

ATTACHMENT A.4 : EMAIL INVITATION AND EMAIL REMINDERS

INVITATION EMAIL FOR PRINCIPAL INVESTIGATORS, MENTORS, AND SCHOLARS

EMAIL SUBJECT: Special Request from NIH – Invitation to participate in the Customer Satisfaction Survey for the NIH BIRCWH Program

Dear *[insert name of principal investigator, mentor, or scholar]*:

The Office of Research on Women's Health (ORWH) at the National Institutes of Health is seeking your input about the Building Interdisciplinary Research Careers in Women's Health (BIRCWH) program. The BIRCWH program supports the mentored career development of junior faculty with an interest in women's health and sex differences research.

We invite you to participate in an online customer satisfaction survey (OMB#: 0925-0643 Exp. Date: 10/31/2017). Results will inform program planning.

ORWH has contracted Windrose Vision, a company located in Fairfax, VA, to administer the survey. The survey asks questions about your satisfaction with various aspects of the BIRCWH program. This is an opportunity to share your experience.

To complete the survey, please click the link below or copy it directly into a browser. 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.

[Insert Survey Link]

The online survey should take approximately 20 minutes to complete. **The website for the survey will be open from *[insert start date]* to *[insert end date]* (11:59 pm Eastern Daylight Time).**

- Your participation is voluntary and there will be no impact on you or your institution if you choose not to respond.
- Responses will be reported in the aggregate. Any information that could be used to identify specific individuals will be removed (e.g., names, institutions, e-mail addresses, etc.).
- Responses will be used solely by the NIH for the purpose of program planning and improvement.
- No proprietary, classified, confidential, or sensitive information should be included in your responses.

If you have any questions, please contact Dr. Madeleine Wallace, Project Director, at windrose@windrosevision.com or at (703) 277-7711.

In advance, thank you for your participation.

FIRST REMINDER EMAIL

EMAIL SUBJECT: Reminder: Special Request from NIH – Invitation to participate in the Customer Satisfaction Survey for the NIH BIRCWH Program

Dear *[insert name of principal investigator, mentor, or scholar]*:

We recently sent you an email invitation to participate in a customer satisfaction survey (OMB#: 0925-0643 Exp. Date: 10/31/2017) to gather opinions about the BIRCWH program. This is an opportunity for you to share your experiences and provide feedback. Information about the survey is below.

You can complete the customer satisfaction survey at *[insert survey link]*. The online survey should take approximately 20 minutes to complete

The survey will close on *[insert end date]* (11:59 pm Eastern Daylight Time).

Feel free to contact me with any questions you may have.

Sincerely,

Laura L. Mehegan
Senior Research and Evaluation Analyst

windrose@windrosevision.com

4031 University Dr
Fairfax, VA 22030

703-277-7711 (Phone)
703-277-7730 (Fax)

SECOND REMINDER EMAIL

EMAIL SUBJECT: Reminder: Special Request from NIH – Invitation to participate in the Customer Satisfaction Survey for the NIH BIRCWH Program

Dear *[insert name of principal investigator, mentor, or scholar]*:

We recently sent you an email invitation to participate in a customer satisfaction survey (OMB#: 0925-0643 Exp. Date: 10/31/2017) to gather opinions about the BIRCWH program. This is an opportunity for you to share your experiences and provide feedback.

You can complete the customer satisfaction survey at *[insert survey link]*. The online survey should take approximately 20 minutes to complete

The survey will close on *[insert end date]* (11:59 pm Eastern Daylight Time).

Feel free to contact me with any questions you may have.

Sincerely,

Laura L. Mehegan
Senior Research and Evaluation Analyst

windrose@windrosevision.com

4031 University Dr
Fairfax, VA 22030

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FINAL REMINDER EMAIL

EMAIL SUBJECT: Reminder: Special Request from NIH – Invitation to participate in the Customer Satisfaction Survey for the NIH BIRCWH Program

Dear *[insert name of principal investigator, mentor, or scholar]*:

We recently sent you an email invitation to participate in a customer satisfaction survey (OMB#: 0925-0643 Exp. Date: 10/31/2017) to gather opinions about the BIRCWH program. This is an opportunity for you to share your experiences and provide feedback.

You can complete the customer satisfaction survey at *[insert survey link]*. The online survey should take approximately 20 minutes to complete

The survey will close on *[insert end date]* (11:59 pm Eastern Daylight Time).

Feel free to contact me with any questions you may have.

Sincerely,

Laura L. Mehegan
Senior Research and Evaluation Analyst

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Fairfax, VA 22030

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