

Attachment 6b: Participant Email Template

Subject: Invitation to Participate in State Synergy Survey

Dear [Insert Name],

ICF International, a research and consulting agency has been contracted by the Centers for Disease Control and Prevention (CDC) to conduct a national evaluation of the *State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health* (referred to as 1305) cooperative agreement. You recently received an email from your CDC project officer regarding the 1305 national evaluation and your potential participation in the State Synergy Survey. The survey is intended to document the collaboration and partnerships related to 1305 within your agency, we would like to invite each state health department funded by 1305 to participate.

In addition, we need your help to disseminate the survey to your staff. **Please share this email (including the survey link below) with staff within your state program who are directly involved in the planning and/or implementation of the 1305 program.** Relevant staff may include: program managers/directors, program evaluators, epidemiologists, and program staff with subject matter expertise in one or more of the four categorical areas (i.e., heart disease and stroke; diabetes; nutrition, physical activity, and obesity; and school health). While there is no minimum or maximum number for staff participation, we ask that you forward the survey to all relevant staff members to ensure that we gather meaningful information from funded programs.

Your participation is voluntary. We will not link specific responses to the respondents who provide them. The survey should take no more than 45 minutes to complete.

Click **HERE** [hyperlink] to complete the State Synergy Survey online by [Insert Due Date]. Please encourage participants to respond as soon as possible.

If you do NOT wish to participate or have any questions or concerns about the survey, please feel free to contact Dara Schlueter, ICF Senior Associate, at 404-592-2190 or Dara.Schlueter@icfi.com. If you have any questions regarding the national evaluation in general, please contact Phyllis Ottley, ICF Project Director, at 404-321-3211 or Phyllis.ottley@icfi.com, or Rachel Davis, CDC Contracting Office Representative, at 404-488-4825 or bkf4@cdc.gov.

Thank you,

Dara Schlueter

[Insert Email Signature]