

## **ATTACHMENT 15: Baseline and Follow-up 2 Replenishment Email Reminder to Parent: 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 Participant Code: [Password]**

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

- 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  
Study Director  
RTI International

## Email Reminder to Parent: Parent provided permission and child started survey but 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 Participant Code exactly as shown: [Password]**
3. **IMPORTANT: This Participant Code is unique to [CHILD FNAME] and cannot be used for anyone else in the household. 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  
Study Director  
RTI International

## **Email Reminder to Youth: Parent provided permission and child started survey but 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 an additional \$5 (\$30 total) 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  
Study Director  
RTI International

**Email Reminders for Follow Up 1, 2, and 3**

## Email Reminder 1 to Parent of Each Child from Household Sample

Subject: Health and Media Study Reminder

Dear [PARENT FNAME],

Recently, we contacted you about a new round of the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show your child, **[CHILD FNAME]**, has not completed the survey.

Your child is one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] youth taking part in this study and continued participation is critical to the success of this important research. 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 on or before [EARLY BIRD DATE]].

[IF YOUTH IS  $\geq 14$ ]: To complete the online survey, please ask your child to:

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

[IF YOUTH IS  $< 14$ ]: To complete the online survey, please:

1. **Click this link to access the survey: [SURVEY LINK]**
2. **Enter the Participant Code: [PASSWORD]**
3. **Follow the on-screen instructions.** A parent or legal guardian must follow the steps to provide permission before your child can complete the survey.

Your help with this round of the 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  
Study Director  
RTI International

## Email Reminder 1 to Youth $\geq 14$ and Supplemental Sample Respondents

Subject: Health and Media Study Reminder

Dear [YOUTH/YOUNG ADULT FNAME],

Recently, we emailed you about a new round of the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show you have not yet completed the survey. You are one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] participants who took part in the first round of the study and continued participation is critical to the success of this important research.

You will be offered a \$25 Visa gift card or \$25 cash if you complete the survey before [END DATE] [IF SENT BEFORE EARLY BIRD DATE ADD: and an additional \$5 (\$30 total) 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 round of the 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  
Study Director  
RTI International

## Email Reminders 2, 3 and 4 to Parent of Each Child from Household Sample

Subject: Health and Media Study Reminder

Dear [PARENT FNAME],

This is a reminder to ask your child, **[CHILD]**, to complete this round of the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show your child has not yet completed the survey.

Your child is one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] youth taking part in this study and continued participation is critical to the success of this important research. 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 on or before [EARLY BIRD DATE]].

[IF YOUTH IS  $\geq 14$ ]: To complete the online survey, please ask your child to:

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

[IF YOUTH IS  $< 14$ ]: To complete the online survey, please:

1. **Click this link to access the survey: [SURVEY LINK]**
2. **Enter the Participant Code: [PASSWORD]**
3. **Follow the on-screen instructions.** A parent or legal guardian must follow the steps to provide permission before your child can complete the survey.

Your help with this round of the 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  
Study Director  
RTI International

## **Email Reminders 2, 3 and 4 to Youth $\geq 14$ and supplemental sample respondents**

Subject: Health and Media Study Reminder

Dear [YOUTH FNAME],

This is a reminder to complete this round of the **Health and Media Study**. As of [YESTERDAY'S DATE] our records show you have not yet completed the survey. You are one of approximately [INSERT NUMBER BASED ON COMPLETES FROM PREVIOUS WAVE OF DATA COLLECTION] participants who took part in the first round of the study and continued participation is critical to the success of this important research.

You will be offered a \$25 Visa gift card or \$25 cash if you complete the survey before [END DATE] [IF SENT 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 round of the 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  
Study Director  
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