Attachment 13

E-Mail Invitation Letter – Partner Survey

Dear <NAME OF PROJECT PARTNER>:

On behalf of the National Institutes of Health (NIH), we invite you to participate in the ***Partner Survey of the NIH Program on Science Education Partnership Award (SEPA)***. Your participation in this survey will help NIH better understand the roles and contributions of partner organizations, the management of partnerships, benefits of partnerships, and the extent to which partnerships are being sustained following the conclusion of the SEPA grant. The NIH has contracted with Westat, an independent research firm located in Rockville, Maryland, to conduct the survey.

As a partner of a SEPA project, your feedback is critical to understanding the program, its challenges, and successes. We expect the survey to take approximately 30 minutes or less.

Participation in the survey is voluntary, but your involvement will help ensure that the SEPA program and similar future efforts are successful. Information shared in the survey will be kept private to the extent provided by law. Data will be reported thematically in the aggregate and will exclude personal identifiers.

Thank you in advance for your cooperation in this important study. If you agree to participate, please follow the following link to begin the survey:

[Hyper-link to survey goes here]

Please complete and submit the survey by February 12ᵗʰ.

Important Contact Information

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If you have questions about administration of the interview or the overall evaluation, please contact Dr. Michael Steketee at Westat: 240-453-2603or michaelsteketee@westat.com. This communication, and all components of the evaluation, have been reviewed and approved by Dr. Tony Beck at the NIH at 301-435-0805 or beckl@mail.nih.gov. If you have questions about your rights as a participant in this evaluation, please call the Westat Human Subjects Protections office at 1-888-920-7631.

The federal Office of Management and Budget (OMB) has approved this survey (OMB No.: xxxx-xxxx, Expiration Date: xx/xx/20xx).