

Appendix I. Email Notification for Principal Investigators and Training Directors

Form Approved
OMB No. 0910-NEW
Exp. Date XX/XX/20XX

[RTI Letterhead]

Date

«First Name Last Name»,
«Title»
«Address»
«City», «State» «Zip»

Dear «First Name LastName»,

The U.S. Food and Drug Administration's (FDA) Center for Tobacco Products (CTP) is conducting a survey with Tobacco Regulatory Science trainees and scholars. CTP is gathering data on the characteristics, activities, and impact of training programs on tobacco regulatory science. We are contacting you because you are the Principal Investigator or Training Director for one or more CTP-funded trainees. CTP would like to hear trainee thoughts about their current or previous participation in a training program through Tobacco Centers of Regulatory Science (TCORS) or other CTP-funded projects (e.g., individual research grants including R01, R03, R21 and U54). We are asking that you encourage your trainee or scholar to participate in the *Center for Tobacco Products, Food and Drug Administration Funded Trainee/Scholar Survey*.

RTI International, a nonprofit research organization in North Carolina, is collaborating with the CTP to conduct this survey as part of a comprehensive evaluation of CTP's Tobacco Regulatory Science research portfolio. The survey is voluntary and responses will be kept private. It should take about 10 minutes for trainees to complete. Trainee participation will help the FDA by providing valuable information that will help improve future trainee programs.

In the next few days, trainees will receive an email with a link to the online survey. We appreciate you encouraging your trainee(s) to participate and your support to help make this a successful study. If you have any questions, please contact the RTI Project Director, Dr. Karen Crotty, toll-free at 800-334-8571 x26536 or kcrotty@rti.org.

Thank you for your time.

Sincerely,

[signature]

Dr. Karen Crotty
RTI International

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