



**SUBJECT LINE: Coming Soon: The National Survey of TRIO Grantees**

Dear <FIRSTNAME> <LASTNAME>,

The U.S. Department of Education (ED) Institute of Education Sciences (IES) has contracted with an independent research company, Decision Information Resources, Inc. (DIR), to conduct the National Survey of TRIO Grantees. The goal of this study is to describe the variation in services provided across and within TRIO programs and the variation in the costs and intensity of these services.

Within the next few weeks, DIR will email you an invitation to complete the survey via a web link.

- This survey will ask about the [PROGRAM\_NAME] program you direct, including the services offered, costs associated with those services, and participation across services.
- To complete the survey, you will need to reference your TRIO budget for the grant year **2024-2025**.
- If there are questions you are not able to answer, please feel free to draw on the expertise and knowledge of others within your program.
- You can view a PDF version of the survey here: [LINK TO PDF VERSION OF SURVEY].
- If you direct more than one TRIO program, you will receive a separate invitation and link for each program you direct.
- The email will come from [STUDY EMAIL ADDRESS]. Please add this email address to your approved senders list so that you can receive the email.

Your participation in this study is extremely valuable, and we appreciate your time and effort. The survey should take about 70 minutes to complete. To thank you for your time, you will receive a \$50 electronic gift card when you complete the survey. Your responses will be kept private and used only for research purposes. Your individual responses will not be used in any reports and will not be reviewed for compliance purposes. Your responses will be combined with the responses of other grantees and summarized in data products made available at the conclusion of data collection. The results of this descriptive study will also provide you and other TRIO programs with insights about services and programming that are not currently captured by any other required reporting.

You can find a summary of the project on the IES website at this link: <https://ies.ed.gov/use-work/evaluations/description-todays-trio-programs-and-proposing-options-future-outcome-evaluations>.



Thank you in advance for your assistance with this important study. If you have questions, please feel free to contact me at [TRIO OFFICE REPRESENTATIVE'S EMAIL AND PHONE NUMBER].

Sincerely,

[TRIO OFFICE REPRESENTATIVE]

[PLACEHOLDER FOR OMB INFO]