

ATTACHMENT #15: Email Reminder: Parent provided permission, but child has not completed the survey

Subject: Health and Media Study Reminder

Dear [PARENT FNAME]:

This is a reminder that **[CHILD FNAME]** was selected to participate in the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show your child has not completed the survey.

Your child's participation will help us gain a better understanding of how public education campaigns affect youth's attitudes, beliefs, and behaviors toward tobacco use.

If [CHILD FNAME] completes the survey on or before [END DATE] they will receive a **\$25** Visa gift card or **\$25** cash [IF SENT BEFORE EARLY BIRD DATE ADD: and an additional **\$5** if they complete it before [EARLY BIRD DATE]].

To complete the online survey, please ask your child to:

- 1. Click this link to access the survey: [SURVEY LINK]**
- 2. Enter the username and password.**

IMPORTANT: This Username and Password is unique to [CHILD FNAME] and cannot be used for anyone else in the household.

Username: [Case ID]
Password: [Password]

- 3. Follow the on-screen instructions.**

Your help with this study is voluntary. All information provided will be kept private to the fullest extent allowable by law and used only for statistical purposes. You or your household will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

If you have any more questions about this study, call the project assistance line at 1-866-800-9177 or email HealthAndMediaStudy@rti.org. If you have a question about your child's rights as a study participant, you can call Advarra's institutional review board (IRB) toll-free at 877-992-4724.

Thank you in advance for your help. If your child has recently completed the survey, thank you for participating.

Sincerely,
Anna MacMonegle
RTI International

Email Reminder: Parent provided permission and child started survey has not completed it yet

Subject: Health and Media Study Reminder

Dear [PARENT FNAME]:

Thank you for providing your permission for **[CHILD FNAME]**, to participate in the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show your child started the survey but has not yet completed it.

If your child completes the survey on or before [END DATE] they will receive a **\$25** Visa gift card or **\$25** cash [IF SENT BEFORE EARLY BIRD DATE ADD: and an additional **\$5** if they complete it before [EARLY BIRD DATE]].

Your child's participation will help us gain a better understanding of how public education campaigns affect youth's attitudes, beliefs, and behaviors toward tobacco use.

To complete the online survey, please ask your child to:

1. **Click this link to access the survey: [SURVEY LINK]**
2. **Enter the username and password exactly as shown below.**
IMPORTANT: This Username and Password is unique to [CHILD FNAME] and cannot be used for anyone else in the household.

Username: [Case ID]
Password: [Password]

3. **Follow the instructions to complete the survey.**

Your help with this study is voluntary. All information provided will be kept private to the fullest extent allowable by law and used only for statistical purposes. You or your household will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

If you have any more questions about this study, you can call the project assistance line toll-free at 1-866-800-9177, or email HealthAndMediaStudy@rti.org. If you have a question about your child's rights as a study participant, you can call Advarra's institutional review board (IRB) toll-free at 877-992-4724.

Thank you in advance for your help. If your child has recently completed the survey, thank you for participating.

Sincerely,
Anna MacMonegle
RTI International

Email Reminder to Youth: Parent provided permission and child started survey has not completed it yet

Dear [YOUTH FNAME]:

As of [YESTERDAY'S DATE] our records show you started the **Health and Media Study** survey but have not yet completed it.

You will be offered a \$25 Visa gift card or \$25 cash if you complete the survey before [END DATE] [IF DATE IS BEFORE EARLY BIRD DATE ADD: and a bonus \$5 if you complete it on or before [EARLY BIRD DATE]].

To complete the online survey, please:

- 1. Click this link to access the survey: [SURVEY LINK]**
- 2. Enter your Participant Code: [PASSWORD]**
- 3. Follow the instructions to complete the survey.**

Your participation in this study is voluntary. All information provided will be kept private to the fullest extent allowable by law and used only for statistical purposes. You will never be identified in any analysis, reports, or publications, and no one will try to sell you anything.

If you have any more questions about this study, you can call the project assistance line toll-free at 1-866-800-9177, or email HealthAndMediaStudy@rti.org. If you have a question about your rights as a study participant, you can call Advarra's institutional review board (IRB) toll-free at 877-992-4724.

Thank you in advance. If you have recently completed the survey, thank you for participating.

Sincerely,
Anna MacMonegle
RTI International