

**Here is an example of the email that will be sent out to all NCI Staff:**

*As you know, the 2019 NCI Director's Awards ceremony was held last week, on December 5<sup>th</sup>. In our quest to ensure future awards ceremonies continue to meet the needs and expectations of NCI staff, we've created this survey to provide you an opportunity to share your feedback on both the ceremony and the award nomination process. The survey should take no more than 5 minutes to complete, and your responses will be completely confidential. Thank you for your time and invaluable feedback. Click [HERE](#) and you will be taken directly to the survey.*

*We really appreciate your input!*

*Thank you,  
The NCI Awards Team*