Attachment – I: CDC Assessment of Principal Grant Contacts for SAS licenses Notification Email

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

From: Judy Delany

To: State, Tribal, Local, and Territorial Principal Grant Contacts for CDC provided SAS licenses [Contact information from CDC SAS License key database or from STLT Principal Contacts for SAS Licenses]

Subject: Please take our CDC Principal Grant Contact for SAS Licenses assessment

Dear [Insert Principal Contact for SAS License Name]

We request that you participate in the Centers for Disease Control and Prevention (CDC) assessment of Principal Contacts receiving more than one CDC-provided SAS license. The purpose of this assessment is to compile the names and email addresses of all your grantees to whom you distribute CDC-provided SAS licenses. We will use these email addresses to send them a more detailed assessment about their use of SAS and their analytic needs. If you are a user as well as a distributer of the licenses, you will receive the second assessment also. This information will be used to improve distribution of the SAS licenses and to determine the best way to improve the analytic capacity of grantees. This is your opportunity to provide feedback to CDC. Please take a few minutes to complete the assessment.

Take me to the assessment [Link text to the assessment]

The assessment is designed to be completed by the Principal Contact receiving more than one CDC provided SAS license, regardless of their role in the health department. The assessment should take approximately 8 minutes to complete. Attached is a copy of the assessment in case you want to gather the needed information prior to completing the online assessment. Your privacy is important to us; your responses to all questions will be kept in a secure manner.

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

Thank you for your participation.