

Appendix F
Initial Invitation Letter
Sent to all sampled addresses in Week 1

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681



<<Barcode>> <<ID#>> <<SEQ#>>
<<City>> Resident
<<Address>>
<<City>>, <<State>> <<ZIP>>

<<Month, Year>>

Dear <<City>> Resident,

NASA researchers need your help to safely make future air travel around the world faster and more friendly to the environment. Please help us turn those dreams into a reality. You don't even need to be a rocket scientist!

We want to gather information about the effect aircraft noise has on your community. If you or a member of your household qualifies for the study, they can earn up to \$240 in compensation for their time and effort.

To get started, please complete a short online survey to see who in your household might be eligible. Use your computer or smartphone to visit the website shown below and enter your enrollment code. You'll be asked to answer a few questions. It won't take more than five minutes to complete.

The enclosed \$2 is our way of thanking you in advance for your consideration.

Website: <http://www.NASASurvey.org>

<QR Code>

Your enrollment code: <<ACCESSCODE>>

Participation in the study is voluntary. All the information you provide will be kept confidential. Your answers will be combined with responses from other participants when the results are presented.

If you have any questions about this study, please contact Westat, a social science research firm contracted by NASA, at 1-855-###-#### or email NASASurvey@westat.com.

Sincerely,
[Image of signature]

[Title]
[Branch]
National Aeronautics and Space Administration

Appendix G
Reminder Postcard
Sent to all sampled addresses in Week 2



c/o Westat Inc.
1600 Research Blvd.
RC B16
Rockville, MD 20850-3129

<<Barcode>> <<ID#>> <<SEQ#>>
<<City>> Resident
<<Address>>
<<City>>, <<State>> <<ZIP>>





Recently you received a letter asking for your participation in a study for NASA.

If you have already completed your survey, thank you! If not, please complete the short online survey. Use your computer or smartphone to visit the website shown below and enter your enrollment code.

You will be asked to answer a few questions. It won't take more than **five** minutes to complete.

Website: <http://www.NASAsurvey.org>

<QRCode>

Your enrollment code: <<enrollmentcode>>

If you have any questions about this study, please call 1-855-**XXX-XXXX** or email NASAsurvey@westat.com

Appendix H

Express Invitation Letter/Final Invitation Letter
Sent to all nonresponding addresses in Week 3
Sent to all nonresponding addresses in Week 4

<<Barcode>> <<ID#>> <<SEQ#>>
<<City>> Resident
<<Address>>
<<City>>, <<State>> <<ZIP>>

<<Month, Year>>

Dear <<City>> Resident,

NASA researchers need your help to safely make future air travel around the world faster and more friendly to the environment. Please help us turn those dreams into a reality.

We want to gather information about the effect aircraft noise has on your community. Recently, we sent you a letter asking if you'd like to be a part of this research. If you or a member of your household qualifies for the study, that person could earn up to \$240 in compensation for their time and effort.

It's not too late to get involved.

To get started, please complete a short online survey to see who in your household might be eligible. Use your computer or smartphone to visit the website shown below and enter your enrollment code. You'll be asked to answer a few questions. It won't take more than five minutes to complete.

Website: <http://www.NASASurvey.org>

<QR Code>

Your enrollment code: <<ACCESSCODE>>

Participation in the study is voluntary. All of the information you provide will be kept confidential. Your answers will be combined with responses from others when the results are presented.

If you have any questions about this study, please contact Westat, a social science research firm contracted by NASA, at 1-855-###-#### or email NASASurvey@westat.com.

Sincerely,
[Image of signature]

[Title]
[Branch]
National Aeronautics and Space Administration

Appendix I
Initial Invitation Letter
Sent to all alternate selected adults in Week 3

<<Barcode>> <<ID#>> <<SEQ#>>
<<Name>>
<<Address>>
<<City>>, <<State>> <<ZIP>>

<<Month, Year>>

Dear <<Name>>,

Congratulations, and welcome to this special NASA research team working to make the future of air travel faster and environmentally friendly. Someone in your household recently filled out an initial NASA survey indicating interest in participating, and you were identified as eligible to contribute.

Your job will be to share your reaction to the noise from aircraft flying over your community. It will be important that you participate in the survey activity, even if you typically do not hear aircraft noise. If you complete all the surveys, you can earn up to \$240 during the next month.

The next step is to use your computer or smartphone to complete a short background survey by going to the website below and entering your enrollment code. It will take less than 10 minutes to finish. You will receive your first payment of \$10 for completing this survey and additional guidance on how to proceed.

Website: <http://www.NASAsurvey.org>

<QR Code>

Your enrollment code: <<ACCESSCODE>>

Participation on the study is voluntary. All of the information you provide will be kept confidential. Your answers will be combined with responses from others when the results are presented.

Westat, a social science research company, is collecting the data for NASA. If you have any questions about this study, please contact Westat at 1-855-###-#### or email NASAsurvey@westat.com.

Sincerely,
[Image of signature]

[Title]
[Branch]
National Aeronautics and Space Administration

Appendix J
Reminder Postcard
Sent to all alternate selected adults in Week 4



c/o Westat Inc.
1600 Research Blvd.
RC B16
Rockville, MD 20850-3129

<<Barcode>> <<ID#>> <<SEQ#>>
<<Name>>
<<Address>>
<<City>>, <<State>> <<ZIP>>





You recently received a letter from NASA welcoming you to join us in a research study.

We asked you to complete a 10-minute online survey asking for a little more information about you and your experiences before we begin our study involving aircraft noise in your community. If you are still interested in participating, use your computer or smartphone to visit the website shown below and enter your enrollment code. We'll follow up with details of what to expect during the next month or so.

Website: <http://www.NASAsurvey.org>

<QR Code>

Your enrollment code: <<ENROLLMENTCODE>>

If you have any questions about this study, please call 1-855-XXX-XXXX or email NASAsurvey@westat.com

Appendix K

Express Invitation Letter/Final Invitation Letter

Sent to all nonresponding alternate selected adults in Week 5

Sent to all nonresponding alternate selected adults in Week 6

<<Barcode>> <<ID#>> <<SEQ#>>
<<Name>>
<<Address>>
<<City>>, <<State>> <<ZIP>>

<<Month, Year>>

Dear <<Name>>,

It's still not too late to join our special NASA research team working to make the future of air travel faster and more environmentally friendly.

We sent you a letter welcoming you aboard, but we haven't seen you complete a required follow-up survey.

Your job will be to share your reaction to the noise from aircraft flying over your community. It will be important that you participate in the survey activity, even if you typically do not hear aircraft noise. If you complete all the surveys, you can earn up to \$240 during the next month.

The next step is to use your computer or smartphone to complete a short background survey by going to the website below and entering your enrollment code. It will take less than 10 minutes to finish. You will receive your first payment of \$10 for completing this survey, and additional guidance on how to proceed.

Website: <http://www.NASAsurvey.org>

<QR Code>

Your enrollment code: <<ACCESSCODE>>

Participation on the study is voluntary. All of the information you provide will be kept confidential. Your answers will be combined with responses from others when the results are presented.

Westat, a social science research company, is collecting the data for NASA. If you have any questions about this study, please contact Westat at 1-855-###-#### or email NASAsurvey@westat.com.

Sincerely,
[Image of signature]

[Title]
[Branch]
National Aeronautics and Space Administration

Appendix L
Screener FAQ
Printed on back of letters in Appendices F and H

FAQs

Who is sponsoring the study?

The study is sponsored by the National Aeronautics and Space Administration (NASA). If you have additional questions, you can contact NASA contractor Westat at [1-800-###-####](tel:1-800-###-####) or nasasurvey@westat.com. Please mention that you are calling about the community survey. You can also learn more about the survey here: www.NASA.gov/communitysurvey

Who is conducting the study?

Westat, a social science research firm, is conducting the survey under a NASA contract. For more information about Westat, please visit www.westat.com.

What is the goal of the study?

The information you provide will help NASA learn how aircraft noise affects people in areas like yours.

Am I required to participate?

Your participation is voluntary, and you may refuse to answer any questions or leave the study at any time. However, your household was randomly selected for the study and cannot be replaced with another household. Your cooperation is extremely important to help ensure the completeness of the study so that we have an accurate picture of your community.

Will I ever be identified?

Your name and contact information will not be linked to any answers in the survey. No information that could personally identify you will be given to NASA or anyone else. Your answers will be combined with responses from others who are in the study when the results are published.

What would you like me to do?

Respond to this invitation to participate by completing the initial screening survey at the website www.NASAsurvey.org. The survey will ask about your household and help determine who in your household is eligible to participate in the next phase. This will take less than five minutes.

Can you provide more information about the Community Survey?

An eligible member of your household will be selected to participate in the community surveys. The community surveys will begin with a background survey and then will continue with additional short online surveys during the next month.

Will I receive compensation for participating?

We enclosed \$2 in the letter we sent you that invited you to complete the initial screening survey. A household member selected for future community surveys could earn up to \$240 in compensation if all additional surveys are completed as instructed.

Public reporting burden of this collection of information is estimated at **5** minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [NASA contact info; Attn: PRA \(xxxxx-xxxx\)](#) EXPIRATION DATE: [xx/xx/xxxx](#)

Appendix M
Survey FAQ
Printed on back of letters in Appendices I and K

FAQs

Who is sponsoring the study?

The study is sponsored by the National Aeronautics and Space Administration (NASA). If you have additional questions, you can contact NASA contractor Westat at [1-800-###-####](tel:1-800-###-####) or nasasurvey@westat.com. Please mention that you are calling about the community survey. You can also learn more about the survey here: www.nasa.gov/communitysurvey

Who is conducting the study?

Westat, a social science research firm, is conducting the survey under a NASA contract. For more information about Westat, please visit www.westat.com.

What is the goal of the study?

The information you provide will help NASA learn how aircraft noise affects people in areas like yours.

Am I required to participate?

Your participation is voluntary, and you may refuse to answer any questions or leave the study at any time. However, you were randomly selected for the study and cannot be replaced with another person. Your cooperation is extremely important to help ensure the completeness of the study, so that we have an accurate picture of your community.

Will I ever be identified?

Your name and contact information will not be linked to any answers in the survey. No information that could personally identify you will be given to NASA or anyone else. Your answers will be combined with responses from others who are in the study when the results are published.

What would you like me to do?

Respond to this invitation by completing the background survey at the website www.NASAsurvey.org. The background survey will ask some questions about you, and will have more information about the rest of the community survey. This should take less than **10** minutes.

Can you provide more information about the Community Survey?

You have been selected to participate in the community surveys. The community surveys will begin with a background survey and then will continue with additional short online surveys during the next month.

Will I receive compensation for participating?

We enclosed \$2 in the letter we sent your household that invited you to complete the initial screening survey. You have been selected for the community surveys and can earn up to \$240 in compensation if all additional surveys are completed as instructed.

Public reporting burden of this collection of information is estimated at **10** minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [NASA contact info; Attn: PRA \(xxxxx-xxxx\)](#) EXPIRATION DATE: [xx/xx/xxxx](#)