

Prazak, Angela (NIH/NIA/IRP) [E]

Subject: Lab (SAMPLE) Survey- PLEASE READ

Dear (INSERT LAB NAME) Members:

As part of the Board of Scientific Counselors (BSC) reviews, the Laboratory/Branch Chiefs are reviewed every four years. Annually, we will be asking you to complete a questionnaire regarding your opinions about the performance of your Lab/Branch Chief, (INSERT NAME). The responses to the questionnaire will be used to help evaluate the performance of the Lab/Branch Chief as it relates to laboratory management, administrative management, and ethical leadership at the time of their BSC review. This should take 5-10 minutes to complete. Please use the link below to complete the questionnaire:

(INSERT LINK)

The deadline for completing this questionnaire is (INSERT DATE AND TIME). Please note that your answers are anonymous and the results will be aggregated. Please do not forward this link to anyone and only complete the survey once for the lab to which you are assigned. If you require assistance, please contact Angela Prazak.

Thank you in advance for your assistance in this important process!

Luigi