

## Attachment G— Web-based Assessment Invitation Email

### NCCCP Grantee Invitation Email

Subject: Invitation to the Cancer Survivorship Needs Assessment

Dear <Name of NCCCP Grantee>

On behalf of the Division of Cancer Prevention and Control (DCPC) at CDC, **we would like to invite you (or a designee) to participate in a cancer survivorship needs assessment for the grantees funded by the National Comprehensive Cancer Control Program.** You recently received an advanced notification email about this assessment from CDC requesting your participation.

The purpose is to assess the cancer survivorship needs of comprehensive cancer control (CCC) programs, and to identify the types of activities, resources, and materials that could help the CCC programs address those needs. This assessment also asks how the activities undertaken and materials produced by the National Cancer Survivorship Resource Center (NCSRC) have met the survivorship needs of CCC programs. Findings from this assessment will be used to support DCPC's efforts to ensure that cancer survivors' public health needs are being met, and will inform future survivorship technical assistance provided to the NCCCP grantees. We expect the assessment to take 30 minutes to complete.

#### **How to participate in the web-based assessment:**

- Click on the "Take the Assessment" link provided below to start.
- Referring a designee: If there is another staff person in your program who is most familiar with survivorship-related activities, then they can complete the assessment as your designee. Please reply to this email message along with the name and email address of your designee, and we will send the invitation directly to her/him. Please do not forward this email to your designee - we would like to send the invitation and all other follow-up messages directly to the designee without adding more mail to your inbox!

Your (or your designee's) participation in the assessment is voluntary. Should you (or your designee) choose to participate, your answers will be maintained in a secure manner and your responses will not be linked to you personally. You (or your designee) may choose not to participate in this assessment, or to terminate your involvement at any time, without penalty to you or your grant funding.

If you have any questions about how to participate in the web-based assessment, please contact Battelle's coordinator, <name> at <telephone number> or <email address>. If you have any questions about your rights as a participant, please contact Battelle at 1-877-810-9530, extension 500.

We hope that you will help us with this important assessment. Thank you in advance for your time and cooperation.

<TAKE THE ASSESSMENT>

Sincerely,

<Name>

Online Assessment Coordinator

Battelle

<telephone number>

<email address>