

OBSSR Summer Research Training Institutes (SRTI)

E-mail Invitations to Participate in the Online Survey

Letter #1 – SRTI Trainee Survey: To be sent by OBSSR to introduce the survey

Subject Line: *Special Request to Participate in NIH Survey*

Sent on behalf of Dr. Stephane Philogene

Dear [Colleague]:

The Office of Behavioral and Social Science Research (OBSSR), Division of Program Coordination, Planning, and Strategic Initiatives, Office of the Director of the National Institutes of Health, is conducting a satisfaction survey of its Summer Research Training Institutes. In the last decade, OBSSR has helped to develop and coordinate several of these summer trainings on a variety of topics such as randomized clinical trials, social work research, and mHealth to name a few. You attended one of these institutes [insert institute attended if possible] between 2005 and 2013. The goals of the survey are to: understand more about institute trainees and their needs, learn about how aspects of the institutes may have contributed to learning, and identify if and how attending an institute has contributed to the research work and outcomes of trainees.

To accomplish these goals, we are inviting you and other institute trainees to complete a brief online survey. Our contractor, The Madrillon Group, Inc., will send you a link to the survey in the next few days. Your participation will be greatly appreciated.

On behalf of OBSSR, thank you for your consideration of this request to provide valuable input.

Sincerely,

Stephane Philogene, Ph.D.

**Deputy Director, Office of Behavioral and Social Science Research
Division of Program Coordination, Planning, and Strategic Initiatives
Office of the Director of the National Institutes of Health**

Letter #2 - SRTI Applicant Survey: To be sent by OBSSR to introduce the survey

Subject Line: *Special Request to Participate in NIH Survey*

Sent on behalf of Dr. Stephane Philogene

Dear [Colleague]:

The Office of Behavioral and Social Science Research (OBSSR), Division of Program Coordination, Planning, and Strategic Initiatives, Office of the Director of the National Institutes of Health, is conducting a satisfaction survey of its Summer Research Training Institutes. In the last decade, OBSSR has helped to develop and coordinate several of these summer trainings on a variety of topics such as randomized clinical trials, social work research, and mHealth to name a few. You applied to attend one of these institutes [insert institute attended if possible] between 2005 and 2013. The goals of the survey are to: understand more about professional interests in training, learn about experiences with training both within and outside of NIH, and identify how professional training has potentially contributed to the research work and outcomes within various professional groups.

To accomplish these goals, we are inviting you and other training institute applicants to complete a brief online survey. Our contractor, The Madrillon Group Inc., will send you a link to the survey in the next few days. Your participation will be greatly appreciated.

On behalf of OBSSR, thank you for your consideration of this request to provide valuable input to current and future training initiatives at NIH.

Sincerely,

Stephane Philogene, Ph.D.

**Deputy Director, Office of Behavioral and Social Science Research
Division of Program Coordination, Planning, and Strategic Initiatives
Office of the Director of the National Institutes of Health**

Letter #3 – SRTI Faculty Survey: To be sent by OBSSR to introduce the survey

Subject Line: *Special Request to Participate in NIH Survey*

Sent on behalf of Dr. Stephane Philogene

Dear [Colleague]:

The Office of Behavioral and Social Science Research (OBSSR), Division of Program Coordination, Planning, and Strategic Initiatives, Office of the Director of the National Institutes of Health is conducting a satisfaction survey of its Summer Research Training Institutes. In the last decade, OBSSR has helped to develop and coordinate several of these summer trainings on a variety of topics such as randomized clinical trials, social work research, and mHealth to name a few. You participated as a faculty member or presenter at one of these institutes [insert institute attended if possible] between 2005 and 2013. The goals of the survey are to: understand more about the process of teaching and mentoring at the training institutes, learn about how aspects of the institutes may have contributed to learning, and identify how attending an institute contributed to research collaborations and outcomes that might occur after the conclusion of the training institutes.

To accomplish these goals, we are inviting you and other training institute faculty to complete a brief online survey. Our contractor, The Madrillon Group Inc., will send you a link to the survey in the next few days. Your participation will be greatly appreciated.

On behalf of OBSSR, thank you for your consideration of this request to provide valuable input.

Sincerely,

Stephane Philogene, Ph.D.

**Deputy Director, Office of Behavioral and Social Science Research
Division of Program Coordination, Planning, and Strategic Initiatives
Office of the Director of the National Institutes of Health**

Follow-up E-mail to Include the Survey Link

Letter #4 to be sent from Madrillon/Survey Gizmo

Subject Line: Special Request from OBSSR to Participate in Summer Research Training Institute Satisfaction Survey

Dear [Colleague]:

You recently received a message from Dr. Stephane Philogene, Deputy Director of Office of Behavioral and Social Science Research, in the Office of the Director of the National Institutes of Health. This message invited you to participate in an online survey to share your input on OBSSR's Summer Research Training Institutes.

The following link leads you to a brief survey regarding your experiences [applying to] [attending] [participating as a faculty member] at a training institute. The survey should take no longer than 10 to 20 minutes to complete.

Please access the online survey by clicking the following URL address:

[invite ("survey link")]

Survey Access: To login to the survey, please enter your email address and password exactly as they are shown below and click "next" to begin the survey:

Email address: [EMAIL ADDRESS]

Password: [PASSWORD]

Your willingness to provide feedback on your experiences will help us to improve training and help us to reach more researchers in the future. Please complete this survey no later than [***insert date***].

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, contact Ms. Jennifer Sargent by e-mail at jsargent@madrillongroup.com or by phone at (888) 236-9826 (toll free).

On behalf of NIH, thank you for your participation in this survey.

Mary C. Dufour, M.D., M.P.H.

Senior Vice President

The Madrillon Group Inc.

8300 Boone Boulevard

Suite 500

Vienna, VA 22182

240-264-1578 (Direct)

240-305-8916 (Mobile)

703-848-9257 (Main)

dufourm@mail.nih.gov

mdufour@madrillongroup.com

www.madrillongroup.com

A Woman-owned Small Business

Reminder E-mail to include the Survey Link

Letter #5 to be sent from Madrillon/Survey Gizmo

Subject: REMINDER...Special Request from OBSSR to Participate in Summer Research Training Institute Satisfaction Survey (Only [timeframe] left!)

Dear [Colleague],

As you know from my earlier email, OBSSR has invited you to participate in an online survey to share your input on OBSSR's Summer Research Training Institutes.

Our survey will close on <insert date>, and we'd very much appreciate your participation!

We value your input, even if you have not had recent experiences with the training institutes. This survey will require no more than 10-20 minutes to complete.

Please access the online survey by clicking the following URL address:

[invite ("survey link")]

Survey Access: To login to the survey, please enter your email address and password exactly as they are shown below and click "next" to begin the survey:

Email address: [EMAIL ADDRESS]

Password: [PASSWORD]

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, contact Ms. Jennifer Sargent by e-mail at jsargent@madrillongroup.com or by phone at (888) 236-9826 (toll free).

On behalf of NIH, thank you for your participation in this survey.

Mary C. Dufour, M.D., M.P.H.
Senior Vice President
The Madrillon Group Inc.
8300 Boone Boulevard
Suite 500
Vienna, VA 22182
240-264-1578 (Direct)
240-305-8916 (Mobile)
703-848-9257 (Main)
dufourm@mail.nih.gov
mdufour@madrillongroup.com
www.madrillongroup.com
A Woman-owned Small Business