

Attachment E: Introductory Email

FROM: Angela Moore

SUBJECT: National Comprehensive Cancer Control Program: Forthcoming Online Assessment

Dear NCCCP Program Directors,

We are writing to let you know that on **DAY, MONTH, DATE**, you will receive a request to participate in an online assessment.

As you may know, CDC is conducting an assessment of the National Comprehensive Cancer Control Program. The purpose of this collection is to assess National Comprehensive Cancer Control Program (NCCCP DP17-1701) awardees' [1] capacity to implement the program; [2] mobilization of partnerships; [3] approach to implementation and [4] achievement of outcomes. All DP17-1701 program directors are invited to participate in the assessment. Assessment findings will be shared throughout the DP17-1701 cycle and, ultimately, will be used to identify how CDC can make program improvements and assure a competent public health workforce.

Your response to this assessment is important because your feedback can help shape the National Comprehensive Cancer Control Program in years to come. Below are some additional details for what you can expect:

- The email invitation to participate in the assessment will come from **NAME (EMAIL ADDRESS)** at ICF on behalf of CDC.
- The subject line of the message will be ["Please complete by **MM/DD**: National Comprehensive Cancer Control Program Assessment"].
- The assessment consists of 39 questions and is expected take no more than 45 minutes to complete.
- ICF will store and maintain all assessment responses, without identifying information. Only aggregate information will be provided to CDC staff.
- We will ask that you complete the assessment no later than **DAY, MONTH, DATE**. Completing this assessment will indicate your consent to participate.

If you have any questions about the evaluation or the assessment, please feel free to contact **NAME** at **E-MAIL ADDRESS** or at **PHONE NUMBER**.

Thank you in advance for taking time to contribute your feedback to this evaluation!

Sincerely,

NAME

EMAIL SIGNATURE