

### **Confirmation email**

Dear (PD Name)

Thank you for agreeing to participate in the CDC-sponsored survey on evidence based practices (EBPs) for comprehensive cancer control. This e-mail is to confirm your appointment on [date/time] with [interviewer name]. One day prior to this appointment we will e-mail you a link to the web survey with instructions for completing it.

Your participation in the survey is completely voluntary, and you may choose to not participate without any penalty to you or your program. Should you choose to participate, your answers will be maintained in a secure manner and your responses will not be linked to you personally. You may refuse to answer any questions and you may terminate your involvement at any time.

If you need to reschedule the appointment please contact [interviewer name] by e-mail ([e-mail address]) or by telephone at [phone#]. If you have any questions about the study please contact John Rose at Battelle, at 919-544-3717, extension 102 or contact Brooke Steele at CDC at 770-488-4261. If you have any questions about your rights as a research subject you may call the Battelle Human Subjects Representative at 1-877-810-9530 (ext. 500).

Sincerely,  
[Battelle Task Leader and contact info]

### **Reminder email with survey link**

Dear (PD Name)

Thank you again for agreeing to participate in the CDC survey and interview on evidence based practices (EBPs). This e-mail is to confirm your appointment on [date/time] with [interviewer name].

Below is a link to the online survey. Please click on the "Take the Survey" link below to begin the survey. You may complete this survey anytime before your scheduled appointment, if you would like. The survey should take about 20-30 minutes to complete.

*[Link and instructions]*

We also plan to call you at the start of your scheduled appointment to see if you have any questions about taking this survey.

In the meantime, if you have any questions or need to reschedule the appointment, please contact [interviewer name] by e-mail ([e-mail address]) or by telephone at [phone#].

Sincerely,  
[Battelle Task Leader and contact info]

**Thank you email:**

On behalf of the Centers for Disease Control and Prevention (CDC) and the Battelle Centers for Public Health Research and Evaluation we would like to thank you for completing the survey about the use of evidence-based practices among National Comprehensive Cancer Control Program (NCCCP) grantees.

If you have any questions or comments about the survey please feel free to contact John Rose at Battelle, at 919-544-3717, extension 102 or contact Brooke Steele at CDC at 770-488-4261. If you have any questions about your rights as a research subject you may call the Battelle Human Subjects Representative at 1-877-810-9530 (ext. 500).