

**Format: Mathematica email**  
**Send from: RPG email**  
**Subject: Please help get the word out about the RPG staff survey**  
**Attachments: Frequently asked questions**

Dear [FIRST NAME] [LAST NAME],

Participation in the RPG staff survey continues to grow, but we could use your help reminding staff who have not yet completed the survey to do so, and thanking those who have. Front-line staff delivering [EBP NAME] who were invited to complete the survey have until [DATE] to participate. The survey is critical to our national cross-site evaluation by providing a comprehensive picture of RPG-funded program implementation, organizational climate, and staff characteristics.

As of today, [##] percent of your staff have participated (we are unable to tell you who has done so in order to protect their privacy). Could you please send your staff an email reminder, post a flyer on a bulletin board, or make an announcement at a meeting to thank those who have already participated and request that others do so?

For your convenience we have attached answers to frequently asked questions. You or your staff are welcome to contact our team at any time at [EMAIL] or [TELEPHONE].

Thank you in advance for your assistance. Your efforts will ensure a successful survey.

Sincerely,  
[NAME]

**MATHEMATICA**  
**Policy Research**

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