

Attachment C: Fellowship Survey Announcement

Proposed sender: [Fellowship Program Staff]

Cc: [DSEPD.Eval@cdc.gov](mailto:DSEPD.Eval@cdc.gov)

Subject: Your Opinion Matters! CDC [Fellowship name] Survey Coming Soon

Dear [Fellowship name] Alumni and Supervisors,

As the [insert fellowship name and program staff's job title, e.g. "EIS Program Chief"], I am committed to the continuous quality improvement of the [fellowship name] program.

For the first time, the CDC Division of Scientific Education and Professional Development (DSEPD) is conducting a survey of recent alumni and supervisors from seven fellowship programs. The survey will help us learn how well our fellowship programs prepare participants for a career in public health, the extent to which they benefit host sites, and opportunities for program improvement.

**In a few days, you will receive an email from the DSEPD Evaluation Team inviting you to participate.** Please look for an email from [DSEPD.eval@cdc.gov](mailto:DSEPD.eval@cdc.gov). Your participation is completely voluntary, and I encourage you to complete the survey. I am interested in learning how we can improve [fellowship name].

If you have questions or concerns, please reach out to the Evaluation Team at [DSEPD.eval@cdc.gov](mailto:DSEPD.eval@cdc.gov).

Thank you,

[Name and job title]

[Division, Center and CDC affiliation]

*Note: Program staff may edit this email to use language specific to their fellowship program (e.g., "officers" or "students" instead of "fellows").*