

Attachment 5c: Case Study Introductory Email

Dear _____,

My name is _____ and I am a member of the Case Study Team exploring training and technical assistance delivered by organizations funded by CDC to support the Centers for Disease Control and Prevention's funded programs. Recently Sarah O'Dell, the Project Manager, sent your organization an invitation, on behalf of ICF International and the Centers for Disease Control and Prevention, to participate in a case study.

I am hoping to schedule a telephone call with you to briefly discuss the project, including the purpose of the interviews, who we will want to interview, and any logistical issues we should be aware of beforehand. I will be able to answer any questions that you may have about our procedures and protocol.

To assist with scheduling the preparatory call, our team will be using Doodle, an on-line scheduling service. We have found that this service is very user friendly and we hope it will facilitate the process of scheduling since I am sure you and your organization are quite busy. Please refer to the Doodle request below, and indicate your availability for a 30 minute call to begin discussing the case study. I have entered my availability and I hope that we are able to solidify a time that will work for both of us.

If there is someone else that we should be communicating with about this matter, or if you would like us to include others in our correspondence, please let me know and I will certainly include them in future communication.

Thank you and I look forward to hearing from you!

[ICF Team Member Contact Information]

[Doodle web-link]