

## **ATTACHMENT C: Advance notification email**

*Send message 1 week prior to instrument opening [Date TBD pending OMB approval]*

**From:** Glenroy Christie

**To:** State TB Controllers and Public Health Laboratory Representatives

**Subject:** TB Elimination and Laboratory Services: Input on Developing New Funding Opportunity Announcement

Dear TB Controller

The Field Services and Evaluation Branch (FSEB) in the Division of Tuberculosis Elimination at CDC solicit your experiences implementing current Cooperative Agreement. We have developed a short online assessment (8 questions) to identify the challenges and opportunities your program experienced in meeting the requirements in the current Cooperative Agreement. Your identified experiences can be helpful to develop the new Funding Opportunity Announcement (FOA) which may facilitate state and local TB Control Programs meeting funding requirements. The assessment should take approximately 15 minutes to complete.

Completion of the assessment is entirely voluntary and your responses will not be shared in an identifiable form. Information will aid improvement in FAO reporting and guiding languages for smooth meeting the requirements of the new FOA. An HTML link to the data collection instrument including additional instructions will be sent on [Enter date - TBD].

Respondents will have the option to download, save as a PDF, complete offline and submit online once completed. We ask you complete the assessment by [actual date TBD pending OMB approval].

Your participation is greatly appreciated.

Sincerely,

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