

ATTACHMENT – K: Survey Notification Email

Send message on survey opening date [Date TBD pending OMB approval]

From: OSTLTS Director

To: Program Managers/Directors [Branches/Divisions to provide contact information]

Subject: Please take our survey

Dear [Insert Program Manager/Director Name],

You are invited to participate in the Centers for Disease Control and Prevention (CDC) Technical Assistance and Service Improvement (TASI) Survey. The purpose of this survey is to understand your needs, expectations, and satisfaction with technical assistance (TA) and program support provided by CDC. Survey results will be used to improve TA and customer service to CDC-funded grantees for greater public health impact.

This is your opportunity to provide feedback to CDC. Please take a few minutes to complete the survey.

Take me to the survey [Link text to survey]

The survey is designed to be completed by the **primary contact** for CDC's project officers including, but not limited to, project managers or directors. The survey should take approximately 25–45 minutes to complete. Attached is a PDF copy of the survey in case you want to gather needed information prior to completing the online survey. Your privacy is important to us; your responses to all questions will be kept in a secure manner and no personal identifiers will be recorded.

The deadline for submitting your feedback is [actual date TBD pending OMB approval]. If you have any questions, please email tasiinitiative@cdc.gov.

Thank you for your participation.