

Attachment 19

Email Invitation Letter – Expert Panel

19. E-Mail Initial Invitation to Participate in SCTC Expert Panel

Dear <NAME>:

On behalf of the National Cancer Institute (NCI) at the National Institutes of Health (NIH), we invite you to participate in an Expert Panel for a process evaluation of the State and Community Tobacco Control Research Initiative (SCTC). We expect the session to take approximately 90 minutes.

As you know, 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.

The Expert Panels, comprised of 9 PIs and Co-PIs each, will take place during the annual SCTC conference held on the NCI Rockville campus scheduled for April 16 and 17, 2015. Additional details on time and room location will be provided in the conference agenda. These panels will be organized similarly to a focus group and will provide opportunities to reflect on initiative status and progress in a group setting.

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

Please respond to this e-mail to confirm your attendance in the panel. Thank you in advance for your cooperation in this important study.

Keith MacAllum, Ph.D.
Senior Qualitative Researcher
Westat NCI SCTC Evaluation
301-610-8854
keithmacallum@westat.com

Important Contact Information

If you have questions about administration of the interview or the overall evaluation, please contact Dr. Keith MacAllum. 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. 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 Expert Panel (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx).