

**Appendix D-2:
COVID Email from Project to Survey Invitees including the
Survey Link
Revised December 2020**

Subject: Invitation to complete [Grantee Name] Collaboration Survey

To: [each survey invitee, individually]
cc: [survey lead]

Dear [survey invitee name]:

My name is [survey lead] and I am a researcher at Abt Associates. I am following up on an email you received from [Name of Grant Director] letting you know about our study and collaboration survey. As a reminder, this survey is part of the Administration for Children and Families' [Child Welfare Community Collaborations \(CWCC\)](#) Cross-Site Evaluation. The survey will ask you about your experiences as someone who participates in our work together as part of [Grant Name]. We want to acknowledge that we know that the COVID-19 pandemic has upended so much of everyone's personal and professional lives and all of our communities, so we appreciate you taking the time to complete this survey.

The survey is now ready. **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 be required to share your de-identified responses with ACF and authorized researchers. Your data will only be used for research purposes.

Your responses will help shape future community prevention work. The survey should take you about 20-30 minutes to finish. **The survey will be open until [insert date 4 weeks 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 me at [survey lead phone number] 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 signature]
[survey lead name]