Application Approved Notice, with Data Submission Schedule (Example)

Subject line: Congratulations and Welcome to the CDC Diabetes Prevention Recognition Program (DPRP)!

Email body:

Your organization’s program has been awarded Pending Recognition in accordance with the criteria contained in the *CDC Diabetes Prevention Recognition Program Standards and Operating Procedures* (*DPRP Standards*) available at [www.cdc.gov/diabetes/prevention/recognition](http://www.cdc.gov/diabetes/prevention/recognition).

The CDC DPRP will evaluate the effectiveness of your program based on data you submit every 6 months beginning 6 months following the month of your DPRP Effective Date. You must submit your data in the format described in the *DPRP Standards* and upload your data file at [www.cdc.gov/diabetes/prevention/recognition](http://www.cdc.gov/diabetes/prevention/recognition).

Your organization information and DPRP evaluation data submission schedule are displayed below:

|  |  |
| --- | --- |
| Your Organization Name: | [organization name] |
| Your DPRP Assigned Organization Code: | [organization code] |
| Your DPRP Approved Date: | XX/XX/XXXX |
| Your Effective Date: | XX/XX/XXXX |

Your next and thereafter yearly data submission schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Data Collection Period From | Data Collection Period To | Data Reporting Period From | Data Reporting Period To |
| Next Data Submission | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX |
| Biannually Thereafter | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX |
| XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX |
| XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX |

If you have any questions about your participation in the DPRP, please contact us at [DPRPask@cdc.gov](mailto:DPRPask@cdc.gov). The subject line of your email should include your organization name and your assigned DPRP organization code.

Thank you for your commitment to helping people with prediabetes strive to prevent type 2 diabetes and improve their health through this program.

The CDC DPRP Team