

Attachment E— OT21-2103 Success Stories Email Announcement & Invitation

From	OT21-2103Support@cdc.gov
To	OT21-2103Support@cdc.gov
CC	
BCC	OT21-2103 Contact list
Date	TBD
Subject	Now accepting submissions for OT21-2103 Success Stories
Attachments	PDF of "Guide for Writing Your OT21-2103 Success Story"
Email Body	<p>Greetings OT21-2103 Colleagues,</p> <p>We are pleased to announce that there is a new success stories process for OT21-2103! We invite recipients, partners, and colleagues to complete the success story form [hyperlink]. Please note, OT21-2103 success stories are optional and not required as part of the grant funding agreement. They are intended to help highlight recipients' achievements and progress of a program or activity tied to the grant. Below are more details:</p> <p>What is the purpose of collecting OT21-2103 success stories? The process and form for success stories was developed to help OT21-2103 recipients cultivate success stories that can be used to tell the story of grant implementation.</p> <p>Should I submit success stories? Yes! Success stories enable CDC to highlight sample achievements of recipients expending awarded funds and performing their proposed activities in accordance with this funding opportunity. Additionally, we highly encourage recipients to showcase the work through this success story process.</p> <p>What happens after a success story is submitted and how will the success story be used? A PDF version of the success story will be emailed to the email address that is entered in the form. The CDC OT21-2103 Team will be notified of the success story submission and they will facilitate a review process for success stories. There may be edits and changes to the format of a success story to be consistent with grant messaging.</p> <p>Based on the content of the success stories, the OT21-2103 team will determine use (e.g., posting on a CDC website). The CDC OT21-2103 Team will use success stories to respond to requests for information or to provide examples. These requests can come from internal CDC, media, partners, White House, Congress, etc.</p> <p>Storage of information will be in the REDCap OT21-2103 Success Story Project and the OT21-2103 SharePoint site. Both systems have access restricted to authorized CDC OT21-2103 Team.</p> <p>When can success stories be submitted through the REDCap form? Starting now and we will accept submissions through August 31, 2026. You can submit multiple success stories and at different times when you are ready to share your accomplishments. Each success story may take an average of about 6</p>

	<p>hours to develop content and submit the REDCap form.</p> <p>Do I or the submitter need special permissions or accounts for REDCap, SAMS or another platform?</p> <p>This form does not require any log-in or permissions. Respondents will only have access to their stories and will have the option to share a unique URL of the draft success story with chosen collaborators and reviewers.</p> <p>For more instructions, recommendations, and details:</p> <p>Please reference the attached guide. Should have you have any questions, please reach out to OT21-2103Support@cdc.gov. Please use this link to request technical assistance.</p> <p>Sincerely,</p> <p>[OT21-2103 Signature Block]</p>
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