

Dear Mr. or Ms.:

Last week, we sent an e-mail to inform you that the National Program of Cancer Registries (NPCR) and the National Cancer Registrars Association (NCRA) have initiated a Workload & Time Management study to develop productivity and staffing guidelines for Central Cancer Registries. Your registry has been selected for participation in this project. Please click on this link to access the survey:

<http://www.futurehealth.XXXX>

Your User ID is the email address at which you received this invitation.

Your password is:

When you log onto the survey site, you will first see a page describing more about the Workload & Time Management study. The second page contains guidelines for taking the survey, including data collection procedures and other steps that will prepare you for entering your responses online. The second page also includes a link to the materials you will need to collect data for the survey.

We hope that you will participate in this completely voluntary survey being conducted by the Center for the Health Professions at the University of California, San Francisco. **By participating, you will be assisting in the development of staffing guidelines that will benefit the entire field of Cancer Registration and Surveillance.** We assure you that your responses will be kept confidential, will be reported only in aggregate form, and that individual registries will be unidentifiable in any product of the study.

We have applied for CEs from NCRA to acknowledge your participation and effort. In addition, all registries that participate will receive an executive summary of the report.

The deadline for completing the survey is XXXXXXXXXXXX.

We appreciate your dedication and willingness to support your field.

Sincerely,

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