

**Appendix E:  
Reminder Email(s) from Project Directors to Survey  
Invitees to Increase Response Rate**

## Appendix F: Reminder Email(s) from Project Directors to Survey Invitees to Increase Response Rate

Subject: Reminder to complete [Grantee Name] Collaboration Survey

cc: Carolyn Layzer

bcc: All recipients from [Grant] (we will not ask the Grant Director to filter emails based on responses to maintain respondent privacy)

I'm sending this email to all individuals Abt Associates recently invited to complete an online survey about [Grant Name] work. **If you've already completed that survey, thank you!**

If you have not been able to complete the online survey, this is a friendly reminder to please complete it at your earliest convenience.

As a reminder, this survey is part of the Administration for Children and Families' [Child Welfare Community Collaborations \(CWCC\)](#) Cross-Site Evaluation. Dr. Carolyn Layzer sent the invitation to complete the survey on [date]. The survey will ask you about your experiences as someone who participates in our work together as part of [Grant Name].

**Please follow [this link](#) to open the survey and enter your responses.**

Completing the survey is voluntary, and your answers will be kept private to the extent permitted by law. There is no consequence if you decide not to complete it, but your opinions and impressions are very important and will help us know what is working and what challenges partner agencies are having. Data collected from *all* survey respondents will be summarized in an aggregate report that will be shared with [*insert name of lead grantee's organization*]. Some of the survey data may also be shared with the CWCC project team from [*insert name of lead grantee's organization*], but none of the information you provide in the "Background Information" section of the survey (such as your role in the collaboration or the type of agency you work for) will be included in the data shared directly with [*insert name of lead grantee's organization*]. We may archive the data collected by this survey and allow access to the de-identified dataset to qualified researchers. Your data will only be used for research purposes.

Your responses will help shape future community prevention work together. The survey should take you about 30 minutes to finish. **The survey will be open until [insert date 1 week from this email].**

Thank you so much for your support of this project. If you have any questions about the survey, please feel free to contact Dr. Layzer at 617.520.3597 or by email at [Carolyn.Layzer@abtassoc.com](mailto:Carolyn.Layzer@abtassoc.com). For questions or concerns about your rights as a participant in this evaluation, please call Abt's Institutional Review Board at 877-520-6835.

Sincerely,

[Insert your name]

[Insert your role in your agency]