

Attachment 6c.
Caregiver Interview
Recruitment Communications

Introductory Email to Interviewees

Subject: Thank You for Volunteering to Participate

Dear [Name],

I hope this email finds you well. I want to thank you for volunteering to be interviewed about your cancer care experience for a study led by RTI International and Implenomics on behalf of the Centers for Disease Control and Prevention (CDC). Your contribution plays a crucial role in helping us gain deeper insights into the challenges and opportunities that individuals and their caregivers face when seeking cancer care.

The interview will take up to 60 minutes. Please be assured that there are protections in place to keep your participation and responses confidential and private.

To proceed, we are requesting your availability for the interview. Below, we have provided three date and time options for your consideration:

1. [Date and Time Option 1]
2. [Date and Time Option 2]
3. [Date and Time Option 3]

Please reply to this email with your preferred date and time from the options above, or if none of the provided options work for you, feel free to propose an alternative date and time that suits you better. Once we receive your response, we will send you all the necessary details, including a link so that we may conduct the interview online via Zoom.

Should you have any questions or require additional information, please don't hesitate to reach out to me directly at [Your Email].

Looking forward to your response and the opportunity to connect.

Best,

[Your Name]

[Your Title]

[Your Contact Information]

Follow-up Email to Interviewees (Nonrespondents)

Subject: Confirming Your Interest in an Interview

Dear [Name],

I hope this email finds you well. I want to thank you for volunteering to be interviewed about your cancer care experience for a study led by RTI International and Implenomics on behalf of the Centers for Disease Control and Prevention (CDC). Your contribution plays a crucial role in helping us gain deeper insights into the challenges and opportunities that individuals and their caregivers face when seeking cancer care.

Before we proceed further, I'd like to confirm your continued interest in being a part of this important study. Please reply to this email with your preferred date and time from the options provided earlier:

1. [Date and Time Option 1]
2. [Date and Time Option 2]
3. [Date and Time Option 3]

If none of these options work for you, or if your circumstances have changed, feel free to propose an alternative date and time that suits you better. Once we receive your response, we will send you all the necessary details, including a link so that we may conduct the interview online via Zoom.

If you choose to participate, you can stop the interview anytime. If you already completed part or all of the interview but don't want your answers used, please contact us at CDC_CancerSurvey@rti.org or 1-833-997-2714, and we will permanently delete your responses.

Should you have any questions or require additional information, please don't hesitate to reach out to me directly at [Your Email].

We look forward to hearing from you soon!

Best,

[Your Name]

[Your Title]

[Your Contact Information]

Reminder Email for Scheduled Interviews

Subject: Reminder: Your Scheduled Interview for Caregiver Study

Dear [Name],

I hope this email finds you well. I want to thank you once again for volunteering to be interviewed about your cancer care experience for a study led by RTI International and Implenomics on behalf of the Centers for Disease Control and Prevention (CDC). Your contribution plays a crucial role in helping us gain deeper insights into the challenges and opportunities that individuals and their caregivers face when seeking cancer care.

As we approach the scheduled interview date, I want to remind you about the upcoming session. Kindly confirm your continued availability for your chosen date and time:

[Date and Time Option 1]

If this option no longer works for you due to any changes in your schedule or circumstances, feel free to propose an alternative date and time that suits you better.

If you choose to participate, you can stop the interview anytime. If you already completed part or all of the interview but don't want your answers used, please contact us at CDC_CancerSurvey@rti.org or 1-833-997-2714, and we will permanently delete your responses.

Should you have any questions or require additional information prior to the interview, please don't hesitate to reach out to me directly at [Your Email].

We appreciate your dedication to this important study and thank you for your commitment.

Best,

[Your Name]

[Your Title]

[Your Contact Information]

Thank You Email for Completed Interviews

Subject: Thank You for Your Participation!

Dear [Name],

I hope this email finds you well. I want to take a moment to express my sincere gratitude for your willingness to contribute your insights and experiences related to cancer care for the study led by RTI International and Implenomics on behalf of the Centers for Disease Control and Prevention (CDC).

If you choose to participate, you can stop the interview anytime. If you already completed part or all of the interview but don't want your answers used, please contact us at CDC_CancerSurvey@rti.org or 1-833-997-2714, and we will permanently delete your responses.

Should you have any questions or require additional information after the interview on [Date and Time], please don't hesitate to reach out to me directly at [Your Email].

Your commitment to this study is deeply appreciated, and your insights will contribute to advancing our understanding of cancer care.

Best,

[Your Name]

[Your Title]

[Your Contact Information]