

Attachment E: Email Correspondence to Funded and Unfunded Applicants

E-mail Invitation to Complete the Funded Applicant Online Survey

Subject Line: *Special Request from NCI/NIH*

[Letter to be sent (via email) by [name of NCI person]]

Dear Dr [PQ applicant name]:

In Fiscal Year 2011, the National Cancer Institute (NCI) launched the Provocative Questions (PQ) Initiative to encourage research in areas of cancer research determined to be under-studied, neglected, paradoxical, or difficult to address in the past due to lack of appropriate technology.

The Center for Strategic Scientific Initiatives (CSSI) within the NCI is now undertaking an assessment of the PQ Initiative. We are conducting this assessment to: (1) better understand the effectiveness of the PQ question development approach; (2) other aspects of the PQ grants process such as application, review, management, and reporting; (3) research findings resulting from the PQ Initiative and (4) public and scientific community attention/interest in the PQ Initiative.

To assist in the assessment, NCI/CSSI has contracted with The Madrillon Group. The assessment involves information collection from multiple sources including an online survey of Principal Investigators receiving R01 or R21 funding through the PQ Initiative. I am asking you to support our assessment efforts by completing this online survey. Your participation should take no more than 15 minutes, is voluntary, and will involve completing the web-based questionnaire by a specific date. Survey data from all respondents will be aggregated and presented in summary form. Individual responses will be kept secure as permitted by law.

Within the week, you will receive an e-mail invitation from The Madrillon Group with a link to the web-based survey.

If you have any questions please feel free to contact me. On behalf of CSSI, thank you for your consideration of this request to provide valuable input to the assessment efforts.

Sincerely,

[NCI CSSI Name]

[Signature Block]

Follow-up E-mail to Funded PQ Applicants with Link to Survey

Subject Line: Special Request from NCI/NIH

[Letter to be sent via email by Dr. Mary Dufour, The Madrillon Group project lead]

Dear Dr. [last name]:

Recently, Dr. [name of NCI person] invited you to complete a brief online survey from The National Cancer Institute (NCI). This survey is being sent to Principal Investigators who were awarded grant funds to conduct research related to the Provocative Questions (PQ) Initiative. Most investigators submit numerous applications. To aid in your recall, our records indicate that you submitted your application in [month of year] (e.g. November of 2011) and received funding for:

Grant number: R21 (or R01) CA [insert grant number]-01

Project title: [Insert project title]

Completing the survey should take no more than 15 minutes, is voluntary, and will involve completing the web-based questionnaire within [timeframe? e.g. 2 weeks]. Please access the online survey by clicking the following URL address:

[SURVEY URL LINK].

PASSWORD: As mentioned on the first page of the questionnaire, the survey is password protected. Please enter the password [password] in the password box and click “next” to begin the survey.

Please complete the survey by [specify date].

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues.

If you have any technical questions and/or have difficulty accessing the survey, please contact [contractor survey specialist] by e-mail at [email address] or by telephone at [toll free phone number].

On behalf of the NCI, thank you for your consideration of this request.

Mary

Mary C. Dufour, M.D., M.P.H.
Senior Vice President
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Reminder E-mail(s) to Funded PQ Applicants with Link to Survey

Subject Line: Special Request from NCI/NIH

[Letter to be sent via email by Dr. Mary Dufour, The Madrillon Group project lead]

[Three reminder emails will be sent]

Dear Dr. [last name]:

As you know from my earlier email, NCI/CSSI has invited you to complete a brief online survey that is part of the assessment of the Provocative Questions Initiative (PQ) that CSSI is conducting with the Madrillon Group Inc.

Our survey will close on [date] and we'd very much appreciate your participation!

We value your input. This survey will likely require no more than 15 minutes to complete.

Survey Access: To login to the survey, please enter your email address and password exactly as they are shown below and click "next" to begin the survey:

Username: [username]

Password: [password]

Please access the online survey by clicking the following URL address: **Click Here to Start the Survey [hyperlink to survey]**.

Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, please contact [Madrillon staff name] by e-mail at [Madrillon staff email] or by phone at (888) 236-9826 (toll free).

On behalf of CSSI and NCI, thank you for your participation in this survey.

Mary

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E-mail Invitation to Complete the Unfunded Applicant Online Survey

Subject Line: *Special Request from NCI/NIH*

[Letter to be sent (via email) by [name of NCI person]]

Dear Dr [PQ applicant name]:

In Fiscal Year 2011, the National Cancer Institute (NCI) launched the Provocative Questions (PQ) Initiative to encourage research in areas of cancer research determined to be under-studied, neglected, paradoxical, or difficult to address in the past due to lack of appropriate technology.

The Center for Strategic Scientific Initiatives (CSSI) within the NCI is now undertaking an assessment of the PQ Initiative. We are conducting this assessment to: (1) better understand the effectiveness of the PQ question development approach; (2) other aspects of the PQ grants process such as application, review, management, and reporting; (3) research findings resulting from the PQ Initiative; and (4) public and scientific community attention/interest in the PQ Initiative

To assist in the assessment, NCI/CSSI has contracted with The Madrillon Group. The assessment of the PQ Initiative includes information collection from multiple sources including an online survey of investigators submitting applications for funding through the PQ Initiative. I am asking you to support our assessment efforts by completing this online survey. Your participation should take no more than 10 minutes, is voluntary, and will involve completing the web-based questionnaire by a specific date. Survey data from all respondents will be aggregated and presented in summary form. Individual responses will be kept secure as permitted by law.

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Sincerely,

NCI CSSI Name

Title

Follow-up E-mail to Unfunded PQ Applicants with Link to Survey

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[Letter to be sent via email by Dr. Mary Dufour, The Madrillon Group project lead]

Dear Dr. [last name]:

Recently, Dr. [name of NCI person] invited you to complete a brief online survey from The National Cancer Institute (NCI). This survey is being sent to investigators who applied for grant funds to conduct research related to the Provocative Questions (PQ) Initiative. Most investigators submit numerous applications. To aid in your recall, our records indicate that you submitted your application in [month of year] (e.g. November of 2011) for:

Grant number: R21 (or R01) CA [insert grant number]-01

Project title: [Insert project title]

Completing the survey should take no more than 10 minutes, is voluntary, and will involve completing the web-based questionnaire within [timeframe? e.g. 2 weeks]. Please access the online survey by clicking the following URL address:

[SURVEY URL LINK].

PASSWORD: As mentioned on the first page of the questionnaire, the survey is password protected. Please enter the password [password] in the password box and click “next” to begin the survey.

Please complete the survey by [specify date].

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If you have any technical questions and/or have difficulty accessing the survey, please contact [contractor survey specialist] by e-mail at [email address] or by telephone at [toll free phone number].

On behalf of the NCI, thank you for your consideration of this request.

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[Letter to be sent via email by Dr. Mary Dufour, The Madrillon Group project lead]

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Please feel free to contact me at 240-264-1578 or dufourm@mail.nih.gov if you have questions regarding the survey or any study-related issues. For technical assistance, please contact [Madrillon staff name] by e-mail at [Madrillon staff email] or by phone at (888) 236-9826 (toll free).

On behalf of CSSI and NCI, thank you for your participation in this survey.

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