

**TITLE OF INFORMATION COLLECTION:** NCTN Satisfaction Survey

**Email Invitation and Reminder to Potential Survey Respondents**

Notes:

- A date 2-3 weeks from the date the email is sent will be inserted where <date> is used
- The survey link will be added where <survey link> is used
- The reminder email will include the initial email text below the reminder text

**From:** NCTN Program Email Box

**Subject:** Short NCI NCTN Survey – Please Provide Your Input by <date>!

Dear NCTN Member,

We want your feedback and suggestions so that we can improve the NCTN program!

Please help us assess the NCTN processes and identify areas for improvement by completing this short survey by <date>: [survey link](mailto:SurveyLink)

NCI has worked with leaders from across the NCTN to develop this survey, which asks questions about your satisfaction with the NCTN structure, processes, and goals. It should take approximately 10 minutes to complete.

Your responses will be kept private to the extent of the law and will be reported in the aggregate. Your participation in this survey and your responses will have no bearing on your NCTN participation or your future interactions with NCI. No personally identifying information will be collected. We truly appreciate your honest input about your experiences with the NCTN.

The survey will be open for responses until <date>, so please complete it soon. If you have any questions or comments, please email [NCTNProgram@mail.nih.gov](mailto:NCTNProgram@mail.nih.gov).

Thank you for your assistance!

Meg Mooney, MD  
Chief, Clinical Investigations Branch  
Associate Director, Cancer Therapy Evaluation Program  
National Cancer Institute

**From: NCTN Program Email Box**

**Subject: REMINDER - Short NCI NCTN Survey – Please Complete by <date>!**

Dear NCTN Member,

Thank you to everyone who has already completed the NCTN survey! If you haven't already, please help us assess the NCTN processes and identify areas for improvement by completing this short survey by <date>: [survey link](mailto:NCTNProgram@mail.nih.gov)

If you have any questions or comments, please email [NCTNProgram@mail.nih.gov](mailto:NCTNProgram@mail.nih.gov).

Thank you for your assistance!

Meg Mooney, MD

Chief, Clinical Investigations Branch

Associate Director, Cancer Therapy Evaluation Program

National Cancer Institute