

Attachment 27

Telephone Script to Schedule Telephone Interview

**27. TELEPHONE SCRIPT to Schedule SCTC Telephone Interview
(Telephone calls would follow second unanswered e-mail request)**

OMB No: 0925-XXXX
Expiration Date: xx/xx/20xx

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of study participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from the study at any time. Refusal to participate will not affect your benefits in any way. The information collected in this study will be kept private to the extent provided by law. Names and other identifiers will not appear in any report of the study. Information provided will be combined for all study participants and reported as summaries. You are being contacted to participate in this data collection so that we can evaluate the State and Community Tobacco Control (SCTC) Research Initiative.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-XXXX). Do not return the completed form to this address.

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.