

HARD COPY LETTER TO GRANTEES

Universityname
Attention: Dr. Firstname Lastname
Address 1
City, State zipcode

Subject: U.S. Nuclear Regulatory Commission's
Nuclear Education Grantee Survey
Grant Award Number: NRC-XX-XX-XXX

Dear Dr. Lastname:

The U.S. Nuclear Regulatory Commission (NRC) issued to your institution the subject grant under our Nuclear Education Grant Program, between 2007-2011. As a recipient of federal funds under our program, your input on this program is very important to the NRC. We will be sending you a survey in order to learn more about the use of grant funds, ascertain outcomes, and gain insight from our grantee community.

The NRC has contracted with The McKinley Group, an expert in survey methodology and data analysis, to develop the survey and to analyze responses. Within the next few weeks, you will receive an email signed by Ms. Kristin Davis, providing you with a link to the survey. Ms. Davis is the Branch Chief, Outreach and Recruitment, who has overall responsibility of the Nuclear Education Grant Program.

We ask that you take the time to answer the questions and respond within 30 days of receipt of the email. Once you respond, you will receive a "Thank You" email indicating that your response has been received by The McKinley Group.

Thank you again for your cooperation and participation in this survey. The information you provide will help the NRC make future funding decisions and improve the grant program in the years to come.

Sincerely,

Jennifer Golder (or Gillian Martin)
Associate Director for Human Resources Operations
And Policy

EMAIL TO GRANTEES

SUBJECT: NRC-XX-XX-XXX: NRC's Nuclear Education Grantee Survey

Good Day!

Attached to this email you will find a personalized link to the NRC's Nuclear Education Grantee survey, prepared by The McKinley Group in collaboration with the NRC Education Grants Team. As a recipient of federal funds under our program, your input on this program is very important to the NRC. This survey will help the NRC learn more about the use of grant funds, ascertain outcomes, and gain insight from our grantee community. The results of this survey will help the NRC make future funding decisions and improve the grant program in the years to come.

The survey should take no more than 45 minutes to complete and we are requesting that you respond within 30 days of receipt of this email. Once you respond to the survey, you should receive a "Thank You" email generated by the survey tool.

If you have any questions on the survey, please contact me at XXX-XXX-XXXX. Thank you for your cooperation and sharing your insights on the program!

Thank you again,

Kristin Davis, Chief
Outreach and Recruitment Branch
Human Resources Operations and Policy
Office of the Chief Human Capital Officer