

## Attachment 7B: Invitation For Cancer Control Planning

### For Ministry of Health Participants

#### Email Invitation

To: [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting Attendees  
From: Resource Mailbox Managed by NCI

Subject: Request: Study of [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting

The National Cancer Institute invites you to complete a brief survey about your participation in the [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting held on [DATE]. Your responses to these questions will help the National Cancer Institute assess the outcomes of this workshop and improve future workshops and conferences.

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 13 questions and can be completed in approximately twenty minutes. You do not need to complete this survey in one sitting. There are no risks to participating in this survey. There are no direct benefits to you for participating in the survey; however, information collected will provide NCI with valuable data and evidence to assess the effectiveness of the [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting, identify opportunities for improvement, and inform future program decisions.

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

**INSERT LINK**

Thank you in advance for your participation. Please do not hesitate to contact Kalina Duncan (Kalina.Duncan@nih.gov) if you have any questions. We sincerely appreciate your time assisting with this effort.

Sincerely,

Kalina Duncan  
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 study 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.

**For Non- Ministry of Health Participants**

Email Invitation

To: [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting Attendees  
From: Resource Mailbox Managed by NCI

Subject: Request: Study of [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting

The National Cancer Institute invites you to complete a brief survey about your participation in the [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting held on [DATE]. Your responses to these questions will help NCI assess the outcomes of this workshop and improve future workshops and conferences.

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 25 questions and can be completed in approximately thirty minutes. You do not need to complete this survey in one sitting. There are no risks to participating in this survey. There are no direct benefits to you for participating in the survey; however, information collected will provide NCI with valuable data and evidence to assess the effectiveness of the [COUNTRY] Cancer Control and Cancer Research Stakeholder Meeting, identify opportunities for improvement, and inform future program decisions.

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

**INSERT LINK**

Thank you in advance for your participation. Please do not hesitate to contact Kalina Duncan (Kalina.Duncan@nih.gov) if you have any questions. We sincerely appreciate your time assisting with this effort.

Sincerely,

Kalina Duncan  
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 study 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.