

## Monthly Reporting Form Email Notification

### Email #1:

Subject: 2302 Monthly Indicator Reporting

Hello [insert recipient name],

As a recipient of the 2302 cooperative agreement (CDC-RFA-DP23-0002), you are required to report monthly indicators to monitor progress implementing strategies and activities. ICF, CDC's evaluation contractor, developed an online reporting form in Qualtrics that will be used to collect monthly indicator data. Please use the unique link below to submit your monthly indicator data by the 15<sup>th</sup> of every month. The monthly indicator reporting guidance includes additional information about how data will be used and how data will be shared with recipients.

If you have any questions, please email the ICF team at [2302evaluation@icf.com](mailto:2302evaluation@icf.com).

Unique link: [insert link]

Best,

[insert name]

### Email #2:

Subject: REMINDER! Submit your 2302 Monthly Indicator Report

Hello [insert recipient name],

This is your reminder to submit your required 2302 monthly indicators by the 15<sup>th</sup> of [insert month]. For your convenience, here is your unique link to submit your data: [insert link]. Please remember, this link is unique to your recipient organization and should not be shared.

If you have any questions, please email the ICF evaluation team at [2302evaluation@icf.com](mailto:2302evaluation@icf.com).

Best,

[insert name]