

Attachment 25

Telephone Follow-up Reminder – Telephone Interview

**25. TELEPHONE FOLLOW-UP Reminder to Participate in SCTC Telephone Interview
(Telephone calls would follow second unanswered e-mail request)**

Hello <NAME>:

My name is _____. I am with a research firm called Westat and I am following up on an e-mail request we sent you in reference to the State and Community Tobacco Control Research Initiative. How are you today?

[Await response]

On behalf of the National Cancer Institute (NCI) at the National Institutes of Health (NIH), we are inviting you and other [tobacco control] stakeholders to participate in a telephone interview for a process evaluation of the State and Community Tobacco Control Research Initiative (SCTC). The federal Office of Management and Budget (OMB) has approved the interview guide (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx). We expect the interview to take approximately 40 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]

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 a < PI, Co-PI, or Affiliated Partner >, your feedback is critical to understanding the program, its challenges, and successes.

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

Can we go ahead now and schedule a mutually agreeable time for this interview?

[If possible, schedule interview now. If not possible, read the following paragraph].

OK, a member of our research team will follow-up with you to schedule a mutually agreeable time for the interview. When should I have them call you back?

[Await response and proceed accordingly]

Great. Thank you for your cooperation in this important study.

Important Contact Information: Refer to as necessary

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.