

## **Pre-Survey Script for Posting to includesnetwork.org**

Dear Network members,

We wanted to alert you to an upcoming survey that the Hub will be sending to all NSF INCLUDES Network members. In two weeks, you will receive an email with a link to the electronic National Network survey to help guide the work of the Network as a whole and the Hub in supporting the Network.

One way we can know how to best support the Network is by directly hearing from you. This survey provides Network members an opportunity to provide feedback on their experiences with the Network to date. This includes your perspectives on desired outcomes and ways in which the Network is informing and supporting your efforts to broaden participation in STEM. Your feedback is invaluable for shaping Network and Coordination Hub activities in the future and your participation is important to build a strong Network.

Your participation in this survey is voluntary, and you may can opt out at any time. We will not report individual responses—all findings will be reported in aggregate without personally identifiable information (PII).

We appreciate your willingness and cooperation in offering us feedback. Please stay tuned for the survey link in the next two weeks in your inboxes.

Stay healthy and let us know if you have any questions or concerns.

Best,  
The NSF INCLUDES Coordination Hub

## **Initial Survey Email Script**

Dear Network member,

Thank you for being a member of the NSF INCLUDES National Network! We hope this email finds you healthy amidst the health crisis that we are currently experiencing. We understand that this is a difficult time for many and that COVID-19 is indeed playing a role in how we conduct our work and what we can accomplish in a day. We are in solidarity with you as we try to find the right balance between work and our personal lives. We are committed to supporting Network members as we navigate these unprecedented times and beyond.

One way we can know how to best support the Network is by directly hearing from you. This survey provides Network members an opportunity to provide feedback on their experiences with the Network to date. This includes your perspectives on desired outcomes and ways in which the Network is informing and supporting your efforts to broaden participation in STEM. Your feedback is invaluable for shaping Network and Coordination Hub activities in the future and your participation is important to build a strong Network.

We want to hear from you! Please click on the following link to offer your feedback: [enter link]  
If you are a member of an active or recently concluded NSF INCLUDES project, the survey will take approximately 25 minutes to complete. If you are not part of an NSF INCLUDES project, you will complete only Part A which will take approximately 10 minutes. Please complete the survey by \_\_\_\_\_.

Your participation in this survey is voluntary, and you may can opt out at any time. We will not report individual responses—all findings will be reported in aggregate without personally identifiable information (PII). We will not report any statistics for disaggregated groups with less than 10 responses. We will destroy all personally identifiable information at the end of the Hub's funding period.

We appreciate your willingness and cooperation in offering us feedback.

Stay healthy and please email us with any questions or concerns.

Best,  
The NSF INCLUDES Coordination Hub