

**{NCI Recruitment Email}**

Dear [NAME],

On behalf of the National Cancer Institute (NCI), we are reaching out to volunteers with the Office of Advocacy Relations to request participation in a telephone interview about Stories of Discovery, a new communication effort currently under way (OMB No. 0925-0642; Expiration Date: 08/31/2017). This collection of stories explores how NCI's role in cancer research has led to landmark developments in cancer prevention and treatment, has improved the lives of those fighting cancer, and continues to create hope for tomorrow. Participation in this interview is voluntary and should take about 30 minutes of your time. We will use the information collected through these interviews to guide story content and to disseminate stories to cancer advocates across the country. You do not need to be familiar with Stories of Discovery to participate.

If you are willing to participate, please respond to this e-mail, and we will forward your contact information to our team to schedule an interview with you.

More information about Stories of Discovery can be found at <http://www.cancer.gov/aboutnci/servingpeople/cancer-research-progress/discovery>.

Please direct any questions about the Stories of Discovery project to [INSERT NCI CONTACT NAME/EMAIL HERE].

We thank you for your time and consideration.

Sincerely,

[NAME, TITLE, CONTACT INFORMATION]

**{RTI Follow-up Email}**

Dear [NAME],

We received your name from the National Cancer Institute (NCI) about your interest in participating in an interview about the Stories of Discovery project (OMB No. 0925-0642; Expiration Date: 08/31/2017). This collection of stories explores how NCI's role in cancer research has led to landmark developments in cancer prevention and treatment, has improved the lives of those fighting cancer, and continues to create hope for tomorrow. We will use the information collected through these interviews to guide story content and to disseminate stories to cancer advocates across the country.

We are contacting you to schedule a date and time for your telephone interview. **If you are still interested in participating, please respond to this e-mail with your availability for the week of [DATE] and the best telephone number to reach you.**

Before participating in this interview, we ask that you read the story titled [INSERT STORY NAME HERE], which can be found on the Stories of Discovery website at <http://www.cancer.gov/aboutnci/servingpeople/cancer-research-progress/discovery>. You may want to take notes while you read this story and indicate what you liked and disliked. During the interview, we will ask questions about your general impressions of the story you read and the Stories of Discovery website, as well as how NCI can best share these stories with advocates like you. You may want to have your notes available during the interview.

Below is some more information about these interviews:

- Participation is voluntary and should take about 30 minutes of your time.
- NCI will use the information you provide to improve story content and to determine how to best share these stories with advocates like you.
- We will not use your name in any reports or e-mail communications with NCI about this interview.
- There are no risks to participating in this interview.
- Questions about Stories of Discovery can be directed to [INSERT NCI CONTACT NAME/EMAIL HERE].

We look forward to hearing from you.

Sincerely,

[NAME/CONTACT INFO]

**{RTI Thank You Email}**

Dear [NAME],

We thank you for participating in an interview about the National Cancer Institute (NCI) Stories of Discovery project (OMB No. 0925-0642; Expiration Date: 08/31/2017). The information you provided will help to guide NCI on story content and on how to best share these stories with advocates like you. We hope that this collection of stories will inform the public about landmark developments in cancer prevention and treatment research that will improve the lives of those fighting cancer. Again, we thank you for your support and time.

Sincerely,

[NAME]