

Attachment B — Reviewer Survey Solicitation Emails

Pre-Notification

Subject: Coming soon! IMLS Reviewer Survey
From: OMS/OLS Contact Known to Respondent

Dear Colleague,

Next week, IMLS' Office of Research and Evaluation (ORE) will reach out to solicit your feedback through a short online survey about your experience as a reviewer.

IMLS is committed to providing its reviewers with the tools they need to complete reviews efficiently and effectively, and your input will be integral to helping us understand what's working and where we can improve.

We will send you a confidential link to the survey at this email address on [DATE], and the survey will remain open through [DATE]. We estimate it will take less than 10 minutes to complete.

Please know that your participation is voluntary, you may skip any survey questions you do not wish to answer, and you need not complete the survey in one sitting. Your responses will be confidential.

Thank you in advance for providing your consideration and for your gifts of time and thought.

Initial Invitation

Subject: IMLS Reviewer Survey Invitation
From: Qualtrics System

Dear Colleague,

As promised, here is your link to IMLS' short, confidential Reviewer Survey designed to solicit your feedback about your experience as a reviewer. [Click here to access your survey.](#)

If the link does not work or you have any other technical difficulties, please contact IMLS' Office of Research and Evaluation (ORE) at research@imls.gov.

Thank you for providing your vital insights!

First Reminder

From: Qualtrics System

Subject: IMLS Needs Your Input! Please Respond Today!

Dear Colleague,

Your opinions are important to us! Please take a few short minutes to provide your feedback to IMLS' confidential Reviewer Survey in order to help us improve future reviewers' experience!

[Click here to access your survey.](#)

Thank you for taking the less than 10 minutes this survey requires to participate. If the link does not work or you have any other technical difficulties, please contact IMLS' Office of Research and Evaluation (ORE) at research@imls.gov.

Thank you for your vital input!

Second Reminder

From: Qualtrics System

Subject: Please Provide Your Feedback for IMLS!

Dear Colleague,

Time is running out! The results of IMLS' Reviewer Survey will play a key role in improving the tools and support we provide for our valued reviewers, so please provide your feedback today!

[Click here to access your survey.](#) If the link does not work or you have any other technical difficulties, please contact IMLS' Office of Research and Evaluation (ORE) at research@imls.gov.

Thank you very much for your time and valued input!

Final Reminder

From: Qualtrics System

Subject: Last Call for IMLS' Reviewer Survey

Dear Colleague,

The end is near! Please take less than 10 minutes to complete the IMLS Reviewer Survey before the survey closes on [DATE]!

[Click here to access your survey.](#)

Your opinions really are important to us! The results of this survey will play a leading role in improving the tools and support we provide for our valued reviewers.

Thank you very much!