

Lead Letter for Follow-up Data Collection

<LETTERHEAD>

January 31, 2021

<<full name>>

<<mailing address>>

<<city, state>> <<zip>>

Dear <<full name>>,

You have been selected to take part in an important research study being conducted by the Centers for Disease Control and Prevention (CDC). The goal of this study is to learn more about people's experiences using quit smoking programs in your state, including the types of services used and the impact of these services on your thoughts about quitting smoking. You may recall participating in a similar survey about quit lines or web-based quit smoking programs about seven months ago. Because you have used a quitline or a web-based program in one of the states participating in this follow-up study, we would greatly appreciate your participation in this next phase of the study.

RTI International, a not-for-profit research organization located in Research Triangle Park, North Carolina, is coordinating this study for the CDC. RTI has created a secure website for this phase of the study that you can use to complete the survey, starting on <<day of week and complete date>>. The survey will only take about 15 to 20 minutes to complete. **Each eligible participant who completes a survey will receive \$40 as a token of our appreciation.**

To complete the survey through the study website:

1. Go to <<website address>>
2. Click on "Login to the Survey"
3. At the login prompt, enter your study ID **located on the lower right corner of this letter**
4. At the password prompt, enter your password **located on the lower right corner of this letter**
5. Click "Login" or press "Enter" to begin the survey

Participation in this study is voluntary. You may choose not to participate at all or you may quit the survey at any time once you begin. You can skip any questions you do not want to answer. Your answers will be kept private. Your name will not be stored with your responses to the survey nor will it be used in any reports or publications from this study. All survey data will be treated in a secure manner and will not be disclosed, unless otherwise compelled by law. These steps will prevent individual study participants from being identified.

The CDC will use the information that study participants provide to assess the quitline services provided by the participating states. Your views and experiences will be invaluable to the CDC in understanding quitline use. **If you have any questions about this survey, please contact Jennifer Keeney, Survey Manager, at RTI International toll-free at 1-800-334-8571, extension 23525.** You also can call Ms. Keeney if you have questions about the study or need assistance in completing the survey. If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection toll-free at 1-866-214-2043. To learn more about RTI, please visit <http://www.rti.org>.

Thank you for your time and consideration. It is only with the help of people like you that this study can be successful.

Sincerely,

Jennifer Duke, Ph.D.
RTI International
Quit Line Study Director

Go to <<website address>>

Your study ID: <<caseid>>

Your password: <<password>>