

Attachment H: E-mail Correspondence to Workshop Participants and Grant Reviewers

E-mail Invitation to Workshop Participants to Participate in an Interview

Subject Line: *Special Request from NCI/NIH*

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

Dear Dr. [PQ Workshop Participant 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 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 semi-structured telephone interviews with NCI Branch Chiefs, members of the PQ Executive Board, PQ Workshop participants and PQ grant reviewers. As a PQ Workshop participant, we are especially interested in your perspectives on the PQ process as an effective way to identify important areas of cancer research. Therefore I am asking you to support our assessment efforts by participating in a telephone interview. Your participation should take no more than 20-40 and is voluntary. Interview 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 inviting you to schedule a call.

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

Title

E-mail Invitation to PQ Grant Reviewers to Participate in an Interview

Subject Line: *Special Request from NCI/NIH*

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

Dear Dr. [PQ Grant Reviewer 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 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 semi-structured telephone interviews with NCI Branch Chiefs, members of the PQ Executive Board, PQ Workshop participants and PQ grant reviewers. As a reviewer of PQ grant applications, we are especially interested in your perspectives on the quality and feasibility of the science being proposed under the PQ mechanism. Therefore I am asking you to support our assessment efforts by participating in a telephone interview. Your participation should take no more than 20-40 and is voluntary. Interview 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 inviting you to schedule a call.

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

Title

Follow-up to Invitation Email from NCI to PQ Workshop Participants and PQ Grant Reviewers

Subject Line: Special Request from NCI/NIH

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

Dear Dr. [PQ Workshop Participant name, or PQ Grant Reviewer name]:

As Dr. [Name of NCI/CSSI official who sent the invitation email] mentioned in his/her recent e-mail; colleagues at The Madrillon Group Inc. are conducting telephone interviews with [PQ Workshop Participants or PQ Grant Reviewers] as part of an assessment of the PQ Initiative. These interviews generally require 20-40 minutes to complete. The purpose of this e-mail is to ascertain your availability for an interview sometime during the next several weeks.

Please reply to this message noting your preferred times and days for the interview and the preferred number at which to reach you (we will initiate the call). We will do our best to accommodate your extremely busy schedule. Our interviewers are available nights and weekends should those times work best for you.

Thanks in advance for your response and willingness to participate in this evaluation. We look forward to speaking with you in the near future.

Sincerely,

Mary

Mary C. Dufour, M.D., M.P.H.

Senior Vice President

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Reminder Email(s) from NCI to PQ Workshop Participants and PQ Grant Reviewers

Subject Line: Special Request from NCI/NIH

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

Dear Dr. [PQ Workshop Participant name, or PQ Grant Reviewer name]:

As Dr. [Name of NCI/CSSI official who sent the invitation email] mentioned in his/her recent e-mail, colleagues at The Madrillon Group Inc. are currently conducting telephone interviews with [PQ workshop participants or PQ Grant Reviewers]. These interviews generally require 20-40 minutes to complete. For scheduling purposes it's easiest to just block out an hour. This email is a follow-up to the one I sent [last week, three weeks ago] to ascertain your availability for an interview sometime during the next several weeks.

Please reply to this message noting your preferred times and days for the interview and the preferred number at which to reach you (we will initiate the call). We will do our best to accommodate your extremely busy schedule. Our interviewers are available nights and weekends should those times work best for you.

Thanks in advance for your response and willingness to participate in this assessment. We look forward to speaking with you in the near future.

Sincerely,

Mary

Mary C. Dufour, M.D., M.P.H.

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