

**Attachment C7: Reminder Email from Grantees to Sites and Trainees**

**Bureau of Health Workforce Substance Use Disorder Evaluation**

**Reminder Email from Grantees to Trainees and Sites about Survey Participation**

Dear *[Salutation (Dr. Ms. Mr.)] [Last Name]*,

During the past few months, you have received communications from NORC at the University of Chicago about an important evaluation it is conducting on behalf of the Bureau of Health Workforce (BHW) within the Health Resources and Services Administration (HRSA). As part of the evaluation, NORC has requested your participation in a survey. Please complete the survey if you have not already done so.

**We also need your help with outreach to your trainees and sites to ensure the evaluation is a success. Can you please remind your trainees and partner sites to complete the survey that we sent them?**

These surveys are critical for informing the future strategic direction of program efforts. Please use the email template below and tailor it as needed.

Thank you for your cooperation. We are grateful for your help.

Sincerely,

Kathy Rowan  
NORC Evaluation Team, Project Director

Dear *[NAME]*,

The Bureau of Health Workforce (BHW) within the Health Resources and Services Administration (HRSA) is conducting a national evaluation of its programs, with a focus on substance use disorder services. As part of this evaluation, NORC at the University of Chicago is conducting a survey of trainees and training sites of the *[GRANT PROGRAM NAME]*. During the past several weeks, you should have received a link to an online survey from *[EMAIL ADDRESS]* with subject line: *[SUBJECT LINE]*. **This is a reminder to please complete this survey as soon as possible.**

It's important that you complete the survey, as your experiences in the *[NAME OF PROGRAM]* will inform the future strategic direction of HRSA's programs. NORC will keep your responses confidential and will not share your individual feedback with us. If you have any questions or need NORC to resend the link to the survey, please contact the NORC Evaluation Team at [BHWEval@norc.org](mailto:BHWEval@norc.org) or 1-8XX-XXX-XXXX. You can also learn more about the evaluation and NORC at [norc.org/XXX](http://norc.org/XXX).

Sincerely,

*[NAME]*