

**Attachment B.2.1.3: Invitation for Surveys for Graduate Students –
(Data Collected by NIH)**

**INVITATION TO PARTICIPATE IN SURVEY FOR GRADUATE STUDENTS –
ENTRANCE SURVEY**

SUBJECT FOR EMAIL: NIH BEST Program: Invitation to Participate in the Graduate Student Entrance Survey

Dear *[insert name or Graduate Student]*,

You are invited to participate in the national cross-site evaluation study of the National Institutes of Health (NIH) Broadening Experience in Scientific Training (BEST) program. *[Insert name of institution]* is one of the 17 recipients of the BEST award and your program is called *[insert program name]*. The BEST program is meant to complement and broaden biomedical research training experiences to better prepare graduate students and postdoctoral scientists for a broad range of careers.

The NIH, in partnership with awardee institutions, is surveying participants and non-participants to identify and document best practices from the BEST program. Your participation in the surveys is critical because your input will help to improve biomedical research training at your institution and nationwide. The study will assess three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

Your participation is completely voluntary and you can withdraw at any time without penalty. However, we encourage your participation and greatly value your feedback. As a token of appreciation for your time, you will be given the opportunity to participate in a raffle for various prizes.

PROCEDURES:

- Your participation includes completion of this Entrance survey that is estimated to take 20 minutes.
- Subsequent surveys include: An Interim survey, an Exit survey (as you graduate), and Post-exit surveys at periodic intervals for up to 15 years after you graduate. The estimated time to complete each of these surveys is 15 minutes. These surveys will ask about your participation in career development activities, level of support from your graduate program and faculty, career path, and employment history.
- In each survey, you will be asked to provide your non-institutional email address so that NIH can contact you.
- The survey data will be linked to an ID number assigned to each respondent.

PRIVACY: All information collected will be kept private and protected on a secure server to prevent disclosure. Only designated staff from your institution, the NIH, and the NIH Contractor, Windrose Vision, will have access to the data for analysis purposes. All personally identifiable information will be removed from your survey responses. When the results of this study are published or presented, the data will be reported in aggregate and no information will be included that would reveal any respondent's identity.

If you have any questions about the NIH national cross-site evaluation, please contact [*insert name and email of staff from Windrose Vision*].

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 website for the survey will be open until [*Insert date*] (11:59 pm Eastern Daylight Time).

Sincerely,

[*Insert name*]

[*Insert email address*]

Phone number [*Insert number*]

FIRST REMINDER EMAIL FOR GRADUATE STUDENT ENTRANCE SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Entrance Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Entrance survey to gather information about your career plans and participation in career development activities at your institution. This survey will be an opportunity for you to share your opinions and experiences and provide feedback. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 20 minutes to complete.

To complete the Graduate Student Entrance 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

SECOND REMINDER EMAIL FOR GRADUATE STUDENT ENTRANCE SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Entrance Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Entrance survey to gather information about your career plans and participation in career development activities at your institution. This survey will be an opportunity for you to share your opinions and experiences and provide feedback. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 20 minutes to complete.

To complete the Graduate Student Entrance 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

FINAL REMINDER EMAIL FOR THE GRADUATE STUDENT ENTRANCE SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Final Reminder to Participate in the Graduate Student Entrance Survey

Dear *[insert name or Graduate Student]*,

This is the final reminder to participate in the Graduate Student Entrance survey to gather information on your career plans and participation in career development activities at your institution. Remember that your participation in the NIH survey is vital, whether or not you have participated in any career development activities.

We know your time is valuable and we greatly appreciate your effort in setting aside a few minutes to complete the survey. Every graduate student who participates in this survey is contributing to the improvement of biomedical research training programs nationwide. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 20 minutes to complete.

To complete the Graduate Student Entrance 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

INVITATION TO PARTICIPATE IN SURVEY FOR GRADUATE STUDENTS – 2017 INTERIM SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Invitation to Participate in the Graduate Student Interim Survey

Dear *[insert name or Graduate Student]*,

You are invited to participate in the national cross-site evaluation study of the National Institutes of Health (NIH) Broadening Experience in Scientific Training (BEST) program. *[Insert name of institution]* is one of the 17 recipients of the BEST award and your program is called *[insert program name]*. The BEST program is meant to complement and broaden biomedical research training experiences to better prepare graduate students and postdoctoral scientists for a broad range of careers.

The NIH, in partnership with awardee institutions, is surveying participants and non-participants to identify and document best practices from the BEST program. Your participation in the surveys is critical because your input will help to improve biomedical research training at your institution and nationwide. The study will assess three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

Your participation is completely voluntary and you can withdraw at any time without penalty. However, we encourage your participation and greatly value your feedback. As a token of appreciation for your time, you will be given the opportunity to participate in a raffle for various prizes.

PROCEDURES:

- Your participation includes completion of this Interim Survey that is estimated to take 15 minutes.
- Subsequent surveys include: A second Interim survey, an Exit survey (as you graduate), and Post-exit surveys at periodic intervals for up to 15 years after you graduate. The estimated time to complete each of these surveys is 15 minutes. These surveys will ask about your participation in career development activities, level of support from your graduate program and faculty, career path, and employment history
- In each survey, you will be asked to provide your non-institutional email address so that NIH can contact you.
- The survey data will be linked to an ID number assigned to each respondent.

PRIVACY: All information collected will be kept private and protected on a secure server to prevent disclosure. Only designated staff from your institution, the NIH, and the NIH Contractor, Windrose Vision, will have access to the data for analysis purposes. All personally identifiable information will be removed from your survey. When the results of this study are published or

presented, the data will be reported in aggregate and no information will be included that would reveal any respondent's identity.

If you have any questions about the NIH national cross-site evaluation, please contact [*insert name and email of staff from Windrose Vision*] or [*insert name and email of staff from awardee institution*]

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 website for the survey will be open until [*Insert date*] (11:59 pm Eastern Daylight Time).

Sincerely,

[*Insert name*]

[*Insert email address*]

Phone number [*Insert number*]

INVITATION TO PARTICIPATE IN ONLINE SURVEY FOR GRADUATE STUDENTS – 2019 INTERIM SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Invitation to Participate in the Graduate Student Interim Survey

Dear *[insert name or Graduate Student]*,

You are invited to participate in the national cross-site evaluation study of the National Institutes of Health (NIH) Broadening Experience in Scientific Training (BEST) program. *[Insert name of institution]* is one of the 17 recipients of the BEST award and your program is called *[insert program name]*. The BEST program is meant to complement and broaden biomedical research training experiences to better prepare graduate students and postdoctoral scientists for a broad range of careers.

The NIH, in partnership with awardee institutions, is surveying participants and non-participants to identify and document best practices from the BEST program. Your participation in the surveys is critical because your input will help to improve biomedical research training at your institution and nationwide. The study will assess three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

Your participation is completely voluntary and you can withdraw at any time without penalty. However, we encourage your participation and greatly value your feedback. As a token of appreciation for your time, you will be given the opportunity to participate in a raffle for various prizes.

PROCEDURES:

- Your participation includes completion of this Interim survey that is estimated to take 15 minutes.
- Subsequent surveys include: Exit survey (as you graduate), and Post-exit surveys at periodic intervals for up to 15 years after you graduate. The estimated time to complete each of these surveys is 15 minutes. These surveys will ask about your participation in career development activities, level of support from your graduate program and faculty, career path, and employment history
- In each survey, you will be asked to provide your non-institutional email address so that NIH can contact you.
- The survey data will be linked to an ID number assigned to each respondent.

PRIVACY: All information collected will be kept private and protected on a secure server to prevent disclosure. Only designated staff from your institution, the NIH, and the NIH Contractor, Windrose Vision, will have access to the data for analysis purposes. All personally identifiable information will be removed from your survey responses. When the results of this study are

published or presented, the data will be reported in aggregate and no information will be included that would reveal any respondent's identity.

If you have any questions about the NIH national cross-site evaluation, please contact [*insert name and email of staff from Windrose Vision*] or [*insert name and email of staff from awardee institution*]

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 website for the survey will be open until [*Insert date*] (11:59 pm Eastern Daylight Time).

Sincerely,

[*Insert name*]

[*Insert email address*]

Phone number [*Insert number*]

FIRST REMINDER EMAIL FOR GRADUATE STUDENT INTERIM SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Interim Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Interim survey to gather information about your career plans and participation in career development activities at your institution. This survey will be an opportunity for you to share your opinions and experiences and provide feedback. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Interim 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

SECOND REMINDER EMAIL FOR GRADUATE STUDENT INTERIM SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Interim Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Interim survey to gather information about your career plans and participation in career development activities at your institution. This survey will be an opportunity for you to share your opinions and experiences and provide confidential feedback. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Interim 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

FINAL REMINDER EMAIL FOR THE GRADUATE STUDENT INTERIM SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Final Reminder to Participate in the Graduate Student Interim Survey

Dear *[insert name or Graduate Student]*,

This is the final reminder to participate in the Graduate Student Interim survey to gather information on your career plans and participation in career development activities at your institution. Remember that your participation in this survey is vital, whether or not you have participated in any career development activities. Every graduate student who participates in this survey is contributing to the improvement of biomedical research training programs nationwide.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Interim 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

INVITATION TO PARTICIPATE IN SURVEY FOR GRADUATE STUDENTS – EXIT SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Invitation to Participate in the Graduate Student Exit Survey

Dear *[insert name or Graduate Student]*,

You are invited to participate in the national cross-site evaluation study of the National Institutes of Health (NIH) Broadening Experience in Scientific Training (BEST) program. *[Insert name of institution]* is one of the 17 recipients of the BEST award and your program is called *[insert program name]*. The BEST program is meant to complement and broaden biomedical research training experiences to better prepare graduate students and postdoctoral scientists for a broad range of careers.

The NIH, in partnership with awardee institutions, is surveying participants and non-participants to identify and document best practices from the BEST program. Your participation in the surveys is critical because your input will help to improve biomedical research training at your institution and nationwide. The study will assess three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

Your participation is completely voluntary and you can withdraw at any time without penalty. However, we encourage your participation and greatly value your feedback. As a token of appreciation for your time, you will be given the opportunity to participate in a raffle for various prizes.

PROCEDURES:

- Your participation includes completion of this Exit Survey that is estimated to take 15 minutes.
- Subsequent surveys include: Post-Exit at periodic intervals up to 15 years after graduation. The estimated time to complete each of these surveys is 15 minutes. The surveys will ask about your career path and employment.
- In each survey, you will be asked to provide your non-institutional email address.
- The survey data will be linked to an ID number assigned to each respondent.

PRIVACY: All information collected will be kept private and protected on a secure server to prevent disclosure. Only designated staff from your institution, the NIH, and the NIH Contractor, Windrose Vision, will have access to the data for analysis purposes. All personally identifiable information will be removed from your survey responses. When the results of this study are published or presented, the data will be reported in aggregate and no information will be included that would reveal any respondent's identity.

If you have any questions about the NIH national cross-site evaluation, please contact [*insert name and email of staff from Windrose Vision*] or [*insert name and email of staff from awardee institution*]

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 website for the survey will be open until [*Insert date*] (11:59 pm Eastern Daylight Time).

Sincerely,

[*Insert name*]

[*Insert email address*]

Phone number [*Insert number*]

FIRST REMINDER EMAIL FOR GRADUATE STUDENT EXIT SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Exit Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Exit survey to gather information about your participation in career development activities, career path, and your employment status following graduation. This survey will be an opportunity for you to share your opinions and experiences. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

SECOND REMINDER EMAIL FOR GRADUATE STUDENT ONLINE EXIT SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Graduate Student Exit Survey

Dear *[insert name or Graduate Student]*,

We recently sent you an email invitation to participate in the Graduate Student Exit survey to gather information about your participation in career development activities, career path, and your employment status following graduation. This survey will be an opportunity for you to share your opinions and experiences. Your responses to this survey are vital to the success of the NIH study, whether you have participated in career development activities or not.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

FINAL REMINDER EMAIL FOR THE GRADUATE STUDENT EXIT SURVEY

SUBJECT FOR EMAIL: NIH BEST Program: Final Reminder to Participate in the Graduate Student Exit Survey

Dear *[insert name or Graduate Student]*,

This is the final reminder to participate in the Graduate Student Exit survey to gather information on your participation in career development activities, career path, and employment status following graduation. Remember that your participation in this survey is vital, whether or not you have participated in any career development activities. Every graduate student who participates in this survey is contributing to the improvement of biomedical research training programs nationwide.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. As a token of appreciation, you will be given the opportunity to participate in a raffle for various prizes. The online survey should take approximately 15 minutes to complete.

To complete the Graduate Student Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

EMAIL FOR GRADUATE STUDENTS – SIX-MONTH FOLLOW-UP (AFTER EXIT SURVEY)

SUBJECT FOR EMAIL: NIH BEST Program Surveys: Email Address Update

Dear *[insert name or Survey Participant]*,

Thank you for participating in the NIH BEST study. We would like to confirm your email address so that we can continue to follow-up with you for subsequent surveys. Please take a minute and click on the link below to confirm this email address or to let us know if there is another email address that we should use.

Thank you for helping us to update our records.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

[Click here to confirm or update your email address](#)

INVITATION TO PARTICIPATE IN POST-EXIT SURVEY (AT 2, 6, 10, AND 15 YEARS AFTER EXIT SURVEY)

[Note: The name of this survey has changed from “Graduate Student Post-Exit Survey” to “Post-Exit Survey” because the participants are no longer graduate students when this survey is administered]

SUBJECT FOR EMAIL: NIH BEST Program: Invitation to Participate in the Post-Exit Survey

Dear *[insert name or Survey Participant]*,

You are invited to participate in the NIH Post-Exit survey for the National Institutes of Health (NIH) Broadening Experience in Scientific Training (BEST) program. The BEST program is meant to complement and broaden biomedical research training experiences to better prepare graduate students and postdoctoral scientists for a broad range of careers.

The NIH, in partnership with awardee institutions, continues to conduct an evaluation of the BEST initiative to identify and document best practices. Your participation in the survey is critical because your input will help to improve biomedical research training nationwide. The national cross-site evaluation study is assessing three desired outcomes: (1) changes in understanding of career opportunities, confidence to make career decisions, and attitudes toward career opportunities; (2) reduced time to desired, non-training, non-terminal career opportunities and reduced time in postdoctoral positions; and (3) creation/further development of institutional infrastructure to continue BEST-like activities.

Your participation is completely voluntary and you can withdraw at any time without penalty. However, we encourage your participation and greatly value your feedback. As a token of appreciation for your time, you will be given the opportunity to participate in a raffle for various prizes.

PROCEDURES:

- Your participation includes completion of this Post-Exit Survey, estimated to take 15 minutes. Subsequent Post-Exit surveys will be administered at periodic intervals over approximately 10 years. The estimated time to complete each of these surveys is 15 minutes. The surveys will ask about your career path and employment.
- In each survey, you will be asked to provide your non-institutional email address so that NIH can contact you for future surveys.
- The survey data will be linked to an ID number assigned to each respondent.

PRIVACY: All information collected will be kept private and protected on a secure server to prevent disclosure. Only designated staff from your institution, the NIH, and the NIH Contractor, Windrose Vision, will have access to the data for analysis purposes. All personally identifiable information will be removed from your survey responses. When the results of this study are published or presented, the data will be reported in aggregate and no information will be included that would reveal any respondent’s identity.

If you have any questions about the NIH national cross-site evaluation, please contact [*insert name and email of staff from Windrose Vision*].

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 website for the survey will be open until [*Insert date*] (11:59 pm Eastern Daylight Time).

Sincerely,

[*Insert name*]

[*Insert email address*]

Phone number [*Insert number*]

FIRST REMINDER EMAIL TO PARTICIPATE IN POST-EXIT SURVEY (AT 2, 6, 10, AND 15 YEARS AFTER EXIT SURVEY)

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Post-Exit Survey

Dear *[insert name or Survey Participant]*,

We recently sent you an email invitation to participate in the NIH Post-Exit survey to gather information about your career path and employment. Your participation in this survey is vital since your opinions and experiences will help to improve biomedical research training programs nationwide.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. The online survey should take approximately 15 minutes to complete.

To complete the Post-Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***

SECOND REMINDER EMAIL TO PARTICIPATE IN POST-EXIT SURVEY (AT 2, 6, 10, AND 15 YEARS AFTER EXIT SURVEY)

SUBJECT FOR EMAIL: NIH BEST Program: Reminder to Participate in the Post-Exit Survey

Dear *[insert name or Survey Participant]*,

We recently sent you an email invitation to participate in the Post-Exit survey to gather information about your career path and employment. Your participation in this survey is vital since your opinions and experiences will help to improve biomedical research training programs nationwide.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. The online survey should take approximately 15 minutes to complete.

To complete the Post-Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number *[Insert number]*

FINAL REMINDER EMAIL TO PARTICIPATE IN POST-EXIT SURVEY (AT 2, 6, 10, AND 15 YEARS AFTER EXIT SURVEY)

SUBJECT FOR EMAIL: NIH BEST Program: Final Reminder to Participate in the Post-Exit Survey

Dear *[insert name or Survey Participant]*,

This is the final reminder to participate in the NIH Post-Exit survey to gather information on your career path and employment. Remember that your participation in this survey is vital since your opinions and experiences will help to improve biomedical research training programs nationwide.

We know your time is valuable and we appreciate your effort in setting aside a few minutes to complete the survey. The online survey should take approximately 15 minutes to complete.

To complete the Exit 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 website for the survey will be open until *[Insert date]* (11:59 pm Eastern Daylight Time).

If you have any questions about the NIH national cross-site evaluation, please contact *[insert name and email of staff from Windrose Vision]*.

Sincerely,

[Insert name]

[Insert email address]

Phone number ***[Insert number]***