

Paperwork Reduction Act Statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The public reporting burden for this collection of information has been estimated to average 2 minutes per response. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing burden to PRAMail@fda.hhs.gov.

ATTACHMENT 24: PANEL MAINTENANCE FOR FOLLOW UP

Panel Maintenance Email: FOLLOW-UP WAVES (TO ALL PARENTS OF EACH CHILD FROM HOUSEHOLD SAMPLE AND TO EACH $\geq$ 14 CHILD/SOCIAL MEDIA PARTICIPANT)

Subject: Health and Media Study: We Need Your Help

Dear [FNAME or "Parent or Guardian of [CHILD FNAME]"],

[IF PARENT: Your child] [IF YOUTH: You] previously participated in a survey for the **Health and Media Study** sponsored by the U.S. Food and Drug Administration (FDA). This study will provide FDA, policy makers, and researchers with important information about exposure to public education messages on the health risks of smoking and using other tobacco products. RTI International (RTI), a nonprofit research organization, was selected by the FDA to conduct this study.

We are preparing to conduct the next round of surveys and we need your help. Please take a moment to confirm [IF PARENT: [CHILD FNAME]'s] [IF YOUTH: your] contact information by following the steps below:

- 1. Go to [WEBSITE]**
- 2. Login using your Participant Code: [PASSWORD] and PIN: [PIN]**
- 3. Confirm the information we have on record is correct OR update as needed.**

Thank you for taking time to provide us with this information. If you have any questions about the study, please call our project assistance line toll-free at [866-800-9177 OR 877-834-7065] or email us at [HealthAndMediaStudy@rti.org OR HMS@rti.org].

Sincerely,

Anna MacMonegle
Study Director
RTI International

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Panel Maintenance Letter for Parents OF <14 Children: FOLLOW-UP WAVES (Print on DHHS or FDA letterhead)

OMB No: 0910-0915

Expiration Date: 06/30/2026

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Dear [PARENT FNAME or "Parent or Guardian of [CHILD FNAME]"],

Your child previously participated in a survey for the **Health and Media Study** sponsored by the U.S. Food and Drug Administration (FDA). This study will provide FDA, policy makers, and researchers with important information about exposure to public education messages on the health risks of smoking and using other tobacco products. RTI International (RTI), a nonprofit research organization, was selected by the FDA to conduct this study.

We are preparing to conduct the next round of surveys and we need your help. Please take a moment to confirm «Child_Name»'s contact information by following the steps below:

- 1. Go to [WEBSITE]**
- 2. Login using your Participant Code: [PASSWORD] and PIN: [PIN]**
- 3. Confirm the information we have on record is correct OR update as needed.**

Thank you for taking time to provide us with this information. If you have any questions about the study, please call our project assistance line toll-free at [866-800-9177 OR 877-834-7065] or email us at [HealthAndMediaStudy@rti.org OR HMS@rti.org].

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Panel Maintenance Letter for Youth ≥ 14 : FOLLOW-UP WAVES (Print on DHHS or FDA letterhead)

Dear [FNAME],

You previously participated in a survey for the **Health and Media Study** sponsored by the U.S. Food and Drug Administration (FDA). This study will provide FDA, policy makers, and researchers with important information about exposure to public education messages on the health risks of smoking and using other tobacco products. RTI International (RTI), a nonprofit research organization, was selected by the FDA to conduct this study.

We are preparing to conduct the next round of surveys and we need your help. Please take a moment to confirm your contact information by following the steps below:

1. **Go to <https://healthandmediastudy.rti.org/>**
2. **Login using your Participant Code: [PASSWORD] and PIN: [PIN]**
3. **Confirm the information we have on record is correct OR update as needed.**

Thank you for taking time to provide us with this information. If you have any questions about the study, please call our project assistance line toll-free at [866-800-9177 OR 877-834-7065] or email us at [HealthAndMediaStudy@rti.org OR HMS@rti.org].

Sincerely,

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Contact Information Update Form (Include HMS logo)

The below information will be collected via the study website; more details can be found in Attachment 22.

<u>CURRENT INFORMATION:</u>	<u>CORRECT?</u>	<u>(If no) UPDATED CONTACT INFORMATION:</u>
	Yes No	
[Child FName]	☐ ☐	First Name: _____
[Child LName]	☐ ☐	Last Name: _____
[Address 1] [Address 2]	☐ ☐	Address: _____
[City]	☐ ☐	City: _____
[State] [Zip code]	☐ ☐	State: _____ Zip: _____
 Email: [Email Address]	 ☐ ☐	 Email: _____
Telephone: [Phone number]	☐ ☐	Telephone: _____
 Do we have permission to send you text messages about the study?	 Yes No ☐ ☐	

[FILL BELOW SECTION IF DIRECTED TO PARENT OF <14 CHILD]:

<u>CURRENT INFORMATION:</u>	<u>CORRECT?</u>	<u>(If no) UPDATED CONTACT INFORMATION:</u>
	Yes No	
[Parent FName]	☐ ☐	First Name: _____
[Parent LName]	☐ ☐	Last Name: _____
[Address 1] [Address 2]	☐ ☐	Address: _____
[City]	☐ ☐	City: _____
[State] [Zip code]	☐ ☐	State: _____ Zip: _____
 Email: [Email Address]	 ☐ ☐	 Email: _____
Telephone: [Phone number]	☐ ☐	Telephone: _____
 Do we have permission to send you text messages about the study?	 Yes No ☐ ☐	

Thank you for your assistance!

This information will be kept private to the fullest extent allowed by law.