

Attachment E - Reminder Email

Dear [NAME],

I am writing to follow-up on an email I sent last week about scheduling an interview for the assessment of CDC's Prevention for States (PFS) program. We are conducting the interviews on behalf of the Centers for Disease Control and Prevention. As part of this data collection initiative, we are conducting telephone interviews with PFS awardees to assess the implementation of the PFS program activities and identify the conditions under which these activities are effective and for whom. In your state, we will focus on the implementation of [LIST ACTIVITY/ACTIVITIES].

Given your role in PFS activities in [STATE NAME], we are reaching out to request your participation in a telephone interview regarding the above listed activities. If you are unable to participate or feel another individual would be better suited for this interview, you may request that person participate.

The interview will take approximately 2 hours. Your participation in this interview is completely voluntary, however we hope that you will be willing to share your experiences with us. You may choose to skip questions or stop the interview at any time—that will not in any way impact the funding or your ability to receive technical assistance from CDC. We would also like to record the conversation to accurately document the questions and your responses. Any information you provide during our conversation will be kept secure and no information or quotes will be publicly linked to you. After transcription of our conversation is complete, the recording will be deleted and no personally identifiable information will be retained. All data will be reported in aggregate form within all reports and potential publications.

Below we provide some potential times for scheduling an interview. Would any of the following be amenable? If not, please propose a few alternate times.

[LIST DATES AND TIMES IN ET AND RESPECTIVE LOCAL TIME ZONE]

If you have additional questions about the interview, please do not hesitate to contact the project director, Dr. William Zule (zule@rti.org/919-485-2797), or the associate project director, Dr. Heather Kane (hkane@rti.org/919-541-6738).

Thank you so much and we look forward to speaking with you.

Warm regards,

[SIGNATURE]