

Attachment 1: Invitation Email for Online Survey Pretest

SUBJECT FOR EMAIL: Invitation: Pretest Survey for NIH BEST Trainees

Dear *[Insert First Name] [Insert Last Name]*,

The Office of Strategic Coordination, located in the NIH Office of the Director, is conducting a Pretest for an online survey for the Broadening Experiences in Scientific Training (BEST) program. *[Insert name of contractor]*, a research company located in *[Insert location]*, has been contracted to administer the survey.

Thank you for volunteering to participate in the Pretesting for a survey for the BEST program. BEST provides support for institutions to develop innovative approaches to complement traditional research training in biomedical sciences. Your name has been provided by *[Insert name of Principal Investigator]* of *[Insert name of institution]*.

As a Pretest participant, you will provide feedback on the flow of the survey, appropriateness of the skip patterns, some specific questions, and the length of time to complete the survey. We will ask you to provide feedback in a comment box after some questions and at the end of the survey. As you Pretest the survey, if you encounter any problems or features that are not correctly functioning, please note the number of the question and the problem in the feedback section at the end of the survey. The Pretesting of the online survey should take approximately 45 minutes to complete.

Please note that this Pretest of the survey will only be used to improve the wording of the instructions and questions. Your data will not be recorded for any analytical purpose.

If you are interested in participating in the Pretesting, please click the link below or copy it directly into a browser.

[Insert SurveyLink]

Please complete the survey and provide your feedback by *[Insert date]*. Please note that the link is uniquely tied to the survey and your email address. Please do not forward the email and/or link to others. If you have any questions about the Pretesting, or have difficulty accessing the survey, please contact *[Insert name of contact person]* at *[Insert email address]*.

Thank you,

[Insert signature, email address, and phone number]