Appendix F. Lead Letter to Trainees/Scholars

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»,

On behalf of the U.S. Food and Drug Administration's (FDA) Center for Tobacco Products (CTP), you are invited to participate in the *Center for Tobacco Products, Food and Drug Administration Funded Trainee/Scholar Survey*. You were identified as a tobacco regulatory science trainee or scholar by your principal investigator or preceptor. CTP is gathering data on the characteristics, activities, and impact of training programs on tobacco regulatory science. CTP wants to hear your thoughts about your current or previous participation in a training program or training activities through Tobacco Centers of Regulatory Science (TCORS) or other CTP-funded project (e.g., individual research grants including R01, R03, R21 and U54).

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 your responses will be kept private. It should take about 10 minutes to complete. We encourage your participation to help the FDA by providing valuable information that will help improve future trainee programs.

In the next few days, you will receive an email with a link to the online survey.

We will not share your answers with anyone outside the research team. All data will be stored securely. No survey participant names or other identifying information will be included in any reports or data sets. 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 and for considering participation in this brief survey.

Sincerely,

[signature]

Dr. Karen Crotty
RTI International

Paperwork Reduction Act Statement: The public reporting burden for this information collection has been estimated to average 2 minutes per response (the time estimated to read, review, and complete). Send comments regarding this burden estimate or any other aspects of this information collection, including suggestions for reducing burden, to PRAStaff@fda.hhs.gov.