

**Attachment 7d: NBCCEDP Clinic-Level Data Collection Reminder Email**

Date: [Insert date - 10 days before closing date]

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 Clinic-Level Information Collection

Your annual submission of NBCCEDP clinic-level information is due in approximately **10 days** on [actual date TBD pending OMB approval]. NBCCEDP grantees are required to report a set of standardized data each year to CDC on all partner health systems and clinics where NBCCEDP activities are planned and implemented. Your information will be used to monitor program activities and assess outcomes.

The NBCCEDP clinic-level data entry system is accessed from the program website, [www.nbccedp.org](http://www.nbccedp.org), Clinic tab. If you have questions about the content, please contact your CDC Program Consultant. If you have questions related to the data entry system, please contact the IMS Help Desk at [support@nbccedp.org](mailto:support@nbccedp.org).

Thank you for your time and continued partnership!