

Attachment E: Web-based Data Collection Invitation Email

Subject Line: FEEDBACK REQUESTED: Help CDC improve its NOFOs

Body:

Dear [Name],

The Centers for Disease Control and Prevention (CDC) is seeking your feedback on developing an application for [NOFO number and title]. CDC is conducting an assessment of its new, non-research domestic NOFOs on the clarity and consistency of the application and project language, and the overall structure of the NOFO. Your feedback will help CDC identify aspects of the NOFO that work well and those that need further refinement. The findings from this assessment will be used to recommend improvements to the structure and guidance for future NOFOs.

Your name was listed as the “program point of contact” on the application that was submitted to CDC for [NOFO number]. **If you were not substantially involved with developing your agency’s application please forward this email and assessment link to the appropriate person in your organization.**

This brief assessment will take approximately 25 minutes of your time to complete. Please complete and submit your responses by [date]. Your participation is voluntary, and crucial to the success of CDC’s NOFO improvement efforts. A summary report of findings will be prepared using aggregate data only.

Please share your feedback here: [instrument link]

For your convenience, you can find a copy of [NOFO number and title] at this link: [grants.gov link]

We look forward to hearing from you. If you have any questions or concerns, please do not hesitate to contact Corinne Fukayama at mwx9@cdc.gov or call (404) 718-5715. We appreciate all feedback.

Thank you in advance for completing this data collection instrument, we greatly appreciate it.

Best regards,

Corinne Fukayama

Program Performance and Evaluation Office

Office of the Associate Director for Policy and Strategy

Centers for Disease Control and Prevention

(404) 718-5715 // mwx9@cdc.gov