

Recruitment Letters For CCT Usability Test

Letter 1: Current grantees, fellows, and interns

SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING, INCENTIVE PROVIDED

Dear [training grantee/fellow/intern],

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of its Web site.

We are inviting **current and past** [Grantees/Fellows/Interns] to participate in the assessment of a Web site, and **we would greatly appreciate your participation. Please let us know if you'll be able to participate in the assessment. If you are unable to participate, please share the contact information of someone who might be interested and we will follow up with them. Alternatively, you may forward this message to other [grantees/fellows/interns] in your network and have them contact us using the email or telephone number below.**

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required. **As a token of our appreciation, participants will receive a [Amount/type of incentive]¹ shortly following their participation in the assessment.**

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

¹ If the respondent is employed by the U.S. Federal government, they are ineligible to receive an incentive.

Letter 2: Prospective Grantees, Fellows, and Interns

SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING, INCENTIVE PROVIDED

Dear [prospective training grantee/Fellow/Intern],

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of its Web site.

We are inviting **prospective** [grantees, fellows, interns] to participate in the assessment of an NCI Web site, and **we would greatly appreciate your participation. Please do let us know if you are able to participate in the assessment. If you are unable to participate, please share the contact information of someone who might be interested so we can contact him or her. Alternatively, you may send them an invitation and ask them to contact us using the email or telephone number below.**

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required. **As a token of our appreciation, participants will receive a [AMOUNT/TYPE OF INCENTIVE] shortly following their participation in the assessment.**

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

Letter 3: Research professionals who manage programs for training grantees, fellowships, and internships

SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING

Dear Research Professional/Manager/Intramural Mentor,

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of its Web site.

We are inviting **research professionals who manage training grantee, fellowship, and/or internship programs** to participate in the assessment of an NCI Web site. **Please consider participating in the assessment. If you are unable to participate, please share the contact information of a colleague who is involved in such programs so we can contact them. Alternatively, you may send them an invitation and ask them to contact us using the email or telephone number below.**

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required.

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

Letter 4: Letter to graduate school advisors, mentors, etc. at academic institutions requesting names of potential applicants for training, fellowship, internship positions
SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING, INCENTIVE PROVIDED

Dear Advisor/Mentor,

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of its Web site.

We are asking **graduate school advisors and mentors to identify students who may be eligible for cancer research training grants, fellowships, or internships to assist us with this usability assessment.** Our goal is reach out to these students and invite them to participate in the assessment of an NCI Web site. If you know of any student who might be interested in participating, please provide us with their contact information so we can contact them. Alternatively, you may send them an invitation and ask them to contact us using the email or telephone number below.

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required. **As a token of our appreciation, participants will receive a [AMOUNT/TYPE OF INCENTIVE] shortly following their participation in the assessment.**

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

Letter 5: Research professionals who work with grantees, fellows, and interns but who do not manage those programs

SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING

Dear Research Professional,

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of an NCI Web site.

We are inviting **research professionals at NIH who work with cancer fellows and interns and/or training grantees** to participate in the assessment of a Web site, and **we would greatly appreciate your participation. If you are unable to participate, please share the contact information of anyone whom you believe to be a good candidate to participate in this assessment. Alternatively, you may send them an invitation and ask them to contact us using the email or telephone number below.**

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required.

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

Letter 6: Grant Administrators who administer training grants

SUBJECT LINE: The National Cancer Institute (NCI) SEEKS PARTICIPANTS FOR WEBSITE USABILITY TESTING [INCENTIVE PROVIDED]²

Dear Grant Administrator,

NOVA Research Company is supporting the National Cancer Institute (NCI) by assessing the usability and overall effectiveness of its Web site.

We are inviting **grant administrators who administer training grants** to participate in the assessment of an NCI Web site. **Please consider participating in the assessment. If you are unable to participate, please share the contact information of a colleague who is involved in such programs so we can contact them. Alternatively, you may send them an invitation and ask them to contact us using the email or telephone number below.**

Participants will be asked to join a live, online session where they will carry out basic tasks and activities on the site (e.g., accessing certain links). We anticipate the session will last about 1 hour. In order to participate, only basic computer skills and an Internet connection are required. **As a token of our appreciation, participants will receive a [AMOUNT/TYPE OF INCENTIVE] shortly following their participation in the assessment.**

Interested participants should contact XXX at XXXXXXXXXX@novaresearch.com.

Thank you for your time, and we would appreciate hearing from you as soon as possible.

Sincerely,
[Contact name/Project Officer/Lead investigator]
[Contact signature/contact info]

² If the respondent is employed by the U.S. Federal government, they are ineligible to receive an incentive.