

## Cancer Control Leadership Forum Email and Phone Interview Scripts

### Pre-Forum Country Team Assessment Request Email Scripts

#### Script for Leadership Forum Lead (First Attempt):

Dear **Dr. TBD**,

Thank you for agreeing to participate in the upcoming Cancer Control Leadership Forum, we look forward to working with you and your country team on this program. I am writing to request you and your team complete the Pre-Forum Country Team Assessment prior to the start of the Forum.

As the country team lead and point of contact (POC), you should work with the individuals who will be coming to the Forum to complete this assessment. The following steps are suggested to complete the assessment: 1) send the assessment form to your colleagues; 2) discuss how the questions should be answered; 3) submit the form to the Leadership Forum Lead at [ForumLeadEmail@mail.nih.gov](mailto:ForumLeadEmail@mail.nih.gov)

This Pre-Forum Country Team Assessment is designed to help inform the development, design and outcomes of the Cancer Control Leadership Forum. The results of the assessment can also be used by countries to assess their current status regarding development and implementation of a national cancer control plan, including the creation of a national level partnership to support plan development and implementation. This information is being collected by the U.S. National Cancer Institute (NCI).

Please contact me if you have any questions, I am happy to assist.

Best regards,

**Leadership Forum Lead**

#### Script for Leadership Forum Lead (Second Attempt 1 week after First Attempt):

Dear **Dr. TBD**,

Thank you for agreeing to participate in the upcoming Cancer Control Leadership Forum, we look forward to working with you and your country team on this program. I am writing to follow-up on my request you and your team complete the Pre-Forum Country Team Assessment prior to the start of the Forum.

This Pre-Forum Country Team Assessment is designed to help inform the development, design and outcomes of the Cancer Control Leadership Forum. The results of the assessment can also be used by countries to assess their current status regarding development and implementation of a national cancer control plan, including the creation of a national level partnership to support plan development and implementation. This information is being collected by the U.S. National Cancer Institute (NCI).

As the country team lead and point of contact (POC), you should work with the individuals who will be coming to the Forum to complete this assessment. The following steps are suggested to complete the assessment: 1) send the assessment form to your colleagues; 2) discuss how the

questions should be answered; 3) submit the form to the Leadership Forum Lead at [ForumLeadEmail@mail.nih.gov](mailto:ForumLeadEmail@mail.nih.gov)

Please contact me if you have any questions, I am happy to assist.

Best regards,  
[Leadership Forum Lead](#)

### **Three-Month Post-Forum Call Request Email Scripts**

#### **Script for Country Team Facilitator (First Attempt):**

Dear [Dr. TBD](#),

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to serve as your team's facilitator at the Forum. I am writing to request a three-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
[Country Team Facilitator](#)

#### **Script for Leadership Forum Lead (Second Attempt 1 week after First Attempt):**

Dear [Dr. TBD](#),

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to organize the Forum and to meet you there. I am writing to follow up on [Country Team Facilitator's](#) request for a three-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
Leadership Forum Lead

### **Three-Month Post-Forum Call Introduction Script**

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program at the three-month time point after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

All information obtained will be kept secure, to the extent provided by law. NCI is collecting this information with Office of Management and Budget clearance under OMB number TBD, expiration date TBD. Public reporting burden for this collection of information is estimated to average 60 minutes per telephone interview including the time for reviewing instructions, searching existing data sources, gathering and maintaining the information needed, and responding to questions.

### **Six-Month Post-Forum Call Request Email Scripts**

Script for Country Team Facilitator (First Attempt):

Dear Dr. TBD,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to serve as your team's facilitator at the Forum. I am writing to request a six-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
Country Team Facilitator

Script for Leadership Forum Lead (Second Attempt 1 week after First Attempt):

Dear **Dr. TBD**,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to organize the Forum and to meet you there. I am writing to follow up on **Country Team Facilitator's** request for a six-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
**Leadership Forum Lead**

#### **Six-Month Post-Forum Call Introduction Script**

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program at the six-month time point after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

All information obtained will be kept secure, to the extent provided by law. NCI has obtained Office of Management and Budget clearance to collect this information under OMB number **TBD**, expiration date **TBD**. Public reporting burden for this collection of information is estimated to average 60 minutes per telephone interview including the time for reviewing instructions, searching existing data sources, gathering and maintaining the information needed, and responding to questions.

#### **12-Month Post-Forum Call Request Email Scripts**

##### **Script for Country Team Facilitator (First Attempt):**

Dear **Dr. TBD**,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to serve as your team's facilitator at the Forum. I am writing to request a 12-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
Country Team Facilitator

Script for Leadership Forum Lead (Second Attempt 1 week after First Attempt):

Dear Dr. TBD,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to organize the Forum and to meet you there. I am writing to follow up on Country Team Facilitator's request for a 12-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
Leadership Forum Lead

### **12-Month Post-Forum Call Introduction Script**

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program at the 12-month time point after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

All information obtained will be kept secure, to the extent provided by law. NCI has obtained Office of Management and Budget clearance to collect this information under OMB number TBD, expiration date TBD. Public reporting burden for this collection of information is estimated to average 60 minutes per telephone interview including the time for reviewing instructions,

searching existing data sources, gathering and maintaining the information needed, and responding to questions

### **24-Month Post-Forum Call Request Email Scripts**

#### **Script for Country Team Facilitator (First Attempt):**

Dear **Dr. TBD**,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to serve as your team's facilitator at the Forum. I am writing to request a 24-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
**Country Team Facilitator**

#### **Script for Leadership Forum Lead (Second Attempt 1 week after First Attempt):**

Dear **Dr. TBD**,

Thank you for participating in the recent Cancer Control Leadership Forum, it was a pleasure to organize the Forum and to meet you there. I am writing to follow up on **Country Team Facilitator's** request for a 24-month post-Forum follow-up phone call with you as the team lead and point of contact for your country team.

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute (NCI) to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

Please send me 2-3 date/time options for the phone call and I will confirm and get back to you with the teleconference information.

Best regards,  
**Leadership Forum Lead**

## 24-Month Post-Forum Call Introduction Script

The primary purpose of this phone call is to provide continuing technical support on cancer control planning and implementation within the NCI Cancer Control Leadership Forum Program at the 24-month time point after your attendance at the Leadership Forum. In addition, your candid responses to questions will allow the U.S. National Cancer Institute to assess whether the program's objectives are being met, and provide insight into how we can improve future program efforts. This information is being collected by NCI.

All information obtained will be kept secure, to the extent provided by law. NCI has obtained Office of Management and Budget clearance to collect this information under OMB number **TBD**, expiration date **TBD**. Public reporting burden for this collection of information is estimated to average 60 minutes per telephone interview including the time for reviewing instructions, searching existing data sources, gathering and maintaining the information needed, and responding to questions