

**ATTACHMENT 3B**

Sample Letter to NPCR Grantees

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**MEMORANDUM**

Date: (Date)

To: The National Program of Cancer Registries (NPCR)  
Program Directors/Contact Persons

From: Cancer Surveillance Branch  
Division of Cancer Prevention and Control

Subject: Completing the (Year) NPCR Program Evaluation  
Instrument

Dear Colleague:

The 2009 NPCR Program Evaluation Instrument (PEI) will be available on the Internet for the 2-week period from (date), through, (date). The secure web address for hosting the survey instrument is at:

<https://www.npcrcss.org/apei/>

**All responses are due to the contractor, ORC Macro, no later than COB Friday, (date).** Please use the same user ID and password that you used for your (Year) NPCR-CSS data submission to access the above web site on or after (date).

**Instructions for using the web-based instrument are below.** For added convenience, this entire message is also included in the attached Word Document.

If you have questions or concerns about the program evaluation, please do not hesitate to contact your CDC program consultant, or program evaluation team member Reda Wilson. Your program consultant and program evaluation team member will have read-only access to your state's 2007 program evaluation Web site. If you have technical questions regarding the Web site, please contact the ORC Macro help line via e-mail at [npcr-apei@mmail.orcmacro.com](mailto:npcr-apei@mmail.orcmacro.com) or telephone at (301) 572-0502. Email contact is preferred.

Thank you for your participation in the NPCR Program Evaluation.

Sincerely,

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Public Health Advisor , Program Consultant  
National Program of Cancer Registries  
Cancer Surveillance Branch  
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