

Attachment 12: TA Satisfaction Reminder Email

Dear ~Studentname~:

The Capacity Building Branch of the Division of HIV/AIDS Prevention (DHAP) at the Centers for Disease Control and Prevention (CDC) would like to thank you for participating in technical assistance for:

Request #: ~requestnumber~

Component: ~component~

Content Area: ~contentarea~

Provider: ~provider~

Date(s): ~dmdates~

Recently, we sent you an e-mail inviting you to participate in an online assessment to share feedback on your experience and the ways in which you have been able to apply what you learned during the technical assistance event. We recognize that you may have overlooked the prior e-mail invitation and are inviting you to complete the assessment now by clicking on this link

~URL~

This brief assessment should take approximately 15 minutes to complete. The aggregate results of the assessment will be used to improve future technical assistance activities.

Because customer feedback is critical to the success of our capacity building assistance (CBA) program, a contractor working with us on this assessment project will follow up with you via telephone, if you do not respond to this e-mail invitation by completing the assessment online.

Should you wish to decline participation in this assessment, please notify the interviewer when he/she contacts you. Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization.

Please feel free to send an e-mail to CBAEvaluations@cdc.gov, should you have any questions or concerns about this effort.

Again, we look forward to receiving your feedback on the technical assistance activity in which you participated.

Sincerely,

The Capacity Building Branch