

CDC Letterhead

Date

Program Director Name

Address

City State Zip

Dear <name of program director>:

The Centers for Disease Control and Prevention (CDC) has asked the Battelle Centers for Public Health Research and Evaluation to conduct surveys about the use of evidence-based practices among National Comprehensive Cancer Control Program (NCCCP) grantees and their partners. This survey is intended to help the CDC understand the issues facing NCCCP grantees with regards to their use of evidence-based practices to address the cancer control priorities in their jurisdictions.

As a director of a NCCCP-funded comprehensive cancer control program, we would like to invite you to participate in the survey. The survey will include questions about how your program uses evidence-based practices (EBPs), your thoughts and opinions about using EBPs, your program's technical assistance needs, your background, and your agency.

You will soon receive a telephone call from a member of the Battelle study team to schedule an appointment to participate in the survey. Alternatively, if you think another program staff person is more appropriate to ask about your program's use of evidence-based practices, then you may designate that person to participate instead of yourself and the Battelle team will contact him or her. During this call you will also be asked to provide the names and contact information for 3-4 key partners in the CCC coalition that we can also survey about EBPs.

The survey will be divided into two parts, both of which will be completed during the one-hour appointment: (1) a 30-minute on-line web survey, and (2) a brief 20-minute telephone interview. One day prior to the scheduled appointment, you will receive an e-mail message with a link to the website and instructions on how to complete the survey. Once you have completed the web survey, a Battelle team member will contact you by telephone for a brief interview that includes a few additional questions.

Your participation in the survey is completely voluntary, and you may chose to not participate without any penalty to you or your program. Should you choose to participate, your answers will be maintained in a secure manner and your responses will not be linked to you personally.

If you have any questions about this research study please contact John Rose at Battelle, at 919-544-3717, extension 102 or contact Brooke Steele at CDC at 770-488-4261. If you have any questions about your rights as a research participant call the Battelle Human Subjects Representative at 1-877-810-9530 (ext. 500).

We hope you will help us with this important study. Thank you in advance for your time and cooperation.

Sincerely,

<name and signature of CDC/DCPC staff person