

Change Request

Attachment 2: Participant Emails

Item 1 – Invitation Email:

Dear Prevention Researcher,

The National Institutes of Health (NIH) [Office of Disease Prevention \(ODP\)](#) is working to enhance the quality of prevention research supported by the NIH and we need your help.

Based on your expertise in prevention research, you've been selected to participate in a survey the ODP is conducting to gather information about your scientific and grant review experience. Your responses will help us build a directory of experts in prevention research methods that NIH staff can use to identify the most qualified reviewers for NIH **research** applications.

Based on your skill set and interest, NIH staff may invite you to serve as a peer reviewer for prevention-related **research** applications or as a speaker at an NIH seminar or workshop.

The survey takes approximately **15–25** minutes. Please complete the survey by *[insert date]*.

[Click here to fill out the Prevention Research Expertise Survey \(PRES\).](#)

Your responses and information will not be shared with anyone outside of the Federal Government.

Finally, please feel free to share this survey with your colleagues and other prevention research experts – simply forward them this email.

We appreciate your time!

Sincerely,

David M. Murray, Ph.D.

Associate Director for Prevention

Director, Office of Disease Prevention

National Institutes of Health

Item 2 – Confirmation Email:

Dear Prevention Researcher,

Thank you for completing the [Prevention Research Expertise Survey \(PRES\)](#). Based on your responses, NIH staff may follow up with you to ask you to serve as a peer reviewer for prevention-related **research** applications or as a speaker at an NIH seminar or workshop.

We'd like you to continue to update your PRES profile as your experience and interest levels change over time. We will send you a reminder email about updating your information every 2-3 years.

Please feel free to **tell your colleause and other experts prevention research and research methodology about this survey –** simply forward them this email with the survey link.

Finally, we encourage you to join the [NIH Office of Disease Prevention email listserv](#) to learn more about our programs, events, and how we're working to enhance the quality of prevention research supported by the the NIH.

Sincerely,

David M. Murray, Ph.D.

Associate Director for Prevention

Director, Office of Disease Prevention

National Institutes of Health

Item 3 – Thank You page:

Thank you for taking part in the survey. Your participation enhances the quality of prevention research supported by NIH.

Based on your skill set and interest in reviewing funding applications, NIH may follow up with you to request your assistance. Your information will not be shared with anyone outside of the Federal Government. To facilitate follow-up, ODP may send you an email every 2-3 years, asking you to update your skills and experience level.

The Office of Disease Prevention (ODP) is the lead office at the NIH responsible for assessing, facilitating, and stimulating research in disease prevention and health promotion. We are also charged with disseminating the results of this research to improve public health. Learn more at prevention.nih.gov.

Sincerely,
David M. Murray, Ph.D.
Associate Director for Prevention
Director, Office of Disease Prevention
National Institutes of Health

Item 4 – Please Complete Your Survey Email:

Dear Prevention Researcher,

Thank you for taking the time to start the [Prevention Research Expertise Survey \(PRES\)](#). Our records indicate you haven't yet completed the survey. Your responses are important and help enhance the quality of prevention research supported by the NIH.

Please take a few minutes to finish your survey now:

[link to [individual survey](#)]

We appreciate your time and feedback.

Sincerely,

David M. Murray, Ph.D.

Associate Director for Prevention

Director, Office of Disease Prevention

National Institutes of Health

Item 5 – Please Update Information Email:

Dear Prevention Researcher,

Thank you for previously participating in our Prevention Research Expertise Survey (PRES). Your information is now part of a directory that helps NIH staff identify experts in prevention research methods.

We'd like you to review your PRES profile, as your experience and interests may have changed. We've also updated the survey to include several new categories and have provided the opportunity to upload your CV, which will help NIH staff evaluate your experience.

Please review and update your survey responses by *[insert date]*.

[Click here to review your PRES profile](#)

Thank you for your time and feedback!

Sincerely,

David M. Murray, Ph.D.

Associate Director for Prevention

Director, Office of Disease Prevention

National Institutes of Health

Item 6 (NEW) – Survey Announcement:

The NIH Office of Disease Prevention (ODP) is working to enhance the quality of prevention research supported by the NIH, and we need your help.

We invite you to take the [Prevention Research Expertise Survey \(PRES\)](#) to add your methodological and content expertise to the ODP's electronic directory, which NIH staff can use to find qualified reviewers for an NIH study section. Based on your skill set and interest, NIH staff may invite you to serve as a peer reviewer for prevention-related research applications or as a speaker at an NIH seminar or workshop.

The survey takes approximately 15–25 minutes. Your responses and information will not be shared with anyone outside of the federal government.

[Fill out the survey now!](#)

Please feel free to share this survey with your colleagues and other prevention research experts – simply forward them this email.