

## **Attachment 24**

**Telephone Follow-up Reminder – Web Survey**

## 24. TELEPHONE FOLLOW-UP Reminder about SCTC online web survey

Hello <NAME>:

My name is \_\_\_\_\_. I am with a research firm called Westat and I am following up on your interest to participate in an online survey for the State and Community Tobacco Control Research Initiative (SCTC).

[Await response]

On behalf of the National Cancer Institute (NCI) at the National Institutes of Health (NIH), we appreciate your willingness to participate. As explained in the e-mail correspondence we expect the survey to take approximately 20 minutes or less.

According to our records you are a <PI, Co-PI, or Affiliated Partner> in this initiative, is that correct?

[Await response. If affirmative skip next paragraph and continue. If negative read the following paragraph to prompt their memory and ensure they are not involved in this initiative]

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. Does that help remind which project we are talking about?

[Await response. If affirmative continue. If negative, thank individual and discontinue call]

I want to remind you that participation in the interview is voluntary. All 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.

Do you have the link to the online survey?

[If yes, skip next paragraph. If not, read the following paragraph].

OK, I can send you that link via email right now. Are you at a computer to confirm receipt?

[Await response and proceed accordingly]

We look forward to your completion of the survey. Thank you for your cooperation in this important study.

### **Important Contact Information: Refer to as necessary**

If you have questions about administration of the survey or the overall evaluation, please contact Dr. Michael Steketee at 240-453-2603 or michaelsteketee@westat.com. 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.