Reminder to All Participants (not PIs)

Subject: NRT Reporting Login Reminder

Dear NRT Participant,

We hope you are well. We are writing to remind you that you received an email from NRT Tech Support about setting up your account and completing a survey when your PI or Coordinator opened the report for data entry. The Welcome Email contains a registration link that you need to click to confirm your email address. Once you've done that, you will receive a time-sensitive email prompting you to create a password. After completing these tasks, you can log in to https://reporting.nrt.nsf.gov and complete your personnel survey.

If you are a Co-PI or Faculty member, you will enter or update your Contact and Demographic information, and you can expect to give 8-10 minutes of your time. Trainees will enter more information about their experiences as part of the NRT project for the current reporting period, and most Trainees take around 30-45 minutes to complete their surveys.

If you have questions, you can reference the Knowledge Base by clicking the embedded link or by clicking the "Support Center" link located at the top of your Home Page once you log in.

Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: Upcoming NRT Deadline: Reminder to Submit Your Personnel Survey

Dear NRT Participant,

The NRT reporting deadline of September 1 is quickly approaching, and our records show that you have not yet submitted your personnel survey in the NRT Reporting System. We strongly encourage you to complete your report and submit it immediately.

If you have submitted your personnel survey upon receipt of this reminder, please disregard this email. Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: Don't Forget: Setup Your NRT Account Now

Dear PI,

We hope that you are well! It has now been a month since we launched the NRT Reporting System for the new collection cycle. You received a Welcome Email asking you to confirm your email address and prompting you to create a password. Many of you have set up your NRT account usernames and passwords, and we appreciate your timeliness. For those of you who have not had a chance to do so, we strongly encourage you to access the system as soon as possible and verify your Project Coordinator(s) if you wish to assign them the task of adding personnel information and assisting with other data entry tasks for the Project Survey.

Once you or your PC open the report, your award's personnel will receive an email welcoming them to the system and prompting them to create their login credentials. When they have completed this task, they can begin entering data in their respective surveys.

Please reach out to us at **techsupport@nrt.nsf.gov** or **(888) 294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject: NRT Reporting Login Reminder

Dear PI,

We hope that you are well! It has now been two months since we launched the NRT Reporting System for the new collection cycle.

Most of you have set up your NRT account and have completed the process of managing your personnel, and we appreciate your timeliness!

For those of you who have not had a chance to login, we <u>strongly encourage</u> you to access the system as soon as possible and verify your Project Coordinator(s) if you wish to assign them the task of adding personnel information and assisting with other data entry tasks for the Project Survey.

Once you or your PC confirm your personnel and open the report, your award's personnel will receive an email welcoming them to the system and prompting them to create their login credentials. When they have completed this task, they can begin entering data in their respective surveys.

Don't forget that we have many resources available for you in our Knowledge Base (also accessible by clicking the "Support Center" link at the top of your screen when you log in).

Please reach out to us at **techsupport@nrt.nsf.gov** or **(888) 294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: Your NRT Reporting Deadline Has Passed

Dear NRT PI,

We are sending this message to notify you that you have missed the final submission deadline of September 1 for this NRT reporting period in the new NRT Monitoring System.

While we cannot extend the deadline after which overdue reports will register as such in NSF systems, the NRT Monitoring System will not prevent you from submitting the report late. Be aware that reports that show as overdue may impede new or continuing NSF funding actions for the PI and Co-PIs, so please make every effort to submit the completed report as soon as possible.

If you have not done so already, please reach out to your NRT Program Officer to inform them of your situation.

If you have submitted your final report upon receipt of this reminder, you may disregard this email. Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: NRT Reporting Deadline Tomorrow 9/1: Reminder to Submit Your Final Report

Dear NRT PI,

Tomorrow is the deadline to submit your NRT report, and our records show that you have not yet submitted your final report in the NRT Reporting System. It is critical that you submit your report as soon as possible.

If you have submitted your final report upon receipt of this reminder, please disregard this email. Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: NRT Reporting Reminder: Set-up Your Account Now

Note: This was sent from Melissa's CBS account to inactive PIs only at the request of NSF.

Dear NRT PI,

We hope that you are well! It has now been over two months since we launched the [NRT Reporting System](#) for the new collection cycle. You received a Welcome Email (4/10) asking you to confirm your email address and prompting you to create a password, as well as a couple of reminders (5/5, 6/12) since the launch.

Our system shows that you have not yet set up your login credentials or signed in to the system. We strongly encourage you to access the system as soon as possible and verify your Project Coordinator(s) if you wish to assign them the task of adding personnel information and assisting with other data entry tasks for the Project Survey.

Once you or your PC open the report, your award's personnel will receive an email welcoming them to the system and prompting them to create their login credentials. When they have completed this task, they can begin entering data in their respective surveys.

If you should need another Welcome Email with login instructions and the registration link, please respond to this email ASAP.

Thank you for your time and attention to this matter. We appreciate the hard work you've dedicated to your NRT projects.

Please reach out to us at **techsupport@nrt.nsf.gov** or **(888) 294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Melissa

Hi!

May I speak with _____? My name is _____. I'm calling from NRT Tech Support and we just wanted to touch base with you regarding your survey in the new NRT reporting system. We've noticed that you haven't completed the initial login step so that you can begin entering data, so we're just reaching out to see if you're experiencing any issues regarding this. If not, we strongly encourage you to log in and open your survey to all participants in order to meet the upcoming reporting deadline. In addition, there are many helpful guidelines and resources located in our Knowledge Base, which you can access by clicking the "Help" link at the top of your Home Page when you log in.

Just to remind you, NSF wants all reports to be open to all participants by July 8.

As always, you can reach us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** if you have questions about using the system or if you experience issues that prevent you from entering data. We encourage you to reach out to your Program Officer for programming questions related to your award.

Thanks for your time today. Do you have other questions or concerns at this time?

Have a great day!

Voicemail

Hello, this message is for _____. My name is _____, and I'm calling from NRT Tech Support in regards to the new NRT reporting system. I'm reaching out to you as our system shows you haven't completed the initial login step so that you can begin entering data, so we're just reaching out to see if you're experiencing any issues regarding this. As a reminder, NSF wants all reports to be open to all participants by July 8. Please be sure to reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** if you have questions about using the system or if you experience issues that prevent you from entering data.

Have a great day!

Subject Line: Upcoming NRT Deadline: Reminder to Submit Your Final Report

Dear NRT PI,

The upcoming NRT reporting deadline is quickly approaching, and our records show that you have not yet submitted your final report in the NRT Reporting System. The annual reporting deadline is September 1. We strongly encourage you to finish entering your data and submit your report soon.

If you have submitted your final report upon receipt of this reminder, please disregard this email. Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions or need assistance with creating your account.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.

Subject Line: Reminder to Complete and Submit Your NRT Report

Dear NRT PI,

We hope you are well! We are reaching out to encourage you and your Project Coordinator to open your report to all personnel, complete data entry, and submit your report for the current reporting period.

Remember, only PIs are able to submit the final, completed report in the NRT Reporting system. You can also reference helpful guidelines in the Knowledge Base by clicking the "Support Center" link located at the top of your Home Page.

Please note that you are responsible for sharing this information with your Project Coordinator or other relevant staff. Messages from NSF and CBS about reporting procedures are sent only to the PIs who serve as the primary persons of contact for your awards.

If you have submitted your report upon receipt of this reminder, please disregard this email.

Please reach out to us at **techsupport@nrt.nsf.gov** or **1-888-294-7675** Monday - Friday, 9:00AM - 5:00PM ET, if you have questions, need assistance with creating your account or completing your report.

Regards,

NRT Support

NRT Reporting | techsupport@nrt.nsf.gov | 1-888-294-7675

Please add us to your contacts to ensure receipt of important messages.