# Invitation Emails to Survey Participants

A series of automated emails will be sent to individuals identified in the intake surveys as well as point of contacts of partner organizations identified in the *programmatic activities survey*. We anticipate having an NSF Engines awardee portal where awardees can login and access the links to the three intake surveys. Because of the awardee portal, emails will not be used for the intake surveys. A summary of the emails is described below:

- **Email 1**: invitation email to R&D and translation activity leads identified in the *intake: programmatic activities survey*
- **Email 2**: invitation email to workforce development and ecosystem building activity leads identified in the *intake: programmatic activities survey*
- **Email 3**: invitation email to workforce development participants identified in the *intake: individuals survey*
- **Email 4**: invitation email to R&D and translation participants identified in the *intake: individuals survey*
- **Email 5**: invitation email to individuals identified as part of an Engine's leadership team, governance board, advisory committee, and programmatic leads identified in the *intake: individuals survey*
- **Email 6**: invitation email to all other Engine personnel and participants identified in the *intake: individuals survey*
- **Email 7**: invitation email to point of contact for partner organization(s) identified in the *programmatic activities survey*

**Email 1**

Dear [insert name of activity lead identified in the *intake: programmatic activities survey*],

You have been identified as the activity lead for [insert programmatic activity name identified in the *intake: programmatic activities survey*], taking place under the [insert Engine name identified in the *intake: programmatic activities survey*].

This survey is designed to gather information on [insert programmatic activity name], and should take approximately 30 minutes to complete. As part of the NSF Regional Innovation Engines (NSF Engines) data collection effort, please complete this survey by **[insert date 11 months from award start date]**.

Please click here or on the following link to start the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_2bJDQEXh6Hy9mHs?Login%20ID%20activity=${e://Field/Login%20ID%20activity}

Your external data reference number to log into the survey above is **[insert generated login ID]**

Please contact Enginesdata@nsf.gov should you have any questions about this email or the survey.

We appreciate your participation.

NSF Engines

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**Email 2**

Dear [insert name of activity lead identified in the *intake: programmatic activities survey*],

You have been identified as the activity lead for [insert programmatic activity name identified in the *intake: programmatic activities survey*], taking place under the [insert Engine name identified in the *intake: programmatic activities survey*].

This survey is designed to gather information on [insert programmatic activity name], and should take approximately 15 minutes to complete. As part of the NSF Regional Innovation Engines (NSF Engines) data collection effort, please complete this survey by **[insert date 11 months from award start date]**.

Please click here or on the following link to start the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_2bJDQEXh6Hy9mHs?Login%20ID%20activity=${e://Field/Login%20ID%20activity}

Your external data reference number to log into the survey above is **[insert generated login ID]**

Please contact Enginesdata@nsf.gov should you have any questions about this email or the survey.

We appreciate your participation.

NSF Engines

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**Email 3**

Dear [insert name of activity lead identified in the *intake: individuals survey*],

You have been identified as a participant of a workforce development activity conducted by the [insert Engine name identified in the *intake: individuals survey*]. The [insert Engine name] is funded by the National Science Foundation (NSF) Regional Innovation Engines (NSF Engines) program to increase innovation capacity in your region. You can learn more about the NSF Engines program here.

As part of the larger NSF Engines data collection effort, we kindly request your participation in this survey by **[insert date 12 months from award start date]**.  This survey should take approximately 20 minutes to complete, and is designed to gather information about you and your participation in the [insert Engine name] led activity. Your responses to this survey will help us evaluate the effectiveness of this workforce development activity, and help us better understand regional workforce needs. Your participation in this survey is completely voluntary and you may stop at any time.

Please click here or on the following link to begin the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_dasJiObhPUPSCFg?Login%20ID%20individuals=${e://Field/Login%20ID%20individuals}

Your external data reference number to log into the survey above is: **[insert generated login ID]**

Should you have any questions or comments, please contact Enginesdata@nsf.gov.

Thank you for your time and cooperation. Feedback from NSF Engines participants is very important to us.

Sincerely,

NSF Engines

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**Email 4**

Dear [insert name of activity lead identified in the *intake: individuals survey*],

You have been identified as a participant of a R&D or translation activity conducted by the [insert Engine name identified in the *intake: individuals survey*]. The [insert Engine name] is

funded by the National Science Foundation (NSF) Regional Innovation Engines (NSF Engines) program to increase innovation capacity in your region. You can learn more about the NSF Engines program [here](#).

As part of the larger NSF Engines data collection effort, we kindly request your participation in this survey by **[insert date 12 months from award start date]**.  This survey should take approximately 12 minutes to complete, and is designed to gather information about you and your participation in the [insert Engine name] led activity. Your responses to this survey will help us better understand who is participating in R&D and translation activities in the NSF Engines program. Your participation in this survey is completely voluntary and you may stop at any time.

Please click [here](#) or on the following link to begin the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_dasJiObhPUPSCFg?Login%20ID %20individuals=${e://Field/Login%20ID%20individuals}

Your external data reference number to log into the survey above is: **[insert generated login ID]**

Should you have any questions or comments, please contact [Enginesdata@nsf.gov](mailto:Enginesdata@nsf.gov).

Thank you for your time and cooperation. Feedback from NSF Engines participants is very important to us.

Sincerely,

NSF Engines

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**Email 5**

Dear [insert name of activity lead identified in the *intake: individuals survey*],

You are receiving this email because you have been identified as a programmatic lead, someone in the leadership team, or someone serving on the governance board or advisory committee under the [insert Engine name].

As part of the larger NSF Engines data collection effort, we kindly request your participation in this survey by **[insert date 12 months from award start date]**.  This survey should take approximately 15 minutes to complete, and is designed to gather information about you and your participation in the [insert Engine name] led activity. Your responses to this survey will help us better understand who is involved in the NSF Engines program, and assess partnership trust and interactions.

Please click [here](#) or on the following link to begin the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_dasJiObhPUPSCFg?Login%20ID %20individuals=${e://Field/Login%20ID%20individuals}

Your external data reference number to log into the survey above is: **[insert generated login ID]**

Should you have any questions or comments, please contact Enginesdata@nsf.gov.

Thank you for your time and cooperation. Feedback from NSF Engines participants is very important to us.

Sincerely,

NSF Engines

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**Email 6**

Dear [insert name of activity lead identified in the *intake: individuals survey*],

You have been identified as someone who is participating or involved in activities or initiatives conducted by the [insert Engine name identified in the *intake: individuals survey*]. The [insert Engine name] is funded by the National Science Foundation (NSF) Regional Innovation Engines (NSF Engines) program to increase innovation capacity in your region. You can learn more about the NSF Engines program here.

As part of the larger NSF Engines data collection effort, we kindly request your participation in this survey by **[insert date 12 months from award start date]**. This survey should take approximately 10 to 15 minutes to complete, and is designed to gather information about you and your participation in [insert Engine name] activities or efforts. Your responses to this survey will help us better understand who is involved in the NSF Engines program. Your participation in this survey is completely voluntary and you may stop at any time.

Please click here or on the following link to begin the survey:
https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_dasJiObhPUPSCFg?Login%20ID
%20individuals=${e://Field/Login%20ID%20individuals}

Your external data reference number to log into the survey above is: **[insert generated login ID]**

Should you have any questions or comments, please contact Enginesdata@nsf.gov.

Thank you for your time and cooperation. Feedback from NSF Engines participants is very important to us.

Sincerely,

NSF Engines

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**Email 7**

Dear [insert name of point of contact for partner organization identified in the *programmatic activities survey*],

[insert partner organization name identified in the *programmatic activities survey*] has been identified as a partner organization for the following activity: *[insert programmatic activity name]*, taking place under the [insert Engine name]. We are contacting you because you were identified as the point of contact who can speak to [insert partner organization name]'s involvement in this activity.

As part of the larger NSF Engines data collection effort, we kindly request your participation in this survey by **[insert date twelve months from award start date]**. This survey should take approximately 7 minutes to complete, and is designed to gather information about [insert partner organization name]'s involvement in this activity. Your responses to this survey will help us better understand the involvement of partner organizations within the NSF Engines program.

Please click here or the following link to begin the survey: https://nsfevaluation.gov1.qualtrics.com/jfe/form/SV_eKFPEOd0uuBTBXw?Login%20partner%20organization%201=${e://Field/Login partner organization 1}

Your external data reference number to log into the survey above is: **[insert generated login ID]**

Should you have any questions or comments, please contact Enginesdata@nsf.gov.

Thank you for your time and cooperation. Feedback from NSF Engines partnering organizations is very important to us.

Sincerely,

NSF Engines