

Attachment B2. Introductory/Invitation and Reminder E-mails for Partner Cost Data Collection

(From RTI)

Introductory/Invitation Email

Dear **[insert contact]**:

Good afternoon. We are contacting you because <name> at <SRCP grantee name> identified that your organization is an important partner to their Sodium Reduction in Communities Program (SRCP) work. As part of the CDC evaluation of SRCP, RTI International is conducting an analysis of the program implementation costs for SRCP partner organizations such as yours. This cost study will provide important information to health departments, partner organizations, and policymakers regarding the actual costs incurred by partner organizations implementing sodium reduction strategies as part of SRCP. As a key partner in SRCP we would like to request your participation in the SRCP cost study. Your participation in this study is voluntary. Your input will be invaluable for documenting the partner costs contributing to implementation of SRCP activities and will be essential for supporting future work.

Who:

Although we are reaching out to you as our initial contact, we welcome you to identify either yourself or, if needed, an alternate staff member to be the primary point of contact for the cost study. The person selected as the primary point of contact can be assisted by other program staff members whose daily responsibilities include financial management of the program.

What:

You will be asked to provide information on costs of key program activities as part of SRCP. RTI International will provide you with a cost survey for organizing your estimated costs. The survey should take about an hour to complete.

How:

RTI will provide individual technical assistance over the study period to provide you with all the help that you need to complete the tool.

When:

The cost survey will be distributed via email on **[insert date]**. We request that you submit data for the your costs to date by **[insert date]**.

We ask that you confirm your participation in the cost study and send us contact information for the staff member that will be the primary point of contact by **[insert date]**.

Thank you for your time and involvement in the SRCP evaluation.

Kind regards,

Reminder Email

Dear **[insert contact]**:

Good afternoon. We are contacting you because <name> at < SRCP grantee name > identified that your organization is an important partner to the <state Coverdell program name>. As part of the CDC evaluation of the Sodium Reduction in Communities Program (SRCP), we recently invited you to participate in the SRCP Cost Study. We have not yet received a response and wanted to follow-up in case you have any questions. As a reminder, this cost study is conducted by RTI International in partnership with CDC. Your participation in this study is voluntary. Your input will be invaluable for documenting the partner costs that contribute to implementation of SRCP activities and will be essential for supporting future work.

Who:

Although we are reaching out to you as our initial contact, we welcome you to identify either yourself or, if needed, an alternate staff member to be the primary point of contact for the cost study. The person selected as the primary point of contact can be assisted by other program staff members whose daily responsibilities include financial management of the program.

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Thank you for your time and involvement in the SRCP evaluation.

Kind regards,