

Dear *[Insert name, title, or group membership]*,

Research Triangle Institute (RTI), International is conducting a needs assessment for the National Cancer Institute's Health Information National Trends Survey (HINTS) Program. As part of this assessment, we are seeking feedback from a variety of different types of individuals who may have used or have an interest in HINTS. We are conducting *[focus groups / in-depth interviews]* with individuals who have backgrounds, goals and interests similar to yours in order to gain insight into the relevance, scope and usefulness of the HINTS Program. Your knowledge and expertise can help determine how HINTS satisfies the needs of its users and in identifying ways of improving the HINTS Program. The *[focus groups /in-depth interview]* will be held at *[insert location]* with *[insert type of audience]* and will last approximately *[60 / 90]* minutes. Add start and end times. The purpose of the *[focus group /in-depth interview]* is to gather information regarding your knowledge, experience, and opinions of the HINTS Program. [In appreciation for your participation, you will receive a \$50.00 gift card to Amazon unless you are a federal employee.] If you would like to participate, please contact Marjorie Margolis via telephone at 1-800-334-8571 (extension 2-7184) or (202) 974-7184 or by email at [mmargolis@rti.org](mailto:mmargolis@rti.org).

### **Telephone Invitation**

Hello. My name is *[interviewer name]*, and I am calling to follow-up on the email sent to you approximately one week ago. RTI, International is conducting a needs assessment for the National Cancer Institute Program. As part of this assessment, we are seeking feedback from a variety of different types of groups who may have used or have an interest in the Health Information National Trends Study (HINTS). We are conducting *[focus groups / in-depth interviews]* with individuals who have backgrounds, goals and interests similar to yours in order to gain insight into the relevance, scope and usefulness of the HINTS Program. Your knowledge and expertise can help determine how HINTS satisfies the needs of its users and in identifying ways of improving the HINTS Program. The *[focus groups / in-depth interview]* will be held at *[insert location]* with *[insert type of audience]* and will last approximately *[60 / 90]* minutes. Add start and end times. The purpose of the *[focus group /in-depth interview]* is to gather information regarding your knowledge, experience, and opinions of the HINTS Program. [In appreciation for your participation, you will receive a \$50.00 gift card to Amazon unless you are a federal employee.] If you would like to participate, please contact Marjorie Margolis via telephone at 1-800-334-8571 (extension 2-7184) or (202) 974-7184 or by email at [mmargolis@rti.org](mailto:mmargolis@rti.org).