

ATTACHMENT B.2.2: PROTOCOLS FOR ONLINE SURVEY FOR POINT OF CONTACT AT EIA HOST INSTITUTION

INVITATION EMAIL FOR ONLINE SURVEY FOR POINT OF CONTACT AT EIA HOST INSTITUTION

SUBJECT: NIH EIA Program: Invitation to Participate in Survey for Point of Contact at EIA Host Institution

Dear **[Insert title and Name]**

The Common Fund of the National Institutes of Health (NIH) is doing a process evaluation of its Early Independence Award (EIA) program. An independent company, XXX, has been contracted to conduct the process evaluation. The purpose of this evaluation is to assess how the program is being implemented, assess progress being made by the EIA Principal Investigators, and assess support being provided to the Principal Investigators by the Host Institution. The information collected may be used to make adjustments to improve the EIA program.

You have been identified as the Point of Contact to coordinate and submit the survey by your Host Institution. Some of the survey questions may require you to seek information from others. We would like to invite you to participate in this online survey. This will be an opportunity for your institution to share experiences as an EIA Host Institution.

You can access the online survey at **[Insert Website]**. The online survey should take approximately 60 minutes to complete. For security purposes, the user code for you to access the survey online will be sent in a separate email. You should receive this email shortly.

The website for the survey will be open from [Insert date] to [Insert date] (11:59 p.m. Eastern Daylight Time).

Privacy and Participation

Your participation is voluntary and non-participation will have no impact on you or your institution. If you choose to participate, your responses will be kept private under the Privacy Act, and will not be disclosed to anyone but the researchers conducting this study, except as otherwise required by law. You will not be identified by name and information from the study will only be reported in the aggregate. Your responses will be combined with those of other respondents in the final report.

Thank you in advance for your cooperation. If you have any questions or concerns, please contact **[Insert [Email Address](#)]** or call **[Insert Phone Number]**.

Sincerely,

Contractor

**EMAIL TO PROVIDE USER CODE FOR POINT OF CONTACT AT EIA HOST
INSTITUTION**

SUBJECT FOR EMAIL: NIH EIA Program Survey: User Code for Point of Contact at EIA Host
Institutions

Dear **[Insert title and Name]**

Thank you in advance for your participation in the online survey.
Below is your user code to access the survey.

USER CODE: [Insert code]

This is an anonymous survey and the information you provide will only be presented in aggregate.
The success of this survey depends on you, and we appreciate your participation.

Feel free to contact me with any technical questions you may have.

Thank you,

XXXX

[Insert email address]

Contractor

Phone number **[Insert number]**

INTRODUCTION THAT WILL BE INSERTED IN THE POINT OF CONTACT AT EIA HOST INSTITUTION

Public reporting burden for this collection of information is estimated to average 60 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0534). Do not return the completed form to this address.

If you have comments or concerns regarding the status of your individual submission of this survey, please email XXXX

Introduction

Thank you for accessing the survey for the Point of Contact at the Host Institution. The Common Fund of the National Institutes of Health (NIH) is doing a process evaluation of the Early Independence Award (EIA) program. The purpose of this evaluation is to document EIA program operations and how the program is being implemented at host institutions. The information collected may be used to make adjustments to improve the EIA program.

You have been identified as the Point of Contact to coordinate and submit the survey by your institution. We would like to invite you to participate in this online survey. This is an opportunity for your institution to share experiences as an EIA host institution.

The survey should take approximately 60 minutes to complete. There are no right or wrong answers, and you may skip any questions that you do not wish to address. Please note that you can stop at any point and continue at another time.

The website for the survey will be open from [INSERT DATE] to [INSERT DATE] (11:59 pm Eastern Daylight Time).

Privacy and Participation

Your participation is voluntary and non-participation will have no impact on you or your institution. If you choose to participate, your responses will be kept private under the Privacy Act, and will not be disclosed to anyone but the researchers conducting this study, except as otherwise required by law. You will not be identified by name and information from the study will only be reported in the aggregate. Your responses will be combined with those of other respondents in the final report.

Agree to Participate

Press "START SURVEY" if you agree to participate. Your participation is greatly appreciated.

START SURVEY

**FIRST REMINDER EMAIL FOR ONLINE SURVEY FOR POINT OF CONTACT AT EIA
HOST INSTITUTION**

Subject of the email: NIH EIA Program: Reminder to Participate in Survey for Point of Contact at EIA
Host Institution

Dear **[Insert title and Name]**

We recently sent an email invitation to participate in a survey to share your experiences as an EIA Host Institution. If you have completed the survey, we thank you for your participation. If you have not had the chance to complete the survey, we would like to ask you to coordinate and submit the survey by your institution. Information about the survey is below.

You can complete the survey at **[Insert Website]**. The online survey should take approximately 60 minutes to complete. For security purposes, the user code for you to access the survey online will be sent in a separate email. You should receive this email shortly.

The website for the survey will be open until [Insert date] (11:59 p.m. Eastern Daylight Time).

Feel free to contact me with any technical questions you may have.

Thank you,

XXXX

[Insert email address]

Contractor

Phone number **[Insert number]**

SURVEY INFORMATION

The Common Fund of the National Institutes of Health (NIH) is doing a process evaluation of its Early Independence Award (EIA) program. An independent company, XXX, has been contracted to conduct the process evaluation. The purpose of this evaluation is to assess how the program is being implemented, assess progress being made by the EIA Principal Investigators, and assess support being provided to the Principal Investigators by the Host Institution. The information collected may be used to make adjustments to improve the EIA program.

You have been identified as the Point of Contact to coordinate and submit the survey by your Host Institution. Some of the survey questions may require you to seek information from others. We would like to invite you to participate in this online survey. This will be an opportunity for your institution to share experiences as an EIA Host Institution.

You can access the online survey at **[Insert Website]**. The online survey should take approximately 60 minutes to complete. For security purposes, the user code for you to access the survey online will be sent in a separate email. You should receive this email shortly.

The website for the survey will be open from [Insert date] to [Insert date] (11:59 p.m. Eastern Daylight Time).

Privacy and Participation

Your participation is voluntary and non-participation will have no impact on you or your institution. If you choose to participate, your responses will be kept private under the Privacy Act, and will not be disclosed to anyone but the researchers conducting this study, except as otherwise required by law. You will not be identified by name and information from the study will only be reported in the aggregate. Your responses will be combined with those of other respondents in the final report.

Thank you in advance for your cooperation. If you have any questions or concerns, please contact **[Insert [Email Address](#)]** or call **[Insert Phone Number]**.

EMAIL TO PROVIDE USER CODE FOR FIRST REMINDER

SUBJECT FOR EMAIL: NIH EIA Program Survey: User Code for Point of Contact at EIA Host Institutions

Dear **[Insert title and Name]**

Thank you in advance for your participation in the online survey.
Below is your user code to access the survey.

USER CODE: **[Insert code]**

This is an anonymous survey and the information you provide will only be presented in aggregate.
The success of this survey depends on you, and we appreciate your participation.

Feel free to contact me with any technical questions you may have.

Thank you,

XXXX

[Insert email address]

Contractor

Phone number **[Insert number]**

FINAL REMINDER EMAIL FOR POINT OF CONTACT AT EIA HOST INSTITUTION

Subject of the email: NIH EIA Program: Final Reminder to Participate in Survey for Point of Contact at EIA Host Institution

Dear **[Insert title and Name]**

This is the final reminder to participate in the survey to share experiences as an EIA Host Institution.

The website for the survey will be open until [Insert date] (11:59 p.m. Eastern Daylight Time).

- You can complete the survey at **[Insert website]**. The online survey should take approximately 60 minutes to complete. For security purposes, the user code for you to access the survey online will be sent in a separate email. You should receive this email shortly.
- If you have completed the survey, we thank you for your participation.

Feel free to contact me with any technical questions you may have.

Thank you,

XXXX

[Insert email address]

Contractor

Phone number **[Insert number]**

EMAIL TO PROVIDE USER CODE FOR FINAL REMINDER

SUBJECT FOR EMAIL: NIH EIA Program Survey: User Code for Point of Contact at EIA Host Institutions

Dear **[Insert title and Name]**

Thank you in advance for your participation in the online survey.
Below is your user code to access the survey.

USER CODE: **[Insert code]**

This is an anonymous survey and the information you provide will only be presented in aggregate.
The success of this survey depends on you, and we appreciate your participation.

Feel free to contact me with any technical questions you may have.

Thank you,

XXXX

[Insert email address]

Contractor

Phone number **[Insert number]**