

Attachment 7F: Regional Grant Writing Invitation

Email Invitation

To: [NAME] Regional Grant Writing Workshop Participant

From: Resource Mailbox Managed by NCI

Subject: Request: Study of [REGION] Regional Grant Writing Workshop

Thank you for your participation in the [REGION] Regional Grant Writing Workshop! I invite you to complete a brief survey about your participation. Your responses to these questions will help NCI study the outcomes of this workshop to improve future workshops.

All information obtained will be kept secure to the extent provided by law and data will be analyzed by NCI staff. This survey consists of 20 questions and can be completed in approximately thirty minutes. You do not need to complete this survey in one sitting. There are no risks or no direct benefits to you for participating in the survey. Information collected will provide NCI with valuable data and evidence to assess the effectiveness of the [REGION] Regional Grant Writing Workshop for future planning and improvement.

If you agree to participate, please click the link below and complete the survey.

INSERT LINK

If you have any questions regarding the survey, please contact Dr. Makeda Williams directly (willimak@mail.nih.gov).

I sincerely appreciate your time in completing this survey. Thank you in advance for your participation!

Sincerely,

Dr. Makeda J. Williams
Center for Global Health
National Cancer Institute

Phone Invitation

INTRODUCTION: Hello, may I speak with [RESPONDENT NAME]?

[IF NOT AVAILABLE, ASK]: When would be a good time to reach [RESPONDENT]? **[RECORD BEST DAY AND TIME.]**

IF SOMEONE OTHER THAN RESPONDENT ASKS REASON FOR CALL: My name is [INTERVIEWER NAME, and TITLE]. I'm calling on behalf of the National Cancer Institute's Center for Global Health about a study of the Center's [PROGRAM NAME], which [RESPONDENT NAME] participated in.

IF RESPONDENT IS AVAILABLE: Hello, my name is [INTERVIEWER NAME]. I'm calling on behalf of the National Cancer Institute's Center for Global Health. You participated in [PROGRAM NAME and DATE], and I would like to invite you to complete a brief survey about your experiences with the [PROGRAM NAME.] The National Cancer Institute's Center for Global Health is asking all participants of [PROGRAM NAME] to complete this survey. Your candid responses to questions will allow the Center to assess the outcomes of this workshop and improve future workshops and conferences.

Would you be willing to participate in this survey?

[IF YES] What is the best email address for me to send you the survey? [RECORD EMAIL ADDRESS]. Thank you very much for your willingness to participate. We look forward to receiving your completed survey.

[IF NO] Thank you very much for your time and have a wonderful day.