

## Appendix J. Reminder Email for Trainees/Scholars

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**Subject Line:** Reminder: Center for Tobacco Products, Food and Drug Administration Funded Trainee/Scholar Survey



Hello [FIRST NAME LAST NAME],

You were recently sent an invitation to complete an online survey for the U.S. Food and Drug Administration's (FDA) Center for Tobacco Products (CTP). We are reminding you about the email below that contains a link to the online survey that asks about your experiences participating in a Tobacco Centers for Regulatory Science (TCORS) or other CTP-funded training program or activity.

The survey is voluntary, but we request that you please take about 10 minutes to answer these questions, which will help the FDA improve future training programs for research scholars.

To participate, just follow the link below.

{SURVEY LINK}

Thank you!



The U.S. Food and Drug Administration's (FDA) Center for Tobacco Products (CTP) is inviting you to participate in a brief online survey to learn about your experiences as a trainee or scholar.

CTP is gathering data on the characteristics, activities, and impact of training programs on tobacco regulatory science research. CTP wants to hear your thoughts about your current or previous participation in a training program or activities through Tobacco Centers of Regulatory Science (TCORS) or other CTP-funded projects (e.g., individual research grants including R01, R03, R21 and U54). To participate in this survey online, follow the link below.

Paperwork Reduction Act Statement: The public reporting burden for this information collection has been estimated to average 1 minute per response (the time estimated to read, review, and complete). Send comments regarding this burden estimate or any other aspects of this information collection, including suggestions for reducing burden, to [PRASStaff@fda.hhs.gov](mailto:PRASStaff@fda.hhs.gov).

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{SURVEY LINK}

After clicking the link, you will be able to review the consent form and then continue to the survey questions.

Your help is voluntary, but very important; the survey will take about 10 minutes. Your participation will provide valuable information to help the FDA improve future trainee programs.

RTI International, a non-profit research institute in North Carolina, is conducting this research and will be following up with you by email to remind you about the survey. About 350 trainees and scholars are invited to participate. All information collected in the survey will be kept private. Responses will be reported in aggregate, and names or other identifying information will not be included in any reports or data sets.

Please take the survey in the next 10 days. If you have any questions about the study, you may contact the research team through the RTI International Project Director, Karen Crotty, at 919-541-6536, or email [kcrotty@rti.org](mailto:kcrotty@rti.org).

Thank you for your time and consideration to help make this survey successful.