

**NATIONAL COMPREHENSIVE CANCER CONTROL PROGRAM SURVEY
INTRO E-MAIL**

TO:

FROM:

SUBJECT: Advance notice of upcoming National Comprehensive Cancer Control Program online survey

Dear Program Directors,

We are writing to let you know that next **Day, Month, Date**, you will be receiving a request to participate in a brief on-line survey.

As you may know, the Centers for Disease Control and Prevention (CDC) is conducting an evaluation of the National Comprehensive Cancer Control Program. The purpose of this evaluation is to understand the extent to which CCC programs are implementing the six NCCCP priorities, and to evaluate existing evaluation capacity building tools and revise tools as needed to support the implementation of NCCCP priorities. Data for the evaluation will be collected through a review of MIS data, a web-based survey and up to four focus groups. The purpose of the web-based survey is to understand what CDC can do to help grantees in their efforts to implement the NCCCP Priorities, and to gather information about use of the Comprehensive Cancer Control Branch CCCB Program Evaluation Toolkit.

- The e-mail invitation to participate in the survey will come from the following sender: **NAME e-mail address** at RTI International on behalf of CDC
- The subject line will read: **“Brief National Comprehensive Cancer Control Program Survey - please complete by date”**
- **This brief survey consists of X questions and is expected to take no longer than 30 minutes to complete.**
- We ask that you help us by completing this on-line survey no later than **DATE**.

If you have any questions about the study, you may contact **NAME** by e-mail or at **PHONE NUMBER**.

Your feedback is extremely important to us. Thank you, in advance, for taking time to complete our survey.

Sincerely,

Angela Moore, MPH
Program Evaluation and Partnership Team Lead
Division of Cancer Prevention and Control
Comprehensive Cancer Control Branch