

**Attachment B**  
**Email Correspondence to Extramural Researchers**  
**(Email invitation, Follow-Up, and Reminder)**

DRAFT e-Mail Text for  
Research Resources Extramural Investigator Interview Invitation  
Subject line: NCI invites your opinion

Dear Dr. [insert name of Extramural Researcher]:

Several years ago, NCI created a website hosting many of the research tools and services it supports for use by extramural investigators (<https://resresources.nci.nih.gov/>). NCI is re-examining whether such a resource is useful and beneficial to cancer investigators. As an experienced cancer researcher we are especially interested in your perspectives, opinions and insights on the utility of a web-based research resources portal to support your work, which should take no more than 30 minutes.

Therefore, I am inviting you to support our efforts by participating in a brief telephone interview. Interview data from all respondents will be aggregated and presented in summary form. Individual responses will be kept secure and private as permitted by law.

Within the week, you will receive an e-mail invitation from The Madrillon Group, who has been contracted to assist with this study, inviting you to schedule a call. If you have any questions please feel free to call Dr. Eddie Billingslea at 301-435-0093, or email him at [eddie.billingslea@nih.gov](mailto:eddie.billingslea@nih.gov).

On behalf of CRS, thank you for your consideration of this request to provide valuable input.

Sincerely,

*L. Michelle Bennett, PhD*  
*Director, Center for Research Strategy*  
*National Cancer Institute*  
[LMBennett@nih.gov](mailto:LMBennett@nih.gov)

DRAFT e-Mail Text for  
Research Resources Extramural Investigator Follow-up Correspondence  
Subject line: Special Request from NCI/NIH  
[Letter to be sent via email by Ms. Laura Sharon, The Madrillon project lead]

Dear Dr. [insert name of Extramural Researcher]:

As Dr. Michelle Bennett mentioned in her recent e-mail, colleagues at The Madrillon Group Inc. are conducting telephone interviews with experienced cancer researchers as part of an assessment of the need for and the utility of a web-based research resources portal. These interviews generally require no more than 30 minutes to complete. The purpose of this e-mail is to ascertain your availability for an interview sometime between March 21 and April 15 at your earliest convenience.

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,

Laura Sharon, M.A.  
Research Associate  
The Madrillon Group, Inc.  
8300 Boone Boulevard  
Suite 500  
Vienna, VA 22182  
703-232-9673  
[lsharon@madrillongroup.com](mailto:lsharon@madrillongroup.com)

DRAFT e-Mail Text for  
Reminder E-mail(s) from NCI/CSR to Research Resources Extramural Investigator(s)  
Subject line: Special Request from NCI/NIH  
[Letter to be sent via email by Ms. Laura Sharon, The Madrillon project lead]

Dear Dr. [insert name of Extramural Researcher]:

As Dr. Michelle Bennett mentioned in her recent e-mail, colleagues at The Madrillon Group Inc. are conducting telephone interviews with experienced cancer researchers as part of an assessment of the need for and the utility of a web-based research resources portal. These interviews generally require no more than 30 minutes to complete. 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,

Laura Sharon, M.A.  
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