

Appendix

Original Email to Potential Respondents – Applicants to the FY 2015 Education Research Grants Program (CFDA # 84.305A)

Dear Colleague,

Our records indicate that you recently submitted an application to the FY 2015 **Education Research Grants program** (CFDA # 84.305A) run by the Institute of Education Sciences (IES). I am seeking your feedback on the FY 2015 Request for Applications (RFA) document and the supports IES provides to applicants. IES will use the feedback from the survey to improve the clarity of the information provided to applicants in future RFA documents. This survey is completely anonymous and will not affect the review of your proposal in any way.

You can access the survey at: <https://surveys.ies.ed.gov/?305Asurvey2015> . Please enter **2015RFA** for the password. Please note that the survey link will be active for 3 weeks from today's date. Also, please note that the survey site will be unavailable from August 29-September 1 due to scheduled site maintenance.

Thank you for your feedback – your views are important to helping IES improve its grants programs.

Sincerely,

Thomas Brock, Commissioner
National Center for Education Research

Follow-up Email to Potential Respondents – Applicants to the FY 2015 Education Research Grants Program (CFDA # 84.305A)

Dear Colleague,

Our records indicate that you recently submitted an application to the FY 2015 **Education Research Grants program** (CFDA # 84.305A) run by the Institute of Education Sciences (IES). A couple of weeks ago, we had sent you a link to a web-based survey seeking your feedback on the FY 2015 Request for Applications document and the supports IES provides to applicants. If you have already completed this survey – thank you!

If you have not yet completed the survey, you can access the survey at: <https://surveys.ies.ed.gov/?305Asurvey2015> . Please enter **2015RFA** for the password. This survey is completely anonymous and will not affect the review of your proposal in any way.

Please note that the survey link will be active for one more week from today's date. Thank you for your feedback – your views are important to helping IES improve its grants programs.

Sincerely,

Thomas Brock, Commissioner
National Center for Education Research

Disclaimer at the bottom of all e-mails:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this survey, please contact Christina Chhin directly at, U.S. Department of Education, Institute of Education Sciences, 400 Maryland Ave., SW, CP-611A, Washington, DC 20202. [Note: Please do not return the completed survey to this address.]