

## ATTACHMENT H: Reminder Email

Date: [Insert date - 10 days after initial launch of the assessment]

To: NBCCEDP Program Directors [Note: Non-responders only]

From: Faye Wong, Branch Chief, Program Services Branch, Division of Cancer Prevention and Control

Re: Reminder! 2013 NBCCEDP Grantee Assessment of Program Implementation

On [insert date], CDC launched an assessment of NBCCEDP grantees to better understand how you are implementing the program. This assessment will provide CDC baseline data about activities conducted during DP12-1205 program year 1 by NBCCEDP grantees and identify important technical assistance and training needs. The results of this assessment are critical to improving the program. A report summarizing results will be generated for each grantee.

This online assessment is estimated to take approximately 28 minutes to complete. The web-link closes on [actual date TBD pending OMB approval].

### ***Here are some details about the assessment you need to know:***

1. The person responsible for day-to-day management of the program should complete this assessment.
2. The assessment covers DP12-1205 Program Year 1 (PY1) ( 07/01/12 - 06/30/13)
3. We've tried to streamline questions to reduce your burden, and the assessment should take no longer than 28 minutes to complete.
4. Your participation in this data collection is voluntary and your responses will be kept in a secure manner.
5. Please review the instructions before starting the assessment.

### **READY TO BEGIN? Take me to the assessment! [Link text to survey]**

If you have questions about the assessment or have questions as you are completing the assessment, please contact Stephanie Melillo at [bcu6@cdc.gov](mailto:bcu6@cdc.gov) or 770-488-4294. If you experience technical difficulties accessing the web-link or while you are completing the assessment, please contact the IMS Help Desk, at [support@nbccedp.org](mailto:support@nbccedp.org).

Thank you for your time and continued partnership!