

Introductory E-mail to Schedule Site Visit Preparatory Call

Greetings, <<TCP, CCC and State Health Dept. Contacts>>!

My name is Nikie Sarris and I'm the Project Manager here at Research Triangle Institute (RTI International) for the Comprehensive Cancer Control (CCC) Program – Tobacco Control Program (TCP) Partnership Study. As was mentioned on an earlier call, your state is one of seven that will be participating in a study of the collaborations between CCCs and TCPs.

Now that we've received OMB approval, we would like to "kick things off" with a planning call to your site. The planning call will include the State Health Department leadership, as well as the TCP and CCC program directors. You are welcome to include other staff whom you feel should be on the call from your site, but this is not necessary, as we want to be respectful of your time. The planning call will be no more than 1 hour and will provide us with an opportunity to:

- Introduce the RTI site visit team
- Explain the purpose of the site visits
- Discuss individuals/ groups with whom we'd like to meet
- Obtain initial dates/ availability for the site visit.

We're hoping to visit your site in <<Month>>, therefore, would like to tentatively schedule the PLANNING call for a date/time that's convenient for you during the week of <<Week 1 – month and date>> OR <<Week 2 – month and date>>. <<RTI site visit leader>>, will be visiting your site this year and will be joined by <<RTI note-taker>>. Their availability for the one-hour planning call is as follows:

<<Day, Date, timeframe EST>>

<<Day, Date, timeframe EST>>

In advance of the call, we'll send out...

- a brief call agenda and information for calling in for the meeting
- a worksheet to assist us in identifying potential interviewees/ groups of individuals
- a worksheet to assist in scheduling the site visit interviews

If you could let us know by <<Day, Date>> @ <<time>> EST of your availability for the one-hour planning call, that would be great. If you have any questions, please don't hesitate to contact me at (919) 541-1248 or by email at nsarris@rti.org, or the Associate Project Director, Sonya Green at (919) 541-6991 or sgreen@rti.org. We look forward to hearing from you soon and learning more about your CCC-TCP collaborations!

Sincerely,

Nikie Sarris, MPH
Project Manager
TCP-CCC Partnership Study