

**Attachment 7d.**  
**Patient and Survivor Advo Org Focus Group**  
**Recruitment communications**

## Introductory Email to Focus Group Participants

Subject: Request for Participation: Cancer Care Focus Group

Dear [Name],

I hope this email finds you well. We are reaching out to you as you have valuable insights to share based on your role and experience at [Organization name]. RTI International and Implenomics are leading a study on behalf of the Centers for Disease Control and Prevention (CDC) to learn about barriers faced along the cancer continuum—including screening, diagnosis, treatment, and post-treatment/survivorship—and whether these barriers vary for different populations. As a part of this study, we are conducting virtual focus groups with representatives from various cancer care advocacy groups. We believe you would be a valuable addition to a focus group because of your cancer care advocacy experience. Your contribution would play a crucial role in helping us gain deeper insights into the challenges and opportunities that individuals face when seeking cancer care. We also hope to learn about barriers that caregivers may face while providing support during their care recipient's treatment, as well as caregivers' perceptions of the barriers that their care recipients have faced.

The focus group will take approximately 45–60 minutes. There are protections in place to keep your participation and your responses private and safe. We ask all focus group participants to keep everything discussed in the group confidential. While we cannot guarantee others will follow this request, we expect participants to not disclose identities of any participants or repeat information shared to anyone outside this group. There is no financial incentive provided; however, your feedback and the feedback of your peers will be used to help reduce barriers to cancer care, with the ultimate goal of creating more opportunities for equitable health care.

To proceed, we are requesting your availability for the focus group. 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. If none of these options work for you, feel free to disregard this email. Once we receive your response, we will send you a Zoom meeting invitation with all the necessary details.

If you choose to participate, you can stop the focus group anytime. If you already completed part or all of the focus group but don't want your answers used, please contact us at [CDC\\_CancerSurvey@rti.org](mailto: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].

Looking forward to your response and the opportunity to connect.

Best,

[Your Name]

[Your Title]

[Your Contact Information]

### **Follow-up Email to Focus Group Participants (Nonrespondents)**

Subject: Confirming Your Interest in Cancer Care Focus Group

Dear [Name],

I hope this email finds you well. We are reaching out to you as you have valuable insights to share based on your role and experience at [Organization name]. RTI International and Implenomics are leading a study on behalf of the Centers for Disease Control and Prevention (CDC) that involves gaining multiple perspectives about the barriers individuals diagnosed with cancer face along the cancer continuum. We also seek to understand the barriers caregivers may face when providing support to their care recipients, as well as the caregivers' perceptions of barriers faced by their care recipients.

As a part of this study, we are conducting virtual focus groups with representatives from various cancer care advocacy groups. We believe you would be a valuable addition to a focus group because of your cancer care advocacy experience. Your contribution would play 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 disregard this email. Once we receive your response, we will send you a Zoom meeting invitation with all the necessary details.

If you choose to participate, you can stop the focus group anytime. If you already completed part or all of the focus group 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 Focus Groups**

Subject: Reminder: Your Scheduled Focus Group on [DATE] at [TIME]

Dear [Name],

I hope this email finds you well. This is a friendly reminder that you are signed up to participate in a virtual focus group on:

[Date and Time Option 1]

I want to thank you in advance for volunteering to share your insights about cancer care. 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.

If you choose to participate, you can stop the focus group anytime. If you already completed part or all of the focus group 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 focus group, 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 Focus Groups**

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 contributing 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 have completed part or all of the focus group 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 focus group 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,

[Name]

[Title]

[Contact Information]