

Attachment 8

**Invitation Letter for Survey to CFPF Alumni, CFPF Applicants and
F32 Awardees**

NCI CANCER PREVENTION FELLOWSHIP PROGRAM EVALUATION

Dear [NAME OF CFPF ALUMNUS], [WE WILL USE MAIL MERGE TO CUSTOMIZE]

I am contacting you today on behalf of the National Cancer Institute (NCI). The NCI has contracted with Westat, an independent research firm located in Rockville, Maryland, to conduct a comprehensive evaluation of the NCI's Cancer Prevention Fellowship Program (CPFP). Westat will be conducting an online survey of former Cancer Prevention Fellows at the NCI. The Federal Office of Management and Budget (OMB) has approved the survey (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx). The survey will take approximately 25 minutes to complete.

- **Why is NCI conducting the study?** NCI is conducting the study to collect information on the careers and experiences of former fellows who participated in the CFPF Program at the NCI. The data collected by this evaluation will provide NCI with a better understanding of how the CFPF was implemented and assist the program leadership in enhancing the quality of the program and the experience of postdoctoral fellows.
- **Who is included in the study?** To evaluate the CFPF, the NCI chose three groups of people:
 - Cancer Prevention Fellows at the NCI who completed at least one year in the program.
 - Applicants who applied to the NCI's CFPF, were interviewed by the Scientific Education Committee, but were not selected.
 - Postdoctoral fellows or other early career scientists who were recipients of funding from NCI through the F32 mechanism who had relevant cancer-oriented projects.
- **How does NCI protect the privacy of the information that survey participants provide?** The survey data are being collected by Westat; individual responses to the survey will not be shared with NCI staff. Personal information (including name) will be removed from survey data and a random ID code will be assigned to each participant. The information collected will be published in aggregate form only and will not identify individuals in any reports or presentations.

The survey can be accessed online at [**website address**].

Your USER ID is:

Your PASSWORD is:

We ask that you complete the survey within 2 weeks. For technical inquiries, you may contact me at nrcpfpssurvey@westat.com, 1-800-937-8281, ext. 3865 (toll free) or 301-294-3865. If you have any questions, please feel free to contact the Project Director, Dr. Sophia Tsakraklides at SophiaTsakraklides@westat.com, 1-800-937-8281, ext. 3580 (toll free) or 301-738-3580. This communication, and all components of the evaluation, have been reviewed and approved by Dr. Jessica Faupel-Badger, Deputy Director of the CFPF [badgerje@mail.nih.gov] at the NCI.

On behalf of the National Cancer Institute, we thank you in advance for your cooperation.

Best regards,

Kimberley Raue
Westat Survey Manager for CFPF
600 Research Blvd.
Rockville, MD 20850
1-800-937-8281, ext. 3865 (toll free) or 301-294-3865
kimberleyraue@westat.com

NCI CANCER PREVENTION FELLOWSHIP PROGRAM EVALUATION

Dear [NAME OF CPFP APPLICANT], *[WE WILL USE MAIL MERGE TO CUSTOMIZE]*

I am contacting you today on behalf of the National Cancer Institute (NCI). The NCI has contracted with Westat, an independent research firm located in Rockville, Maryland, to conduct a comprehensive evaluation of the NCI's Cancer Prevention Fellowship Program (CPFP). Westat will be conducting an online survey of applicants to the NCI Cancer Prevention Fellowship. The Federal Office of Management and Budget (OMB) has approved the survey (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx). The survey will take approximately 20 minutes to complete.

- **Why is NCI conducting the study?** NCI is conducting the study to collect information on the careers and experiences of applicants to the CPFP at NCI. The data collected by this evaluation will provide NCI with a better understanding of how the CPFP was implemented and assist NCI's leadership in enhancing the quality of the program. The evaluation will also assist NCI and other institutions in making decisions about future program initiatives to improve postdoctoral training.
- **Who is included in the study?** To evaluate CPFP, NCI chose three groups of population.
 - Cancer Prevention Fellows at the NCI who completed at least one year in the program.
 - Applicants who applied to the NCI's CPFP, were interviewed by the entire CPFP Scientific Education Committee, but were not selected.
 - Postdoctoral fellows or other early career scientists who were recipients of funding from NCI through the F32 mechanism who had relevant cancer oriented projects.
- **How does NCI protect the privacy of the information that survey participants provide?** The survey data are being collected by Westat; individual responses to the survey will not be shared with NCI staff. Personal information (including name) will be removed from survey data and a random ID code will be assigned to each participant. The information collected will be published in aggregate form only and will not identify individuals in any reports or presentations.

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On behalf of the National Cancer Institute, we thank you in advance for your cooperation.

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kimberleyraue@westat.com

NCI CANCER PREVENTION FELLOWSHIP PROGRAM EVALUATION

Dear [NAME OF F32 FELLOW], [WE WILL USE MAIL MERGE TO CUSTOMIZE]

I am contacting you today on behalf of the National Cancer Institute (NCI). The NCI has contracted with Westat, an independent research firm located in Rockville, Maryland, to conduct a comprehensive evaluation of the NCI's Cancer Prevention Fellowship Program (CPFP). Westat will be conducting an online survey of former F32 fellows who received grant support funding from the NCI to support cancer prevention and control-oriented research projects. The Federal Office of Management and Budget (OMB) has approved the survey (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx). The survey will take approximately 20 minutes to complete.

- **Why is NCI conducting the study?** NCI is conducting the study to collect information on the careers and experiences of former fellows who received funding from NCI through the F32 mechanism to support cancer prevention and control-oriented projects. The data collected by this evaluation will provide NCI with a better understanding of how the CPFP was implemented and assist NCI's leadership in enhancing the quality of the program. The evaluation will also assist NCI and other institutions in making decisions about future program initiatives to improve postdoctoral training.
- **Who is included in the study?** To evaluate CPFP, NCI chose three groups of population.
 - Cancer Prevention Fellows at the NCI who completed at least one year in the program.
 - Applicants who applied to the NCI's CPFP, were interviewed by the entire CPFP Scientific Education Committee, but were not selected.
 - Postdoctoral fellows or other early career scientists who were recipients of funding from NCI through the F32 mechanism who had relevant cancer-oriented projects.
- **How does NCI protect the privacy of the information that survey participants provide?** The survey data are being collected by Westat; individual responses to the survey will not be shared with NCI staff. Personal information (including name) will be removed from survey data and a random ID code will be assigned to each participant. The information collected will be published in aggregate form only and will not identify individuals in any reports or presentations.

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