

**ATTACHMENT 20\_E1A: 1<sup>ST</sup> AND 2ND FOLLOW-UP EMAIL SURVEY REMINDER 2 (EXPECTT)**

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

Dear [PARENT FNAME] [PARENT LNAME]:

Recently, we emailed you about the **Evaluation of the Public Education Campaign on Teen Tobacco (ExPECTT)** second follow-up survey, but our records show your child has not completed the survey. Your child, [ChildFname], is one of more than [ADD NUMBER] youth taking part in this study and their continued participation is critical to the success of this important research.

Please consider having your child complete the on-line survey as soon as possible. We will offer your child an incentive of [ADD INCENTIVE AMOUNT] if they complete by [ADD DATE].

**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 the on-line survey on a personal computer, laptop, or tablet (the questionnaire cannot be accessed on a phone):

- 1. Open your internet 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: [Username]**  
**Password: [Password]**
- 3. Once you've typed in your username and password, you will see instructions for completing this round of the study. Before your child can begin answering the survey questions, a parent or legal guardian must follow the steps to provide permission for her or him to complete the survey.**

**If your child is 18 years old, forward this email to them or pass along this information. You do not need to provide your permission for them to participate.**

The information collected by this study will improve our understanding of how public education campaigns affect youth's attitudes, beliefs, and behaviors toward tobacco use. Your participation 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.

I hope you choose to help with this important study. Thank you.

Sincerely,

Matthew Farrelly, PhD  
RTI International