ATTACHMENT 22: 1ST, 2ND, and 3RD FOLLOW-UP REMINDER LETTER (ExPECTT II)

Form Approved
OMB No. 0910-0753
Exp. Date 09/30/2019
RIHSC No. 18-009CTP

Follow up 1, 2, and 3 Reminder Letter for the Evaluation of the Public Education Campaign on Teen Tobacco Cohort II (ExPECTT II)

[Date]

[Address #2]
[City, State, Zip]

Dear [PARENT FNAME] [PARENT LNAME]:

Recently, we contacted you about the **Evaluation of the Public Education Campaign on Teen Tobacco (ExPECTT)** follow-up survey. As of [ADD DATE], our records show your child has not completed the survey. If your child has recently completed their survey, thank you for participating. Your child, **[Child First name]**, 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 survey as soon as possible. [IF THE LETTER IS SENT BEFORE THE END OF EARLY BIRD: Those that complete the survey through the website on or before [ADD DATE] will receive a $25 token of appreciation in the form of a check. Those who complete the survey through the website after [ADD DATE] or with one of our field interviewers will be offered $20 for participating.] [IF THE LETTER IS SENT AFTER THE EARLY BIRD PERIOD ENDS: Your child can complete the survey on the Web or in-person with one of our field interviewers. Those completing the survey through the website or with one of our field interviewers will be offered $20 as a token of appreciation.]

A parent or legal guardian must follow the steps to provide permission for her or him to complete the survey. If your child is over 18, parental permission is not required. Please pass this information along to her or him as soon as possible, so they can complete the study online.

To complete the survey through the website on a personal computer, laptop, or tablet (the questionnaire cannot be accessed on a phone):

1. **Open your interview 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]

   IMPORTANT: This Username and Password is unique to the specific child, **[Child's first name]**, and cannot be used for other children in the household.
3. **Once you've typed in your username and password, you will see instructions for completing this round of the study.**

This study will provide the U.S. Food and Drug Administration (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. The information collected by this study will also improve our understanding of how public education campaigns affect youth's attitudes, beliefs, and behaviors toward tobacco use. FDA has hired RTI International (RTI), a not-for-profit survey research organization, to conduct the study.

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 you have any more questions about this study, you can call the ExPECTT project assistance line toll free at (800) 608-2955. 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,

Jennifer Duke, PhD
RTI International

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