

## **Attachment 21**

**Email Reminder – Web Survey – Affiliated Partners**

## 21. E-Mail Reminder to Participate in Web Survey Affiliated Partners

Dear <NAME>:

I am contacting you today on behalf of the National Cancer Institute (NCI) at the National Institutes of Health (NIH) as a reminder of our request for your participation in an online survey for a process evaluation of the State and Community Tobacco Control Research Initiative (SCTC). We expect the survey to take 20 minutes or less to complete.

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.

By affiliated partner we mean an SCTC collaborator who is not an SCTC grantee and is 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.

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 confidential 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]

Michael Steketee, Ph.D.  
Senior Study Director  
Westat NCI SCTC Evaluation  
240-453-2603  
[michaelsteketee@westat.com](mailto:michaelsteketee@westat.com)

### 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).**