likely require no more than 15-20 minutes to complete.

Please access the online survey by clicking the following URL address:

[invite ("survey link")]

Survey Access: To login to the survey, please enter your email address and password exactly as they are shown below and click "next" to begin the survey:

Email address: [EMAIL ADDRESS]

Password: [PASSWORD]

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, contact Ms. Jennifer Sargent by e-mail at jsargent@madrillongroup.com or by phone at (888) 236-9826 (toll free).

On behalf of NIH, thank you for your participation in this survey.

Mary C. Dufour, M.D., M.P.H.

Senior Vice President

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