

ATTACHMENT B:
COMMUNICATION MATERIALS
Last updated October 19, 2023

I. Survey Invitation Letter

To: [Respondent Email]

From: [NEA Representative]

RE: Invitation to Participate in Five-Year Post-Grant Survey for Research Awardees

Dear [Name]:

The Office of Research & Analysis is conducting a study on the National Endowment for the Arts' (NEA) Art Works: Research grant program (now known as the Research Grants in the Arts program). Our records show that you were a recipient of one or more NEA research awards in fiscal years 2012–2016. This survey will ask you to reflect on your experience managing your National Endowment for the Arts Research: Art Works grant award and any follow up activity that occurred after your grant was completed.

Take the survey here: [insert link to survey—respondent's survey ID number will be embedded]

This survey will take approximately 20 minutes to complete. Please answer the following questions to the best of your ability and **submit your response by [survey close date]**. Please direct any questions or comments concerning the accuracy of time estimates or suggestions for improving this form to the NEA at research@arts.gov.

DISCLAIMER: Results from the survey will be kept private to the extent permitted by law and will not be made public. This survey will not impact your current or future awards from the NEA. Your participation is voluntary. You will not receive any compensation for responding to the survey. You may decline to answer any questions you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-0130, which expires **XX/XX/XXXX**.

I sincerely hope that you will volunteer to participate in this important survey. Please do not hesitate to contact me with any questions.

Sincerely,

National Endowment for the Arts Representative

[Title]

[Email Address]

II. Reminder Email to Complete the Web Survey

To: [Respondent Email]

From: [Dedicated Survey Email]

Subject line: Reminder: Please Take the Five-Year Post-Grant Survey for Research Awardees

Dear [Name]:

I am writing to confirm that you received my previous email with instructions for taking the National Endowment for the Arts' (NEA) Five-Year Post-Grant Survey for Research Awardees survey. Your participation in this survey is important and our records indicate that you have not yet completed it.

Take the survey here: [insert link to survey—respondent's survey ID number will be embedded]

This survey will take approximately 20 minutes to complete. Please answer the following questions to the best of your ability and **submit your response by [survey close date]**. If you have any questions about the survey, please do not hesitate to contact me.

Thank you!

National Endowment for the Arts Representative

[Title]

[Email Address]

III. Final Reminder Email to Complete the Web Survey

To: [Respondent Name]

From: [Dedicated Survey Email]

Subject line: Final Reminder: Please Take the Five-Year Post-Grant Survey for Research Awardees

Dear [Name]:

I am writing to confirm that you received my previous email with instructions for taking the National Endowment for the Arts' (NEA) Five-Year Post-Grant Survey for Research Awardees survey. **Our records indicate that you have not yet completed the survey and the survey will be closing within the week.**

Take the survey here: [insert link to survey—respondent's survey ID number will be embedded]

This survey will take approximately 20 minutes to complete. Please answer the following questions to the best of your ability and **submit your response by [survey close date].**

I strongly urge you to complete the survey and thank you in advance for your contributions. If you have any questions about the survey, please do not hesitate to contact me.

Thank you,

National Endowment for the Arts Representative

[Title]

[Email Address]