

ATTACHMENT 18_E2A: 1ST AND 2ND FOLLOW-UP SURVEY INVITATION EMAIL (EXPECTT)

Form Approved
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Follow up 1 and 2 Survey Invitation Email for the Evaluation of the Public Education Campaign on Teen Tobacco (ExPECTT)

Subject Line: ExPECTT Survey

Dear [PARENT FNAME] [PARENT LNAME]:

Recently, you may have received a letter from RTI International about the next round of the U.S. Food and Drug Administration's (FDA's) Center for Tobacco Products' **Evaluation of the Public Education Campaign on Teen Tobacco (ExPECTT)**. We thank you and your child, **[Child's first name]**, for your continued help in this important study.

This study will provide FDA, policy makers, and researchers important information about youth exposure to public education messages on the health risks of smoking or using other tobacco products. FDA has hired RTI International, a not-for-profit survey research organization, to conduct the study.

Because your contribution is important, we will offer your child an incentive of **[ADD INCENTIVE AMOUNT]** if they complete the survey on-line on or before **[Early Bird Date]**, or **[ADD INCENTIVE AMOUNT]** if they complete the survey on-line after **[Early Bird Date]**. If your child does not complete the survey by **[Early Bird Date]** one of our field interviewers may contact you to set up a time for your child to complete the questionnaire in person.

If your child is not yet 18 years old, a parent or legal guardian must follow the steps to provide permission for her or him to complete the survey.

To complete this round of the study via a website on a personal computer, laptop, or tablet (the questionnaire cannot be accessed on a phone):

- 1. Open your web browser and type in the study website address: [\[ADD URL\]](#)**
- 2. Once you have reached the study website, type in the username and password exactly as shown below:**
Username: [Case ID]
Password: [Password]
- 3. Once you've typed in your username and password, you will see instructions for completing this round of the study.**

If your child is 18 years old, parental permission is not required. Your child can enter the username and password and begin.

Your help with this round of the study is voluntary, but greatly appreciated. All information provided by your child will be kept private to the fullest extent allowable by law and used only for statistical purposes. You or your household will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

If your child is over 18 and not living at home, please pass this information along to her or him as soon as possible, so they can complete the study online.

If you have any more questions about this study, you can call the ExPECTT project assistance line toll-free at [ADD TOLL FREE PHONE NUMBER. If you have a question about your rights as a study participant, you can call RTI's Office of Research Protection toll-free at (866) 214-2043.

Your help is very important to the success of this study, and I thank you in advance for your help.

Sincerely,

Matthew Farrelly, PhD
RTI International