

Attachment 3A: Food Reporting Comparison Study Invitation Letter

HMO LETTERHEAD

Dear _____:

(NAME OF HMO) and the National Institutes of Health invite you to take part in the **Food Reporting Comparison Study** or FORCS -- an important short-term study aimed at learning how best to collect information on what Americans eat. This study will include adults from three health centers including yours. The results will help researchers to design better studies to improve our understanding of the relationship between the foods we eat and our health.

How was I chosen?

You have been chosen randomly, as if by a toss of a coin, from all the people at the (Clinic) who have used the "_____" website to make appointments, get lab results, or receive customized health information. We ask that you do not share this invitation with others such as your friends and family.

What do I have to do if I am eligible and choose to participate in FORCS?

- Tell us about what you ate on two different days, about 4 to 6 weeks apart. You will be contacted by telephone and e-mail to complete the food surveys.
- Provide brief information about yourself and your experience with the food surveys.
- Complete the surveys in your home - you don't have to go anywhere. You will need high-speed internet access to participate.

If you are eligible for the study and choose to participate, **you will receive up to \$50** as a token of our appreciation depending on how many surveys you complete.

What do I do next?

To respond to this invitation, visit the FORCS website at <http://www.FoodReportStudy.gov> as soon as possible and enter your Special Study Code (parts of the first three screens are shown below):

Screen 1	Screen 2	Screen 3
<p>First Visit</p> <p>If this is your first time to the FORCS website, then please click here to enroll.</p>	<p>How do I sign up?</p> <p>Have your Special Study Code handy that was provided in your invitation</p> <p>NEXT</p>	<p>Enter Special Study Code: <input type="text"/></p> <p>NEXT</p>

Click this link

Click this button

Once you have logged in to the website, you can read more about FORCS and give us your contact information so that we can call you to find out if you are eligible. If you are eligible and choose to participate, you will be contacted within a few weeks to complete your first food survey.

Where can I get additional information about the study?

For more information about the study, please see the Frequently Asked Questions included with this letter.

Please respond to this invitation by visiting the FORCS website today. It is only with participation of people like you that this study will be successful.

Questions about your rights as a study participant, comments or complaints about the study may be presented to the Institutional Review Board for the Protection of Human Subjects, (NAME, ADDRESS, AND PHONE NUMBER OF HMO REPRESENTATIVE).

Thank you!

(HMO REPRESENTATIVE)
(NAME OF HMO)

Frances Thompson
National Cancer Institute

Food Reporting Comparison Study – FORCS Frequently Asked Questions

What is the Food Reporting Comparison Study (FORCS)?

- FORCS is a short term study (about 6 weeks) about what people eat.
- The results of FORCS will help us to improve ways of collecting information about what people eat so that we can learn more about how the foods we eat affect our health.
- About 1000 adults from three health centers, including yours, are being asked to join this study.
- FORCS uses telephone and online surveys; participants will need access to high-speed internet.

Why is my health plan involved in this study?

- Your health plan and the National Institutes of Health are committed to improving the health of Americans. The results of this study will contribute to this goal.
- The study is funded by the National Institutes of Health, not by insurance premiums.

Why did I receive this invitation?

- You were chosen randomly (as if by a toss of a coin) from people who have used your health center's on-line health plan information and services.

Am I eligible to participate?

- If you respond to this invitation by visiting the FORCS website, you will be asked for your contact information including your telephone number so that we can call you to ask questions to find out if you are eligible. It will take about 5 minutes to answer the questions.

Do I have to participate?

- Your participation is voluntary. If you choose to participate, you can refuse to answer any questions or withdraw from the study at any time.

What will I have to do?

- If you are eligible and agree to participate in FORCS, you will be asked to complete two food surveys over the phone or online about 4 to 6 weeks apart. Each survey will take about 30 minutes.
- You will be asked to complete a brief survey about you which will take about 5 minutes.
- You may also be asked to answer a few questions about your experience with the surveys; these questions will take about 5 minutes.

How will I know when to do the surveys?

- You will receive a phone call and/or e-mail on the days that you are to complete your surveys.
- If you are unable to complete the survey on the assigned day, we will attempt to contact you again.

Will my information be kept confidential?

- Yes, all information you provide will be kept private under the Privacy Act.
- Your answers will be given a code that won't be linked to your name or other personal information.
- Your answers will be grouped with those of other people who participate in FORCS.
- Reports from the study will not include your name or any other information that could identify you.

Will I be paid for my participation? How much?

- Yes, you will be given an incentive for your participation in FORCS.
- You have received \$2 as a token of appreciation along with this invitation letter.
- If you are eligible and choose to participate in FORCS, you will receive up to \$50 depending on how many surveys you complete.
- Incentives will be mailed to you as soon as you complete each survey.

Are there any costs to me to take part in the study?

- No, there are no costs to you to take part in the study.

- You will complete each survey by telephone or online -- you do not have to travel anywhere to take part in the study.

Will my insurance be affected?

- No, your participation in FORCS will not affect your health insurance coverage, premium costs, or relationship with your health insurance provider in any way.

Who has approved this study?

- This study has been approved by the Office of Management and Budget (OMB), the office that reviews all federally-sponsored surveys. The OMB approval number for this study is 0925-0605.
- The study also has been approved by committees that protect human research subjects at your health center and the National Institutes of Health.

If I use my computer to participate in this study, will I be at risk of identity theft, viruses or spam?

- No, your online interactions with FORCS will take place on a secure website.
- Other parties will not be able to access your information or your computer.

Who do I call if I have questions?

- You may call the FORCS toll free number, 1-888-858-0281.
- Or you may call the study coordinator at your health center:
 - Marshfield Clinic: Laura Coleman, 715-389-3534
 - Henry Ford Health System: Michelle Holz, 313- 874-4651
 - Northern California Kaiser Permanente: Heather Clancy 510-891-5962

**Attachment 3B: Follow-up Invitation Letter for Food Reporting Comparison Study
HMO LETTERHEAD**

Dear _____:

Last week we mailed you an invitation to the Food Reporting Comparison Study -- FORCS, sponsored by (health center name) and the National Institutes of Health. We have not yet heard from you and would like to remind you that we would really appreciate your participation.

FORCS will include adults from three health centers including yours. You have been chosen randomly, as if by a toss of a coin, from all the people at the (Clinic) who have used the "_____" website to make appointments, get lab results, or receive customized health information. We ask that you do not share this invitation with others such as your friends and family.

If you are eligible for and choose to participate in this study, you will be asked to:

- Tell us about what you ate on two different days, about 4 to 6 weeks apart. You will be contacted by telephone and e-mail to complete the food surveys.
- Provide brief information about yourself and your experience with the food surveys.
- Complete the surveys in your home - you don't have to go anywhere. You will need high-speed internet access to participate.

If you are eligible for the study and choose to participate, **you will receive up to \$50** as a token of our appreciation depending on how many surveys you complete.

What do I do next?

To respond to this invitation, visit the FORCS website at <http://www.FoodReportStudy.gov> as soon as possible and enter your Special Study Code (parts of the first three screens are shown below):

Screen 1	Screen 2	Screen 3
<p>First Visit</p> <p>If this is your first time to the FORCS website, then please click here to enroll.</p>	<p>How do I sign up?</p> <p>Have your Special Study Code handy that was provided in your invitation</p> <p align="center">NEXT</p>	<p>Enter Special Study Code: <input type="text"/></p> <p align="center">NEXT</p>
<p>Click this link</p>	<p>Click this button</p>	

Once you have logged in to the website, you can read more about FORCS and give us your contact information so that we can call you to find out if you are eligible. If you are eligible and choose to participate, you will be contacted within a few weeks to complete your first food survey.

Where can I get additional information about the study?

For more information about the study, please see the Frequently Asked Questions included with this letter.

We hope that you respond to this invitation by visiting the FORCS website today. It is only with participation of people like you that this study will be successful.

Questions about your rights as a study participant, comments or complaints about the study may be presented to the Institutional Review Board for the Protection of Human Subjects, (NAME, ADDRESS, AND PHONE NUMBER OF HMO REPRESENTATIVE).

Thank you!

(HMO REPRESENTATIVE)
(NAME OF HMO)

Frances Thompson
National Cancer Institute

ATTACHMENT 3C: Evite letter for Food Reporting Comparison Study (Kaiser email)

Dear _____:

Northern California Kaiser-Permanente and the National Institutes of Health invite you to take part in the **Food Reporting Comparison Study** or FORCS -- an important short-term study aimed at learning how best to collect information on what Americans eat. This study will include adults from three health centers including yours. The results will help researchers to design better studies to improve our understanding of the relationship between the foods we eat and our health.

How was I chosen?

You have been chosen randomly, as if by a toss of a coin, from all the people at the Kaiser who have used the "_____" website to make appointments, get lab results, or receive customized health information. We ask that you do not share this invitation with others such as your friends and family.

What do I have to do if I am eligible and choose to participate in FORCS?

- Tell us about what you ate on two different days, about 4 to 6 weeks apart. You will be contacted by telephone and e-mail to complete the food surveys.
- Provide brief information about yourself and your experience with the food surveys.
- Complete the surveys in your home - you don't have to go anywhere. You will need high-speed internet access to participate.

If you are eligible for the study and choose to participate, **you will receive up to \$52** as a token of our appreciation depending on how many surveys you complete.

What do I do next?

To respond to this invitation, visit the FORCS website at <http://www.FoodReportStudy.gov> as soon as possible and enter your Special Study Code (parts of the first three screens are shown below):

Screen 1	Screen 2	Screen 3
<p>First Visit</p> <p>If this is your first time to the FORCS website, then please click here to enroll.</p>	<p>How do I sign up?</p> <p>Have your Special Study Code handy that was provided in your invitation</p> <p>NEXT</p>	<p>Enter Special Study Code: <input type="text"/></p> <p>NEXT</p>

Click this link Click this button

Once you have logged in to the website, you can read more about FORCS and give us your contact information so that we can call you to find out if you are eligible. If you are eligible and choose to participate, you will be contacted within a few weeks to complete your first food survey.

Where can I get additional information about the study?

For more information about the study, please see the Frequently Asked Questions included with this letter.

Please respond to this invitation by visiting the FORCS website today. It is only with participation of people like you that this study will be successful.

Thank you!

Health center staff signature and date

NCI staff signature and date

Food Reporting Comparison Study – FORCS Frequently Asked Questions

What is the Food Reporting Comparison Study (FORCS)?

- FORCS is a short term study (about 6 weeks) about what people eat.
- The results of FORCS will help us to improve ways of collecting information about what people eat so that we can learn more about how the foods we eat affect our health.
- About 1000 adults from three health centers, including yours, are being asked to join this study.
- FORCS uses telephone and online surveys; participants will need access to high-speed internet.

Why is my health plan involved in this study?

- Your health plan and the National Institutes of Health are committed to improving the health of Americans. The results of this study will contribute to this goal.
- The study is funded by the National Institutes of Health, not by insurance premiums.

Why did I receive this invitation?

- You were chosen randomly (as if by a toss of a coin) from people who have used your health center's on-line health plan information and services.

Am I eligible to participate?

- If you respond to this invitation by visiting the FORCS website, you will be asked for your contact information including your telephone number so that we can call you to ask questions to find out if you are eligible. It will take about 5 minutes to answer the questions.

Do I have to participate?

- Your participation is voluntary. If you choose to participate, you can refuse to answer any questions or withdraw from the study at any time.

What will I have to do?

- If you are eligible and agree to participate in FORCS, you will be asked to complete two food surveys over the phone or online about 4 to 6 weeks apart. Each survey will take about 30 minutes.
- You will be asked to complete a brief survey about you which will take about 5 minutes.
- You may also be asked to answer a few questions about your experience with the surveys; these questions will take about 5 minutes.

How will I know when to do the surveys?

- You will receive a phone call and/or e-mail on the days that you are to complete your surveys.
- If you are unable to complete the survey on the assigned day, we will attempt to contact you again.

Will my information be kept confidential?

- Yes, all information you provide will be kept private under the Privacy Act.
- Your answers will be given a code that won't be linked to your name or other personal information.
- Your answers will be grouped with those of other people who participate in FORCS.
- Reports from the study will not include your name or any other information that could identify you.

Will I be paid for my participation? How much?

- Yes, you will receive an incentive for your participation in FORCS.
- If you are eligible and choose to participate in FORCS, you will receive up to \$52 as a token of appreciation, depending on how many surveys you complete.
- Incentives will be mailed to you as soon as you complete each survey.

Are there any costs to me to take part in the study?

- No, there are no costs to you to take part in the study.
- You will complete each survey by telephone or online -- you do not have to travel anywhere to take part in the study.

Will my insurance be affected?

- No, your participation in FORCS will not affect your health insurance coverage, premium costs, or relationship with your health insurance provider in any way.

Who has approved this study?

- This study has been approved by the Office of Management and Budget (OMB), the office that reviews all federally-sponsored surveys. The OMB approval number for this study is 0925-0605.
- The study also has been approved by committees that protect human research subjects at your health center and the National Institutes of Health.

If I use my computer to participate in this study, will I be at risk of identity theft, viruses or spam?

- No, your online interactions with FORCS will take place on a secure website.
- Other parties will not be able to access your information or your computer.

Who do I call if I have questions?

- You may call the FORCS toll free number, 1-888-858-0281.
- Or you may call the study coordinator at your health center:
Northern California Kaiser Permanente: **Sunita Miles, ###-###-####**

**ATTACHMENT 3D
FORCS EVITE FOLLOW-UP LETTER: KAISER LETTER HEAD**

Dear _____:

Last week we emailed you an invitation to the Food Reporting Comparison Study -- FORCS, sponsored by (health center name) and the National Institutes of Health. We have not yet heard from you and would like to remind you that we would really appreciate your participation.

FORCS will include adults from three health centers including yours. You have been chosen randomly, as if by a toss of a coin, from all the adults at the Marshfield Clinic who have used the "MyMarshfieldClinic" website for health plan information and services. we ask that you do not share this invitation with others such as your friends and family.

If you are eligible for and choose to participate in this study, you will be asked to:

- Tell us about what you ate on two different days, about 4 to 6 weeks apart. You will be contacted by telephone and e-mail to complete the food surveys.
- Provide brief information about yourself and your experience with the food surveys.
- Complete the surveys in your home - you don't have to go anywhere. You will need high-speed internet access to participate.

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Click this link

Click this button

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Where can I get additional information about the study?

For more information about the study, please see the Frequently Asked Questions included with this letter.

We hope that you respond to this invitation by visiting the FORCS website today. It is only with participation of people like you that this study will be successful.

Thank you!

Health center staff signature and date

NCI staff signature and date