

Appendix D. Email to TCORS Funded Grant PIs for List of Trainees

Form Approved
OMB No. 0910--NEW
Exp. Date XX/XX/20XX

Hi [TCORS Program Manager],

We are conducting our annual update of the CECTR master directory and would like to request your assistance to ensure that the CECTR master directory is current for your TCORS. Please find attached a file that includes all staff who are listed in the master directory as affiliated with your TCORS. We ask that you review the list and provide updates as follows:

- **Staff no longer affiliated with your TCORS:** In the column titled, *Staff No Longer Affiliated with TCORS*, please indicate “remove” for staff members and investigators who are no longer affiliated with your center. We will delete the individual from the master directory and remove their access to the CECTR SharePoint/Knowledge Center websites.
- **Trainee:** In the column titled, *Trainee*, there are four sub-columns related to trainee information:
 - *Current Trainee:* Please indicate with “Yes” or “No” if the staff member is a current trainee.
 - *Former Trainee:* Please indicate with “Yes” or “No” if the staff member is a former trainee.
 - *Updated email contact:* Please provide any updated email contact for both current or former trainee.
 - *Other contact information:* Please provide any other contact information for both current or former trainee.
- **New staff members and investigators:** Please add all new staff and investigators under the section titled, “New Staff and Investigators” at the bottom of the list. Please complete the required master directory information in the corresponding columns. We will add all new staff to the master directory and will create a SharePoint/Knowledge Center account for them.

We would appreciate your response to this request **by [DATE]**. If you have any comments or questions, please contact me at mollie.miedzinski@westat.com.

Thank you,
Mollie

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