

Dear (name):

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 organizations with regards to their use of evidence-based practices to address the cancer control priorities in their communities.

You have been asked to participate in the survey because you were identified by lead staff of the <CCC program name> as a key partner who is instrumental in helping that program use evidence-based practices to address its cancer prevention and control objectives. The on-line web survey will take about 30 minutes of your time and include questions about your background, your experiences working with NCCCP grantees, your use of evidence-based practices (EBPs), and your opinions and knowledge about EBPs.

Your participation in the survey is completely voluntary, and you may chose not to 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. All survey responses will be reported in summary form as a group. You may also choose to stop at any time, and you may decline to answer any of the questions. Taking the survey provides your consent to participate.

You may complete the survey by clicking on the “Take the Survey” link below, or you may contact <Battelle survey staff person> at xxx-xxx-xxxx to request a paper version of the survey. If you have any questions about the 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 you may 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 very much for your time and attention.

Sincerely,
[Battelle Task Leader name and contact info]