

## Attachment 12: Reminder Email for Phone Interview

**SUBJECT FOR EMAIL:** Reminder: 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.

This email is a reminder about participating in the Pretesting for a survey for the BEST program.

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]*.

We would like to invite you to participate in a phone interview to gather your feedback on a survey. The phone interview will take approximately 30 minutes and you will provide your feedback on the instructions and question wording. Also, we will ask you to provide any general thoughts you may have about the survey. We will ask you to review the survey prior to the phone interview so that you can become familiar with the survey questions.

If you would like to participate, please email the following to *[Insert email address]* by *[Insert date]*:

- Phone number
- Three dates and times you are available between *[Insert date]* and *[Insert date]*.

After the call is scheduled, we will send you the survey to review. Please do not send the survey to others.

If you have any questions about this Pretesting, please contact *[Insert name of contact person]* at *[Insert email address]*.

Thank you,

*[Insert signature, email address, and phone number]*