

CDC Letterhead

Date

Program Director Name

Address

City State Zip

Dear <name of program director>:

The Centers for Disease Control and Prevention (CDC) has asked Battelle to conduct a survey of CDC-funded comprehensive cancer control (CCC) programs. The survey is part of a larger comprehensive evaluation of a pilot program (also known as the 1017 program) in which CDC awarded additional funds to 13 CCC programs to increase their focus on Policy, System, and Environmental (PSE) change strategies.

As part of the evaluation, we are interested in learning more about **all** CCC programs that use data and scientific evidence to educate and inform decision makers about cancer-related PSE changes. We are also interested in learning about the activities of your non-federally funded community partners who engage in activities that support those strategies. Findings from this survey will help CDC understand how CCC programs achieve PSE change. The results will also guide the provision of technical assistance to CCC programs.

We would like to invite you to participate in the **CCC Program Director Survey**. This is a two-part survey. You will be asked to complete one survey now and a second survey 18-24 months from now. Shortly, you will receive an e-mail message from Battelle with a link to the website and instructions on how to complete the on-line survey.

Your participation in the survey is voluntary. Should you choose to participate, your answers will be maintained in a secure manner and your responses will not be linked to you personally or to your program individually. You may choose not to participate in this survey, or to terminate your involvement at any time, without any penalty to you or your program.

If you have any questions about this survey or the evaluation, please contact Battelle's study director Carlyn Orians at 206-528-3320, or CDC's technical lead Angela Moore at 770-488-3094. If you have any questions about your rights as a research participant, please contact Chair, Battelle Institutional Review Board, at 1-877-810-9530, extension 500.

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

Sincerely,

<name and signature of CDC/DCPC staff person>