

## Attachment 6b: NBCCEDP Grantee Survey Reminder Email

Date: [Insert date - 10 days after initial launch of the assessment]

To: NBCCEDP Program Directors [Note: Non-responders only]

From: Faye Wong, Branch Chief, Program Services Branch, Division of Cancer Prevention and Control

Re: Reminder! [Program Year] DP17-1701 NBCCEDP Annual Grantee Survey

On [insert date], CDC launched a survey of NBCCEDP grantees to understand how you are implementing the program. The survey will provide CDC information about activities conducted during DP17-1701 [insert program year] by NBCCEDP grantees and identify important technical assistance and training needs. Survey results will be used to improve the program. A report summarizing results will be generated for each grantee.

### ***Here are some details about the survey you need to know:***

1. The person responsible for day-to-day management of the program should complete this survey.
2. The survey covers DP17-1701 [insert program year, start and end dates]
3. The survey should take approximately 45 minutes to complete.
4. Your responses will be kept in a secure manner.
5. Please review the instructions before starting the survey.

To complete the survey, click on the web-link below. The web-link closes on [actual date TBD pending OMB approval].

**READY TO BEGIN? Take me to the survey! [Link text to survey]**

If you have questions about the survey, please contact Stephanie Melillo at [bcu6@cdc.gov](mailto:bcu6@cdc.gov) or 770-488-4294. If you experience technical difficulties accessing the web-link or while you are completing the survey, please contact the IMS Help Desk, at [support@nbccedp.org](mailto:support@nbccedp.org).

Thank you for your time and continued partnership!