

**Emails to be sent to states:**

**Invitation to participate:**

Title: National Academies of Sciences, Engineering, and Medicine - Genomics and Population Health

Text:

Dear [Names of state officials],

My name is Siobhan Addie and I am an Associate Program Officer with the Roundtable on Genomics and Precision Health at the National Academies of Sciences, Engineering, and Medicine. I am contacting you on behalf of the participants of the Genomics and Population Health Action Collaborative, an ad hoc activity associated with the Roundtable. The goal of the action collaborative is to improve the integration of evidence-based genomic tests and applications at the population level in order to improve health and reduce disparities.

The Implementation Working Group of the action collaborative is interested in learning about cancer and genomics initiatives in [State], specifically about programs that focus on Hereditary Breast and Ovarian Cancer and Lynch syndrome. We are in the process of reaching out to state health officials across the country who are involved in genetics, state cancer registries, and comprehensive cancer control programs. The information that we are collecting will help us to prepare an online resource guide for state health officials who are interested in developing or expanding cancer genomics programs.

A small group from the action collaborative would like to set up a 1 hour conference call with the [number of state officials participating, usually three] of you in order to help us learn more about facilitators and barriers to the integration of genomics programs in [State].

Please let me know by [Date] if you are available to participate in that conference call. I would be happy to provide you with the list of topics the group is interested in, and work with you and your staff to find a convenient time for the call.

We greatly appreciate your time and assistance.

Sincerely,

Siobhan

**Scheduling email:**

Title: RE: National Academies of Sciences, Engineering, and Medicine - Genomics and Population Health

Text:

Dear [Names of state officials],

Thank you very much for your willingness to participate. We are looking forward to learning more about the programs in [State]. On this email I have copied in the action collaborative participants who may be joining the conference call.

If everyone on this email could please fill out this availability poll (doodle poll) by **[Date]** it will help us find a good time and date for the call. I will send around an Outlook invitation with dial-in information and more details once we identify a suitable time.

Feel free to let me know if you have any questions.

Thanks again!  
Siobhan

**Calendar invitation:**

Title: Informational Interview with Genomics and Population Health Action Collaborative

Text:

Hi all,

We are looking forward to learning more about genomics activities related to hereditary cancer in the state of Georgia.

Attached are the questions that the action collaborative participants would like to learn more about during the call.

Best wishes,

Siobhan