

First communication, 2 weeks before due date

Subject: Response Requested- IGNITE follow-up survey

Good afternoon,

As someone who has completed their NINDS IGNITE Program grant, I'm wondering if you would take a few minutes to tell us i) where your project has gone since finishing the grant and ii) what could be improved in the IGNITE Program. To make it easier to provide this feedback, we have developed a quick survey: [link](#). I expect this to only take 5-10 minutes of your time.

This information will be used to better understand the effectiveness of the IGNITE program. Your participation in this survey is voluntary, and your responses will have no effect on your current or future participation in NINDS programs or your interactions with NINDS. The information collected will be kept private to the extent provided by law. Names and other identifiers will not be associated with your individual responses in any public report, and information provided will be combined for all participants and reported as summaries.

If you wish to provide information to me directly, or if you have questions, I'm happy to take a call. Please reach out to Ashley Givens (ashley.givens2@nih.gov) to schedule a time.

Thank you for your time.

Dr. Becky Roof

[pronunciation](#) (she/her/hers)

Program Director, IGNITE

Division of Translational Research

National Institute of Neurological Disorders and Stroke

Communication 2 and 3; 7 and 2 days before the deadline (all respondents who haven't taken the survey)

Good afternoon,

I'm writing to follow up on the below request. If you have not yet filled in this [survey](#) (Imbedded link), there is still time before the deadline of **Friday, Month, Day, 2022**. This is a short survey that will give us very important information we can use to evaluate the program. Again, please reach out if you prefer to give feedback on a call.

Thank you in advance for your time,

Becky

Communication 4, Monday after deadline (all respondents who haven't taken the survey)

Good afternoon,

I'm again following up on the IGNITE survey request. We have extended the deadline to **Friday, month, Day, 2022** in order to give you more time to complete this [survey \(imbedded link\)](#). We really do appreciate your taking the time to respond as this helps us evaluate the program. Again, please reach out if you prefer to give feedback on a call. This is the last reminder I will send you. I expect this to only take 5-10 minutes of your time.

Thank you in advance,

Becky

Last communication, after survey is complete (all respondents who have taken the survey)

Good afternoon,

Thank you for taking the time to respond to this survey. I know your time is valuable and I appreciate you sharing some of it with us to help us evaluate and improve the IGNITE program.

Best, Becky