

Attachment 5a

Evaluating the Impact of Training and Technical Assistance (TTA) Web-Based Survey Pre-Notification Email from CDC

TO: Survey Participant (TTA Recipient)

FROM: [CDC contact]

SUBJECT: National Comprehensive Cancer Control Program Training and Technical Assistance: Forthcoming Survey

ATTACHMENT: [PDF of web-survey]

Dear [Survey Respondent],

We are writing to let you know that on [day of the week], [month, day] you will receive an email invitation with a link to participate in a web-based survey, which is part of a CDC initiative to evaluate the training and technical assistance (TTA) provided to National Comprehensive Cancer Control Programs (NCCCP). The web-based survey is designed to collect information from individuals who participated in TTA and will ask about the role, use, and effectiveness of TTA in the implementation of cancer control plans.

Representatives from all DP22-2202 Comprehensive Cancer Control Program Directors are invited to participate in the survey. Survey findings will be shared throughout the DP22-2202 cycle and, ultimately, will be used to identify how CDC can make program improvements to the TTA provided to NCCCP recipients.

Your response to this survey is important because your feedback can help shape the TTA provided to NCCCP recipients in years to come.

Below are some additional details about what you can expect:

- The email invitation to participate in the survey will come from the NCCCP TTA Evaluation Team (NCCCPTASurvey@icf.com) on behalf of ICF.
- The subject line of the message will be "Please complete by [date]: National Comprehensive Cancer Control Program TTA Survey".
- The survey is expected to take no more than 30 minutes to complete. We have attached a copy of the survey for your reference only; responses must be submitted online.
- Your responses to this survey will be confidential and stored and maintained by ICF. Only aggregate information will be reported. Completing and submitting this survey will indicate your consent to participate.

We will ask that you complete the survey no later than [day of the week], [month, day].

If you have any questions about this upcoming survey, please contact

NCCCPTASurvey@icf.com. If you have questions about the overall evaluation, please

contact the ICF Project Manager, Ameer Bhalakia, at amee.bhalakia@icf.com or by phone at (404) 592-2182.

On behalf of the ICF and CDC evaluation teams, thank you very much in advance for supporting this important effort!

Sincerely,

[CDC Contact]