

1st follow-up e-mail

We recently sent you an e-mail message inviting you to participate in an on-line web survey sponsored by the Centers for Disease Control and Prevention (CDC) 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 in the CCC coalition. The on-line web survey will take about 20 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.

If you have not yet completed the survey, we ask that you please do so as soon as you can by clicking on the “Take the Survey” link below or by contacting <Battelle survey staff person> at xxx-xxx-xxxx to request a paper version of the survey. If you have already completed the survey, thank you!

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).

Sincerely, [Battelle Task Leader name and contact info]

2nd follow-up e-mail

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We will be closing data collection soon and this will be your last reminder to complete the survey. If you have not yet completed the survey, we ask that you please do so as soon as you can by clicking on the “Take the Survey” link below or by contacting <Battelle survey staff

person> at xxx-xxx-xxxx to request a paper version of the survey. If you have already completed the survey, thank you!

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Sincerely, [Battelle Task Leader name and contact info]