

## Attachment 5c: Annual NBCCEDP 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] DP22-2202 Annual NBCCEDP Survey

On [insert date], CDC launched a survey of NBCCEDP recipients to understand how you are implementing the program. The survey will provide CDC with information about your technical assistance resource needs, partnerships, and program implementation during DP22-2202 [Program Year]. 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 DP22-2202 [insert program year, start and end dates]
3. The survey should take approximately 56 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 [CDC contact name] at [CDC contact email] or [CDC contact phone]. 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!