

Attachment 3 - ETCTN Initial Email Invitation and Follow-Up Email Reminders

E-Mail Invitation to Participate in the ETCTN Satisfaction Online Survey

Subject line: NCI is seeking your input on [First/Second] Grant year of ETCTN program

Dear <NAME>:

On behalf of the National Cancer Institute (NCI), we invite you to participate in an online survey assessing your opinions and satisfaction of the **Experimental Therapeutics Clinical Trials Network (ETCTN)** over its [first/second] grant year. We expect the survey to take approximately 15 minutes or less.

Your feedback is critical to understanding how well the program is working, as well as its challenges and successes.

Participation in the survey is voluntary, but your involvement will help ensure that the ETCTN and similar future efforts are successful. Information shared in the survey will be kept private to the extent provided by law. Choosing to participate or not will not affect your current or future receipt of NCI funding. Data will be reported in the aggregate and will exclude personal identifiers.

If you agree to participate, **please click on the link below to begin the survey:**

[Hyper-link to survey goes here]

You may also copy and paste this link into your web browser. Please do not forward the link, as it is unique to you. You may pause the survey at any time and return to it later.

Thank you in advance for your cooperation in this important study. Please do not hesitate to contact me for any questions about the administration of the survey or the overall evaluation.

Sincerely,

Jennifer Huang, Ph.D.
Senior Study Director
Westat NCI ETCTN Evaluation
301-610-5590
JenniferHuang@westat.com

Reminder Email to Participate in ETCTN Satisfaction Online Survey

Subject line: Reminder: NCI is seeking your input on [First/Second] Grant year of ETCTN program

Dear <NAME>:

This is a follow-up to an e-mail you should have received last week inviting you to participate in a web survey about NCI's **Experimental Therapeutics Clinical Trials Network (ETCTN)**.

It appears that you have not yet completed the survey, and we encourage you to do so at your earliest convenience to ensure that your feedback is represented in the process evaluation. This survey will give NCI information about your satisfaction, perception and experiences of the ETCTN.

Please click on the link below to begin the survey now. The survey will take you approximately 15 minutes to complete.

[Hyper-link to survey goes here]

You may also copy and paste this link into your web browser. Please do not forward the link, as it is unique to you.

Participation in the survey is voluntary, but your involvement will help ensure that the ETCTN and similar future efforts are successful. Information shared in the survey will be kept private to the extent provided by law. Choosing to participate or not will not affect your current or future receipt of NCI funding. Data will be reported in the aggregate and will exclude personal identifiers.

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