

SAMPLE RESPONSE: Application Rejection

To: [DPRP Applicant]

From: [DPRP Staff]

Subject: Your CDC DPRP application has not been accepted

We regret to inform you that your application for recognition by the CDC Diabetes Prevention Recognition Program (DPRP) has not been accepted. Your organization's application was not accepted for the following reason(s):

___ Required information was missing from your application form [DPRP will specify]

___ You indicated that your organization would be using an alternative curriculum, but we have not received a copy of your proposed curriculum for review

___ Our review of your proposed alternative curriculum determined that your curriculum does not meet the criteria specified in the *CDC Diabetes Prevention Recognition Program Standards and Operating Procedures (DPRP Standards)*. [DPRP will specify]

___ Other [DPRP will specify]

If your application was rejected because required information was missing from your application form, you may resubmit your application using the online form (please choose "initial" application type). If you have problems submitting a complete and accurate application using the online form, please contact CDC's help desk (information below).

If your application was rejected because we did not receive a copy of your proposed curriculum for review, you may resubmit your application using the online form (please choose "initial" application type). A copy of your curriculum should be attached to an email and sent to dprpcurriculum@cdc.gov within 10 working days after you submit your application form.

If your application was rejected because your proposed curriculum does not meet the criteria specified in the *DPRP Standards*, you may use the recommended National Diabetes Prevention Program Curriculum or propose an alternative curriculum that meets all of the key elements of the Diabetes Prevention Program research trial lifestyle curriculum. In either case, if you choose to resubmit your application, a new application (choose "initial" application type) should be submitted using the online application form.

If you have any other questions about your application, please call the Centers for Disease Control and Prevention's help line, CDC-Info:

800-CDC-INFO

(800-232-4636)

TTY: (888)232-6348

24 Hours/Every Day

cdcinfo@cdc.gov

Please ask the help desk staff for information about applying to the Diabetes Prevention Recognition Program. You may also send an email to the CDC help desk with the subject line "Diabetes Prevention Recognition Program Application."

Thank you for your interest in the CDC DPRP and for your commitment to helping people with prediabetes strive to prevent type 2 diabetes and improve their health through this program.

The CDC DPRP Team