

Dear [INVITEE NAME(S)]:

The Safe States Alliance and the National Center for Injury Prevention and Control (NCIPC) at the Centers for Disease Control and Prevention (CDC) are working together to better understand how state injury and violence prevention (IVP) programs are addressing traumatic brain injury (TBI) through their ongoing prevention activities. CDC would like to increase its efforts related to the primary prevention of TBI and is specifically looking to identify the best ways in which to assist states with their TBI primary prevention efforts. To inform these efforts, it is critical to gather expert information from individuals like you.

As a key stakeholder in TBI primary prevention activities in [NAME OF STATE], we would like to invite you and up to [INSERT NUMBER] of your TBI prevention partners to participate in a one-hour discussion group via teleconference. During this group discussion you will be able to talk about your experiences related to TBI prevention and provide your ideas about how CDC can better support state IVP programs in implementing and evaluating TBI primary prevention activities in your state. The information obtained from the discussion will be used to enhance CDC's efforts to assist state partners in improving and enhancing their TBI primary prevention activities. Any information shared during the discussion will only be used by the Safe States Alliance and CDC to inform the development of materials that could assist you and your partners' work. Further, *the information acquired will not be used by CDC to influence future funding decisions.*

Group discussions will be scheduled to take place from [START DATE] to [END DATE]. If you and your partners would like to participate in a group discussion please complete this web-based form [INSERT HYPERLINK] no later than [DATE]. The form will ask for your complete contact information, as well as contact information for each of the partners that you would like to participate in the group discussion. Your proposed group will receive a separate email to schedule your discussion date and time. Once your discussion is confirmed, each member of your discussion group will receive conference call instructions, as well as a copy of the discussion questions in advance.

If you have any questions about this process or Safe States and CDC's efforts to enhance TBI-related primary prevention activities, please let us know. We look forward to hearing from you.