

NCI Cancer Prevention Fellowship Program (CPFP)
Summer Training Strategy Focus Group
Recruitment Emails

Initial Email

Subject: Invitation to Participate in CPFP Needs Assessment

Dear Cancer Prevention Fellow:

You are invited to participate in a focus group discussion about training activities that occurred during your first summer as a Cancer Prevention Fellow (CPF). This focus group, sponsored by the Cancer Prevention Fellowship Program (CPFP) and moderated by Ann Maxson, is part of a needs assessment aimed at improving CPFP's summer learning programs and at further supporting new CPFs as they launch into mentored research at the NCI.

As you may know, the NCI Summer Curriculum will not be held in 2020. In an effort to respond to evolving training needs in the area of cancer prevention, the CPFP's summer training opportunities are being revised, with the expectation of updating learning designs, content, objectives, and delivery modes for an audience of fellows with diverse needs. We are excited for this opportunity to re-examine and re-imagine what our program can offer.

The focus group will include your CPF colleagues. During this meeting, you will have the opportunity to share your thoughts about the CPFP scientific and professional development curriculum you likely experienced during your first summer onsite as a CPF (e.g., CPFP New Fellow Orientation, NCI Summer Curriculum, etc.).

The focus group will be held on <Date> from <Time> until <Time> at <Location>. Although we hope you will join us, participation is voluntary. Please be assured that anything you say during the focus group will be stripped of direct identifiers through a process of de-identification. This means that CPFP staff will ensure that any information we include in our reporting deliverables does not identify you as the respondent.

If you wish to participate, please respond to this email by <Date>. More information and a calendar invitation will be sent to individuals who plan to attend.

You are welcome to contact us at ann.maxson@nih.gov or 240-276-5877 with any questions or concerns. We hope that you will be able to join us for this important discussion.

All the best,
Ann

Ann Maxson [C] | Learning & Development Specialist
Cancer Prevention Fellowship Program | National Cancer Institute
240-276-5877 | ann.maxson@nih.gov | cpfp.cancer.gov

Reminder Email

Subject: Still Time to RSVP - Invitation to Participate in CFPF Needs Assessment

Dear Cancer Prevention Fellow:

There is still time to get involved in a focus group discussion about training activities that occurred during your first summer as a Cancer Prevention Fellow (CPF). This focus group, sponsored by the Cancer Prevention Fellowship Program (CFPF) and moderated by Ann Maxson, is part of a needs assessment aimed at improving CFPF's learning programs and at further supporting new CPFs as they launch into mentored research at the NCI.

As you may know, the NCI Summer Curriculum will not be held in 2020. In an effort to respond to evolving training needs in the area of cancer prevention, the CFPF's summer training opportunities are being revised, with the expectation of updating learning designs, content, objectives, and delivery modes for an audience of fellows with diverse needs. We are excited for this opportunity to re-examine and re-imagine what our program can offer.

The focus group will include your CPF colleagues. During this meeting, you will have the opportunity to share your thoughts about the CFPF scientific and professional development curriculum you likely experienced during your first summer onsite as a CPF (e.g., CFPF New Fellow Orientation, NCI Summer Curriculum, etc.).

The focus group will be held on <Date> from <Time> until <Time> at <Location>. Although we hope you will join us, participation is voluntary. Please be assured that anything you say during the focus group will be stripped of direct identifiers through a process of de-identification. This means that CFPF evaluation staff will ensure that any information we include in our reporting deliverables does not identify you as the respondent.

If you wish to participate, please respond to this email by <Date>. More information and a calendar invitation will be sent to individuals who plan to attend.

You are welcome to contact us at ann.maxson@nih.gov or 240-276-5877 with any questions or concerns. We hope that you will be able to join us for this important discussion.

All the best,
Ann

Ann Maxson [C] | Learning & Development Specialist
Cancer Prevention Fellowship Program | National Cancer Institute
240-276-5877 | ann.maxson@nih.gov | cfpf.cancer.gov

Confirmation Email

Subject: Confirmation - Focus Group on CFPF Summer Learning Experiences

Dear <Name>:

Thank you for agreeing to join us for a focus group about training activities that occurred during your first summer as a Cancer Prevention Fellow (CPF). Use the attached Outlook appointment to add the focus group session to your calendar.

The focus group will be held on <Date> at <Location>. Please plan to arrive by <Time>. The focus group will begin promptly at <Time>.

Because I want to capture all your comments, the session will be recorded for transcription purposes. To ensure data privacy, all responses will be stripped of direct identifiers through a process of de-identification. This means that we, the CFPF team, will ensure that any information we include in our reporting deliverables does not identify you as the respondent.

If you would like further information about the focus group, please feel free to contact us at ann.maxson@nih.gov or 240-276-5877.

All the best,
Ann

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Cancer Prevention Fellowship Program | National Cancer Institute
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Reminder Email

Subject: Reminder - Focus Group on CFPF Summer Learning Experiences

Dear <Name>:

This is a friendly reminder to attend tomorrow's focus group about training activities that occurred during your first summer as a Cancer Prevention Fellow (CPF).

The interview will be held on <Date> at <Location>. Please plan to arrive by <Time>. We will begin promptly at <Time>.

Please feel free to contact us at ann.maxson@nih.gov or 240-276-5877 with any questions.

All the best,
Ann

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Thank You Email

Subject: Thank You for Your Participation - Focus Group on CFPF Summer Learning Experiences

Dear <Name>:

Thank you for your recent participation in our focus group, part of a needs assessment for the Cancer Prevention Fellowship Program's summer learning activities. Your contribution to our process for improving the CFPF's training curriculum is greatly appreciated.

I will send a copy of the focus group report for your information when it becomes available. Thank you for your ongoing support of the CFPF and future cohorts.

All the best,
Ann

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