

## Attachment C2: Contact Information Request Email to Grantees (Pre-Survey Administration)

### Bureau of Health Workforce Substance Use Disorder Evaluation

#### Contact Information Request Email to Grantees (Pre-Survey Administration)

Dear *[SALUTATION (DR. MS. MR.)] [LAST NAME]*,

We are following up on an email we sent a few *[WEEKS/MONTHS]* ago regarding a national evaluation that NORC at the University of Chicago is conducting for the Bureau of Health Workforce (BHW) within the Health Resources and Services Administration (HRSA). As part of this evaluation, which focuses on BHW's substance use disorder programs, NORC is conducting several surveys. In our previous email, we mentioned we would be requesting your partner site and trainee contact information. **We need up-to-date contact information for current *[GRANT PROGRAM NAME]* trainees and points of contact at partner training sites.**

Attached to this email, you will find a template with the details we are requesting. You may use this template to input trainee and site contact information, or send it in another format, if easier. Please do not provide additional data elements beyond those requested. To ensure secure transfer, please send this information back to us in a password-protected zip file. We are also attaching a draft email that you may use to communicate with your partner sites and request their help, if needed, with collecting trainee contact information.

**Please return site and trainee contact information by *[DATE]*. Your assistance is critical, as we have no other way to get in touch with your sites and trainees.** Our next request is your participation in a survey about your experiences with *[GRANT PROGRAM NAME]*. We will send more information on this survey in the coming *[WEEKS/MONTHS]*. If you have any questions about our requests, please contact the NORC Evaluation Team at [BHWEval@norc.org](mailto:BHWEval@norc.org) or 1-800-XXX-XXXX. To learn more about our evaluation and NORC, visit our website: [norc.org/XXX](http://norc.org/XXX).

Thank you for your cooperation. We are grateful for your help.

Sincerely,

Kathy Rowan  
NORC Evaluation Team, Project Director