

From: The Sister Study <update@sisterstudy.org>
To: <PARTICIPANT EMAIL ADDRESS>
Subject: Sister Study Follow-Up

Dear Ms. <LAST NAME>,

Thank you for your continued participation in the Sister Study. We want to keep in touch with you about your health and contact information. You can help us do that by taking a minute to complete the Health and Contact Information Updates.

[You can complete these updates now by clicking here.](#) **Please complete these updates even if you have no changes to report.** Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission. If you are having trouble accessing the link, or have questions, please check [here for the frequently asked questions \(FAQs/Help\)](#).

Within the next few weeks we will send you the current issue of the [Sister Study Newsletter](#). If we haven't heard from you online, we will include the Health and Contact Information Updates in the packet. We will send you updates like this every year. Every two to three years we will also include a questionnaire with more detailed questions about your health and new questions about your environment.

Please keep in touch. You can always visit our website at www.sisterstudy.org for more news about the Sister Study. You can also update your health and contact information by sending an email to update@sisterstudy.org or by calling the Sister Study helpdesk toll-free at 1-877-4SISTER (1-877-474-7837). Thank you again for your ongoing contribution to this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,

Dale P. Sandler, PhD
Principal Investigator

[Click here to complete the updates now.](#)

Mmmm dd, yyyy

«FirstName» «LastName»
«Address1»
«Address2»
«City», «State» «Zip»

Dear Ms. «LastName»:

Thank you for your continued participation in the Sister Study and for completing your Annual Health and Contact Information Update forms. In order to keep you updated on the study's progress, the most recent Sister Study Newsletter is enclosed. I hope you find it interesting and informative. In addition, I invite you to visit our web site at www.sisterstudy.org for more news about the Sister Study.

We look forward to contacting you again in the spring of 20XX when it is time to complete your next update. To report any health or contact information changes in the meantime, please call toll-free at 1-877-4SISTER (1-877-474-7837) or email info@sisterstudy.org.

With your participation in the Sister Study you are making a powerful contribution in helping find the causes of breast cancer and identifying factors that can enhance the quality of life following treatment. Again, thank you for your participation in this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, PhD
Principal Investigator

«StudyID»



DATE: Mmmm d, yyyy

First Name Last Name
Address1
Address2
City, State Zip

Dear Ms. Last Name:

Thank you for your continued participation in the Sister Study. We want to keep in touch with you about your health and contact information. You can help us do that by taking a minute to complete and mail back the Health Update Form and the Contact Information Update Form.

You can complete these updates now at www.sisterstudy.org/20XXAnnualUpdate.htm. To access the web-based forms, you will need your Sister Study ID number, which is printed at the bottom of this letter. Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission.

Even if you have no changes to report, please complete the online forms or the enclosed paper forms.

We have included a postage-paid envelope for your convenience. We will send you forms like this every year. Every two to three years we will also include a questionnaire with more detailed questions about your health and new questions about your environment.

You can also update your health and contact information by sending an email to update@sisterstudy.org or by calling the Sister Study helpdesk toll-free at 1-877-4SISTER (1-877-474-7837). When you call or email us, it will be helpful to give your Sister Study ID number, which is printed at the bottom of this letter.

Please keep in touch. I hope you find the newsletter we've included interesting. You can always visit our website at www.sisterstudy.org for more news about the Sister Study. Thank you again for your ongoing contribution to this important research.

Woman by woman, sister by sister, we can make a difference.

Sincerely,

A handwritten signature in cursive script that reads "Dale P. Sandler".

Dale P. Sandler, PhD
Principal Investigator

<SIS STUDY ID>

DATE: Mmmm d, yyyy

First Name Last Name
Address1
Address2
City, State Zip

Dear Ms. Last Name:

We still need your Sister Study Annual Update – we recently sent you a Health Update Form and Contact Information Update Form. Please take a few minutes to complete and return your Annual Update today **even if you have no changes to report**. The success of the study depends on our ability to track changes in your health and stay in touch over the years.

If you prefer, you can complete these forms online at www.sisterstudy.org/20XXAnnualUpdate.htm. To access the web-based forms, you will need your Sister Study ID Number which is printed at the bottom of this letter. For security purposes, after you log in, you will need to answer a few brief questions to verify your identity. Your responses will be secured during Internet transmission.

You can also complete these questionnaires over the telephone by calling the Sister Study helpdesk toll-free at 1-877-4SISTER (1-877-474-7837) or by emailing us at update@sisterstudy.org.

Information you share will be kept confidential. Your participation in the Sister Study is completely voluntary and you may choose to skip questions or stop at any time. If you have already returned your forms, please accept our thanks for your continued participation in the Sister Study.

Woman by woman, sister by sister, we can make a difference.

Sincerely,



Dale P. Sandler, Ph.D.
Principal Investigator

<SIS STUDY ID>

1. Hello, my name is... and I am calling on behalf of the Sister Study. I'd like to speak with [PARTICIPANT NAME]. Is that you?

- ₁ YES → GO TO 6
- ₂ NO → GO TO 2
- ₃ POSSIBLE WRONG NUMBER → GO TO 3

2. May I speak with [PARTICIPANT NAME]?

- ₁ R AVAILABLE → GO TO 6
- ₂ R NOT AVAILABLE → DETERMINE CALLBACK TIME, RECORD IN COMMENTS AND FLAG FRONT OF THIS FORM
- ₃ POSSIBLE WRONG # → GO TO 3

3. Did I reach [PHONE NUMBER]?

- ₁ YES → GO TO 4
- ₂ NO → I'm sorry to have disturbed you. REDIAL THE TELEPHONE NUMBER.

4. IF NECESSARY: Is this the number for [PARTICIPANT NAME]?

- ₁ YES, RIGHT NUMBER FOR R. → GO TO 2
- ₂ NO, NOT THEIR NUMBER → GO TO 5

5. IF APPROPRIATE: Could you give me the address or phone number for [PARTICIPANT NAME]?

- ₁ YES → Thank you for your help. Good-bye. UPDATE NUMBER ON LABEL AND ATTEMPT CONTACT AT NEW #
- ₂ NO → Thank you for your help. Good-bye. BE SURE TO RECORD ANYTHING YOU LEARNED ABOUT HOW TO LOCATE R. CODE AS WRNG.

6. REINTRODUCE SELF IF NECESSARY: I am calling on behalf of the Sister Study. We recently sent you a packet containing a newsletter and a brief questionnaire about your health. We have not yet received the questionnaire back so we are calling to ask if you would help by taking a few minutes to answer these questions with us now over the phone.

- ₁ YES → PROCEED TO HEALTH UPDATE QUESTION 1, THEN GO TO 7 ON NEXT PAGE OF THIS FORM
- ₂ NOT A GOOD TIME NOW → DETERMINE CALLBACK TIME, RECORD IN COMMENTS AND FLAG FRONT OF THIS FORM
- ₃ ALREADY RETURNED → Thank you very much. We'll hope to receive your questionnaire in the next week or so. We may call you in a couple of weeks if it still hasn't arrived. Good-bye. CODE AS MAIL.

7. Thank you. We will send you an update like this every year. Every other year, we will also include a questionnaire with more detailed questions about your health and new questions about your environment.

We would also like to update your contact information.

REFER TO THE CONTACT UPDATE FORM AND PROMPT:

Have there been any changes to your:

- Name
- Mailing address
- Street address
- Any of your phone numbers
- Any email address

Also, have there been any changes to the information for the contact people you provided?

PROMPT FOR NAME, RELATIONSHIP, ADDRESS, PHONE NUMBER

FILL IN TODAY'S DATE ON BOTH FORMS AND THE STUDY ID IN THE SPACES PROVIDED. ENTER THE HEALTH UPDATE "YEAR" ON THE PURPLE FORM.

Thank you for your help. You can update us with your contact information at any time by sending an email to update@sisterstudy.org or by calling the Sister Study helpdesk toll-free at 1-877-4SISTER (1-877-474-7837). When you call or email us, it will be helpful to give your Sister Study ID number, which is (REFER TO ID ON PAGE 1).

You can always visit our website at www.sisterstudy.org for more news about the Sister Study. Thank you again for contributing to this important research.

CODE AS COMP.

COMMENTS:
