

## **Pre-Survey Email Script**

Dear National Network Members,

ORS Impact, the evaluation team for the NSF Eddie Bernice Johnson INCLUDES Coordination Hub (Coordination Hub), will be sending the annual National Network Survey to all members of the NSF Eddie Bernice Johnson INCLUDES National Network (National Network). On [DATE], you will receive an email with your unique link to the electronic survey. Your responses will provide important information the Coordination Hub will use to support the National Network.

This survey provides you with an opportunity to share feedback on your experiences as a member of the National Network and interactions with the Online Community ([www.includesnetwork.org](http://www.includesnetwork.org)) to date. This includes your perspectives on desired outcomes and ways in which the National Network is informing and supporting your efforts to broaden participation in STEM. Your feedback is invaluable for shaping future activities for the Coordination Hub and your participation is important as we collaborate to build a strong National Network.

Pursuant to 5 CFR 1320.5 (b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0256. Public reporting for this collection of information is estimated to average 10 – 25 minutes per response, including the time for reviewing instructions.

Your participation in this survey is voluntary, and you may opt out at any time. We will not report individual responses—all findings will be reported in aggregate without personally identifiable information.

We appreciate your willingness and cooperation in offering us feedback. Please contact [nsfincludeshub@sri.com](mailto:nsfincludeshub@sri.com) with any questions or concerns.

In community,  
The Coordination Hub

## **Initial Survey Email Script**

Dear [NAME],

Thank you for being part of The NSF Eddie Bernice Johnson INCLUDES National Network (National Network)!

One of the best ways that you can help The NSF Eddie Bernice Johnson INCLUDES Coordination Hub (Coordination Hub) advance the work of the National Network is by sharing your voice and completing the annual National Network Survey. This survey offers the opportunity to provide feedback on your experiences with the National Network and interactions with the Online Community ([www.includesnetwork.org](http://www.includesnetwork.org)) to date. This includes your perspectives on desired outcomes and ways in which the National Network is informing and supporting your efforts to broaden participation in STEM.

Your feedback is invaluable for shaping future activities for the Coordination Hub and your participation is important as we collaborate to build a strong network. Please use the following link to offer your feedback: [LINK].

Pursuant to 5 CFR 1320.5 (b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0256. Public reporting for this collection of information is estimated to average 10 – 25 minutes per response, including the time for reviewing instructions.

The survey should take less than 10 minutes for National Network members who are not funded under the INCLUDES Initiative to complete, and 25 minutes for those who are. Please complete the survey by [DATE].

Your participation in this survey is voluntary, and you can opt out at any time. We will not report individual responses—all findings will be reported in aggregate without personally identifiable information (PII). We will not report any statistics for groups with fewer than 10 responses. We will destroy all PII at the end of the Coordination Hub's funding period.

We appreciate your willingness and cooperation in offering us feedback. Please email [CONTACT] with ORS Impact with any questions or concerns.

Best,

[CONTACT]

ORS Impact, on behalf of The Coordination Hub

## **Follow-up Survey Email Script**

Dear [NAME],

Thank you for being a member of The NSF Eddie Bernice Johnson INCLUDES National Network (National Network)! One of the best ways that you can help us support the National Network is by sharing your voice. We are following up to encourage you to respond to the National Network Survey (link embedded below).

We know that you are busy with many important tasks in your broadening participation work, and so we value the perspective that you can offer to help shape the National Network to advance our shared broadening participation goals.

Please use the following link to offer your feedback: [LINK]

Pursuant to 5 CFR 1320.5 (b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0256. Public reporting for this collection of information is estimated to average 10 – 25 minutes per response, including the time for reviewing instructions.

The survey takes less than 10 minutes for National Network members who are not funded under the INCLUDES Initiative, and about 25 minutes for those who are. Please complete the survey by **5PM Pacific Standard Time, [INSERT CLOSING DATE]**.

We appreciate your willingness and cooperation in offering us feedback! Please email [CONTACT] with ORS Impact with any questions or concerns.

Best,

[CONTACT]

ORS Impact, on behalf of The Coordination Hub