

## Attachment 4d: CRCCP Survey Reminder Email

Date: [Date - 10 days after initial launch of the survey]

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

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

Re: Reminder! [Program Year] DP20-2002 CRCCP Annual Awardee Survey

On [date], CDC launched a survey of CRCCP awardees to understand how you are implementing the program. The survey will provide CDC information about activities conducted during DP20-2002 [program year] by CRCCP awardees. Survey results will be used to improve the program. A report summarizing results will be generated for each awardee.

### ***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 DP20-2002 [program year, start and end dates]
3. The survey should take approximately 15 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 [date].

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

If you have questions about the survey, please contact [CDC staff member] at [email address] or [phone number]. If you experience technical difficulties accessing the web-link or while you are completing the survey, please contact the IMS Help Desk, at [support@CRCCP.org](mailto:support@CRCCP.org).

Thank you for your time and continued partnership!