

Attachment 6: Email Correspondence with Grantees

Grantee Pre-notification

Dear \${m://FirstName} \${m://LastName},

As a recipient of a grant from NOAA B-WET (Award Number \${e://Field/AwardPanel}), we would like your organization, \${e://Field/Organization}, to participate in our national evaluation system. The evaluation results will provide insight into how we can improve the NOAA B-WET program and tailor our services to you and the teachers and students you serve.

All grantees will receive an online survey at the end of their award year. If your organization provides B-WET-funded professional development (PD) for teachers, we will also collect teacher contact information from you (email addresses only) so that we can survey them following their PD, and again at the end of the school year following their PD. (You may have already received an email requesting this information.) All of the results that are viewed by NOAA B-WET staff will be aggregated at the regional or national level, and we will not review individual organizations' or teachers' results.

Additional information about this project, including background, FAQs, survey instruments, and suggested text for communicating with your teacher participants about this project, is available on the B-WET National Evaluation website here:

http://www.oesd.noaa.gov/grants/bwet_eval.php

Thank you in advance for your participation in NOAA B-WET's evaluation system!

Bronwen Rice, NOAA B-WET National Coordinator
NOAA Office of Education
Bronwen.Rice@noaa.gov
202.482.6797

You may also contact your regional program manager for more information:

\${e://Field/BWETName}

\${e://Field/BWETEmail}

\${e://Field/BWETPhone}

OMB Control Number: 0648-0658 Expires: 02/29/2016

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Grantee Survey Invitation

Dear \${m://FirstName} \${m://LastName},
You received this email because your organization, \${e://Field/Organization}, is at the end of its NOAA B-WET grant year (Award Number \${e://Field/AwardPanel}). Please provide NOAA with feedback on B-WET's services to you as a grantee and with information on how you implemented your B-WET-funded programs. The questionnaire will take about 30-60 minutes to complete.

Follow this link to the Survey:

[\\${l://SurveyLink?d=Take the Survey}](#)

Or copy and paste the URL below into your internet browser:

[\\${l://SurveyURL}](#)

Please be completely honest in your responses. YOUR RESPONSES WILL BE ANONYMOUS. None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded programs.

To review the survey questions ahead of time, click here: [BWET Grantee Survey Preview](#)

More information about the B-WET national evaluation system is available

here: http://www.oesd.noaa.gov/grants/bwet_eval.php

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact either of the contacts below.

Bronwen Rice, NOAA B-WET National Coordinator

NOAA Office of Education

Bronwen.Rice@noaa.gov

202.482.6797

B-WET Regional Coordinator:

[\\${e://Field/BWETName}](#)

[\\${e://Field/BWETEmail}](#)

[\\${e://Field/BWETPhone}](#)

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