

Attachment 11a: In-depth Interview Introductory/Recruitment Email

Dear [prefix] _____:

Greetings! We are exploring the ways in which organizations have been supported and helped to build the capacity of the Centers for Disease Control and Prevention's (CDC) National Comprehensive Cancer Control (NCCCP) and State-Based Tobacco Control Programs via training and technical assistance (TTA). Specifically, CDC and ICF International are collaborating on this project to conduct an evaluation of organizations funded to support these programs under two different cooperative agreements, the *Consortium of National Networks to Impact Populations Experiencing Tobacco-Related and Cancer Health Disparities (DP13-1314)* (hereafter referred to as DP13-1314) and the *National Support to Enhance Implementation of Comprehensive Cancer Control Activities (DP13-1315)* (hereafter referred to as DP13-1315). Overall, the aims of this project are to: 1) gain a deeper understanding of the TTA provided across both cooperative agreements; 2) identify the critical factors that affected implementation of TTA; and 3) learn about which TTA activities are most effective in supporting CDC's program grantees. This evaluation will also provide the information and guidance needed to develop future TTA models to more effectively and efficiently support CDC's grantees and partner organizations.

You recently participated in web survey as a part of this work. You identified as a recipient of TTA from one or more of the TTA providers funded under DP13-1314 and/or DP13-1315. We are hoping that you are willing to participate in a 30 minute interview about the type, quantity, and quality of TTA received. Overall, the information gathered from this interview will contribute to CDC's understanding of the types of TTA activities that help to build and strengthen capacity among their funded programs.

Your answers will be kept private, meaning information that identifies you will not be shared with anyone. Participating in this project is voluntary. There is absolutely no penalty if you are not able to participate. We do hope that you will be willing to participate because we think we can learn a lot from you.

We will contact you in a few days to see if you are interested in participating. We will ask for a time that works best for you and answer any questions you might have. If you have any questions, please do not hesitate to contact me by phone at 404-321-3211 or e-mail project manager, Sarah O'Dell, at Sarah.Odell@icfi.com.

Thank you, and we look forward to speaking with you.
Sincerely,

[Insert ICF International Team Member Email Signature]