

## Attachment G: Web-based Data Collection Reminder Emails 2

### Weeks 3 and 4 Reminders (sent only to those who have not responded)

**Subject Line:** REMINDER: Help CDC improve its NOFOs

**Body:**

Dear [Name],

This is a friendly reminder that you have [one/two] more week[s] to provide your feedback regarding developing an application for [NOFO number and title]. 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. **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 only take 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 Corinne Fukayama at [mwx9@cdc.gov](mailto:mwx9@cdc.gov) or call (404) 718-5715.

Thank you in advance for completing this data collection instrument.

Best regards,

Corinne Fukayama

Program Performance and Evaluation Office

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Centers for Disease Control and Prevention

(404) 718-5715 // [mwx9@cdc.gov](mailto:mwx9@cdc.gov)