

## **Attachment 15**

**E-Mail Reminder – Partner Web Survey**

Dear <NAME OF PROJECT PARTNER>:

I am contacting you today on behalf of the National Institutes of Health (NIH) as a reminder of our request for your participation in the ***Partner Survey of the NIH Program on Science Education Partnership Award (SEPA)***. We expect the survey to take 30 minutes or less to complete.

The NIH is working with Westat, a nationally recognized independent research organization, to examine how the SEPA program is perceived and experienced by stakeholders directly involved in the program as well as those collaborating as project partners. As a partner of a SEPA project, your feedback is critical to understanding the program, its challenges, and successes.

Participation in the survey is voluntary, but your involvement will help ensure that SEPA and similar future efforts are successful. Information shared in the survey will be kept confidential to the extent provided by law. Data will be reported thematically in the aggregate and will exclude personal identifiers.

Thank you in advance for your cooperation in this important study. If you agree to participate, please follow the following link to begin the survey:

[Hyper-link to survey goes here]

**Please complete and submit the survey by February 12<sup>th</sup>.**

#### **Important Contact Information**

If you have questions about administration of the interview or the overall evaluation, please contact Dr. Michael Steketee at Westat: 240-453-2603 or michaelsteketee@westat.com. This communication, and all components of the evaluation, have been reviewed and approved by Dr. Tony Beck at NIH at (301) 435-0805 or beckl@mail.nih.gov@mail.nih.gov. If you have questions about your rights as a participant in this evaluation, please call the Westat Human Subjects Protections office at 1-888-920-7631.

**The federal Office of Management and Budget (OMB) has approved this survey (OMB No.: xxxx-xxxx, Expiration Date: xx/xx/20xx).**