

**Appendix E:
Reminder Email(s) from Project to Survey Invitees to
Increase Response Rate
Revised December 2020**

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Subject: Reminder to complete [Grantee Name] Collaboration Survey

To: Non-respondents after survey launch
cc: Carolyn Layzer

Dear [Mr./Ms. survey invitee name],

I'm sending this email to all individuals we recently invited to complete a Collaboration Survey about [Grant Name] work who have not been able to complete the online survey yet. .

This email serves as 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. I sent the invitation to complete the survey on [date]. The survey will ask you about your experiences as someone who participates in your work 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 [Grant name] leadership know what is working and what challenges partner agencies are having.

Your responses will help shape future community prevention work together. The survey should take you about 20-30 minutes to finish. **The survey will be open until [insert date of survey closing].**

Thank you so much for your support of this project. If you have any questions about the survey, please feel free to contact [survey lead name] at [survey lead phone] or by email at [\[survey lead email\]](#). 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,

survey lead name
Collaboration Survey Lead, Abt Associates

Follow-up Email Reminder (to be sent after continued non-response)
Subject: Reminder to complete survey!

Hello Mr./Ms.[Survey invitee name],

My name is [survey lead name]. I am writing about the Collaboration Survey for [Grant Name]. It seems you haven't been able to complete the survey yet. It's really important we capture your experience with [Grant Name]. Can you please click on the link below and complete the survey? We really want to hear everyone's voice!

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[survey link]

Thank you!

Sincerely,

[survey lead name]

Collaboration Survey Lead, Abt Associates

For invitees who have partially completed the survey:

Hello Mr./Ms. [Survey invitee name]!

My name is [survey lead name]. I am writing about the Collaboration Survey for [Grant Name]. It looks like you were able to start but not complete the survey. I want to encourage you to click on the link below and complete the survey! We really want to hear everyone's voice!

[survey link]

Thank you!

Sincerely,

[survey lead name]

Collaboration Survey Lead, Abt Associates

Subsequent reminder to invitees who have partially completed the survey:

Hello [survey invitee name]! It's [survey lead name] again! You've done a great job so far on the Collaboration Survey for [Grant Name]. Thank you! Please use the link below and finish the last few questions. We really want to hear everyone's voice.

[survey link]

Thank you!

Sincerely,

[survey lead name]

Collaboration Survey Lead, Abt Associates