

Attachment 28

Email Confirmation for Telephone Interview

28. E-Mail Confirmation for Telephone Interview

Dear <NAME>:

Thank you for agreeing to participate in a telephone interview to reflect on your perceptions and experience with NCI's State and Community Tobacco Control Research Initiative (SCTC). As a <ROLE>, your feedback is critical to understanding the program, its challenges and successes.

This e-mail is to confirm our call for <DATE and TIME>. [If time needs to be reconfirmed or rescheduled: A member of our team will call you at <TEL NUMBER>.]

The interview will cover the following topics: (1) Collaboration and Networking; (2) Processes and Activities used to develop the dissemination products; and (3) the Dissemination Products themselves.

We expect the interview to take approximately 40 minutes. As you know, participation in the interview is completely 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. We are planning to audio-record the interview to enable our team to accurately capture your responses. The audio tape will be destroyed after the data has been transcribed. We will ask for your informed consent before beginning the interview.

Thank you again for your cooperation in this important study.

Best,

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 the interview (OMB No.: 0925-xxxx, Expiration Date xx/xx/20xx).