

## ATTACHMENT J: Reminder Email

Date: [Insert date - 10 days after initial launch of the assessment]

To: NBCCEDP Program Directors [Note: Non-responders only]

From: Faye Wong, Branch Chief, Program Services Branch, Division of Cancer Prevention and Control

Re: Reminder! 2014 NBCCEDP Grantee Survey of Program Implementation

On [insert date], CDC launched a survey of NBCCEDP grantees to better understand how you are implementing the program. This survey will provide CDC data about activities conducted during DP12-1205 program year 2 by NBCCEDP grantees and identify important technical assistance and training needs. The results of this assessment are critical to improving the program. A report summarizing results will be generated for each grantee.

This online survey is estimated to take approximately 40 minutes to complete. The web-link closes on [actual date TBD pending OMB approval].

***Here are some details about the assessment you need to know:***

1. The person responsible for day-to-day management of the program should complete this survey.
2. The survey covers DP12-1205 Program Year 2 (PY2) ( 07/01/13 - 06/30/14)
3. We've tried to streamline questions to reduce your burden; the survey should take approximately 40 minutes to complete.
4. Your participation in this data collection is voluntary and your responses will be kept in a secure manner.
5. Please review the instructions before starting the survey.

**READY TO BEGIN? Take me to the assessment! [Link text to survey]**

If you have questions about the survey, please contact Stephanie Melillo at [bcu6@cdc.gov](mailto:bcu6@cdc.gov) or 770-488-4294. If you experience technical difficulties accessing the web-link or while you are completing the survey, please contact the IMS Help Desk, at [support@nbccedp.org](mailto:support@nbccedp.org).

Thank you for your time and continued partnership!