

## **Attachment 16**

**Email Invitation Letter – Web Survey – Affiliated Partners**

## 16. E-Mail Invitation to Participate in Web Survey Affiliated Partners

Dear <NAME>:

I am contacting you today because of your role as an affiliated partner collaborating with a university-based team of scientists as part of the State and Community Tobacco Control Research Initiative (SCTC). The SCTC research initiative includes 7 Research Project Sites and 1 Coordinating Center Site awarded through Cooperative Agreements: Emory University (PI Dr. Michelle Kegler), University of Illinois at Chicago Institute for Health Research and Policy (PI Dr. Frank Chaloupka), Mayo Clinic Arizona (PI Dr. Scott Leischow), University of North Carolina Chapel Hill (PIs Drs. Kurt Ribisl, Doug Luke, and Lisa Henriksen), University of California San Diego (PI Dr. Shu-Hong Zhu), University of California San Francisco (PI Dr. Pamela Ling), University of Illinois at Chicago (PI Dr. Sherry Emery), and the Research Triangle Institute (led by Drs. Matthew Farrelly, Carol Schmitt, and Todd Rogers).

By affiliated partners we mean any SCTC collaborators who are not SCTC grantees and are based outside of the funded research centers. Affiliated partners of SCTC research can include representatives at state or local tobacco control programs, public health and community based organizations, Federal or State agencies, organizations hired to consult on SCTC projects or workgroups, as well as other academic institutions.

On behalf of the National Cancer Institute (NCI) at the National Institutes of Health (NIH), we invite you to participate in an online survey for a process evaluation of the State and Community Tobacco Control Research Initiative (SCTC). We expect the survey to take approximately 20 minutes or less.

NCI established the SCTC Research Initiative as part of its effort to reduce tobacco use and its associated health burdens. It is intended to support innovative research that will yield immediate, actionable findings for state and community tobacco control programs and practitioners.

NCI is working with Westat, a nationally recognized independent research organization, to examine how the SCTC initiative is perceived and experienced by stakeholders directly involved in the project as well as those collaborating as Affiliated Partners. As an <ROLE>, your feedback is critical to understanding the program, its challenges, and successes.

Participation in the survey is voluntary, but your involvement will help ensure that SCTC and similar future efforts are successful. Information shared in the survey will be kept private to the extent provided by law. Data will be reported thematically in the aggregate and will exclude personal identifiers.

Thank you in advance for your cooperation in this important study. If you agree to participate, please follow the following link to begin the survey:

[\[Hyper-link to survey goes here\]](#)

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240-453-2603

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**Important Contact Information**

If you have questions about administration of the interview or the overall evaluation, please contact Dr. Michael Steketee. This communication, and all components of the evaluation, have been reviewed and approved by Dr. Elizabeth Ginexi at NCI at (240) 276-6765- or [lginexi@mail.nih.gov](mailto:lginexi@mail.nih.gov). If you have questions about your rights as a participant in this evaluation, please call the Westat Human Subjects Protections office at 1-888-920-7631.

**The federal Office of Management and Budget (OMB) has approved this survey (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx).**