

**An Assessment of the
State-of-the-Science (SOTS) Meeting Web Site
Demonstration Project:
Survey Findings**

Draft Report
Volume II

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and the
Outcomes Research Branch

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APPENDIX B

FIELD REPORT

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1.0 METHODS

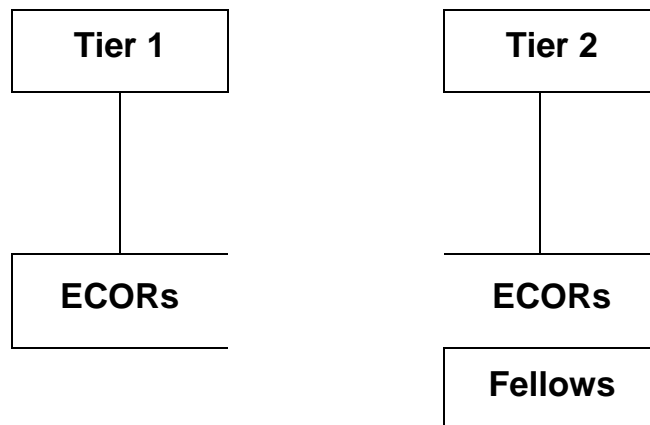
1.1 Introduction

The National Cancer Institute (NCI) has contracted with RTI to evaluate NCI's State of the Science (SOTS) Meeting Web Site. The SOTS Meeting Web Site offers a quick way to disseminate the most recent cancer research opportunities and findings to a vast audience of scientists. The SOTS Web Site Evaluation Survey specifically obtained information on the ease of use, the features, the utility, and the preferences for two potential versions of the web site:

1) Multi-media presentations that allow users to both view and hear the lectures and breakout discussion sessions conducted at the SOTS meetings, and 2) The text-only “Transcripts”, which provide a summary of key meetings sessions. A web-based survey was created to evaluate the SOTS Web Site.

A two-tier sampling strategy (*see* Exhibit 1.1) was designed to invite potential users of the SOTS web site to respond to the survey. Tier 1 was comprised of experienced clinical oncology researchers (ECORs) who had attended at least one of the four most recent SOTS meetings. Their main role in the study was to nominate their colleagues to participate in the evaluation of the SOTS web site. Tier 2 was composed of these nominees as well as oncology Fellows, which were selected at random from the American Society of Clinical Oncology (ASCO) Associate Member directory.

Exhibit 1.1 Sampling Strategy



1.2 Tier 1 SOTS Meeting Participants

Tier 1 consisted of experienced clinical oncology researchers (ECORs) who attended at least one of the four most recent State-of-the-Science meetings. These oncology researchers were asked to nominate five clinical oncology research colleagues who could potentially be interested in the findings presented at the SOTS meetings. Tier 1 ECORs were asked to provide the names, affiliation and email addresses for the five colleagues they nominated.

1.2.1 Tier 1 SOTS Meeting Participants Selection Process

Tier 1 ECORs were selected from the participant rosters on the State-of-the-Science meeting web site. All participants of the four most recent meetings were selected to be a part of the Tier 1 sample. NCI provided us with email and mailing addresses for the ECORs and also helped us place those who participated in multiple SOTS meetings into only one group.

1.2.2 Nomination Process

Our first contact with the Tier 1 ECORs was on August 27th, 2002. An email letter was sent to 254 oncologists requesting they nominate five of their oncology research colleagues to participate in the SOTS survey. They could submit their nomination information in one of two ways. First, they could respond to the email and provide their nominations and contact information in the body of the email. And second, they could submit their nominations online, by completing an Online Nomination Form. In the email letter, each respondent was provided with a hyperlink to log in to an online nomination form. The hyperlink had an embedded number that was unique to each person. This way, as respondents logged in to the nomination system, we could record who made the nomination, and thus place them in the proper cancer group.

The first email contact produced 29 bad email addresses. NCI attempted to locate valid email addresses for these people, and a duplicate of the first email was resent. From the first email contact, we received 112 nominations.

Second contact with the Tier 1 ECORs was on September 4th, 2002. A reminder email letter was sent out to 223 non-respondent ECORs asking for nominations. From this reminder email we received 174 nominations. On September 17th, a third email was sent out to 186 ECORs, from whom we received 85 nominations. When the nomination process was complete, we had a total of 371 ECORs for our Tier 2 group.

Exhibit 1.2 Number of Nominations by ECORs

Cancer Group	# of Nominators (ECORs)
Gastrointestinal	29
Genitourinary	21
Leukemia	26
Lung	26
Total	102

1.3 Tier 2 Data Collection

The Tier 2 sample consisted of two groups of respondents: 1) Experienced Clinical Oncology Researchers (ECORs), and 2) Emerging Oncology Researchers (Fellows). Both groups of researchers were chosen with the intent that they may be able to use the information from the SOTS meetings to investigate promising cancer therapies, propose concepts for clinical trials, or support research teams engaged in cancer research.

1.3.1 ECORs Data Collection Efforts

Our first contact with the Tier 2 ECORs was on October 11th when we sent 371 Prenotice emails to the email addresses provided from the Tier 1 ECORs through the nomination process. The Prenotice email introduced the study and informed them that in the next few days they would receive a second email (Survey Invitation email) inviting them to participate in the study.

From the Prenotice email, we received 32 undeliverable email notifications, indicating invalid email addresses. NCI located 15 new email addresses, and on October 17th, these 15 ECORs were resent the Prenotice email letter. On October 21st, we sent 354 ECORs the Survey Invitation email. We received 38 completed surveys in response to the Survey Invitation emails.

Soon after data collection began, we realized that some respondents were logging into the survey, but not completing it. By looking at their stopping points, we were able to see that most of them were stopping at the part where they were asked to visit the State of the Science web site to view the multi-media presentations. We put together some

guidelines and troubleshooting tips and sent emails to 16 ECORs who had logged in but had not completed the survey (partials). We received only 1 response from a partial ECOR after we sent out the Guidelines and Tips email.

On Tuesday, October 29th we sent a First Reminder email to 309 ECORs who had not logged in to the survey (non-respondents) or who were partially complete. The First Reminder email generated 42 completed surveys.

By mid-November, we decided to try a new approach to increase our response rates for the ECORs. We did some research into different incentive options and decided to send a \$1 dollar bill with the next round of reminder letters to all non-respondents. Further, we decided to send a \$5 dollar bill to all the partials as an incentive to log back in and complete the survey.

We did not have mailing addresses for all the ECORs in our sample. So for the 177 ECORs who we could not locate mailing addresses for, we sent Second Reminder emails on Wednesday, November 13th. We located mailing addresses for 99 of the ECORs, and on Tuesday, November 19th we mailed out 99 hard-copy Second Reminder letters with a \$1 dollar bill. We mailed out 6 Second Reminder letters to partial ECORs, which included a \$5 dollar bill.

The Second Reminder letters *with* the incentive (either \$1 or \$5) produced 13 completed surveys (13%) from the ECORs, while the Second Reminder emails *without* an incentive produced 16 completed surveys (9%). This gave us a total of 29 completed surveys as a result of the Second Reminder. These responses showed that the Second Reminder letter *with* the incentive produced more completed surveys than the Second Reminder email *without* the incentive, relative to the sample size.

Exhibit 1.3 ECORs Sent Second Reminder Letter With Incentive versus ECORs Sent Second Reminder Email Without Incentive

	# Sent Incentive	Completed	# Sent Without Incentive	Completed
--	-------------------------	------------------	---------------------------------	------------------

G-Int	10	1	52	2
GU	41	5	31	6
Leuk	8	2	57	7
Lung	40	5	37	1
Total	99	13 (13%)	177	16 (9%)

By the mid-to-end of November, we were considerable far from reaching our goal of 200 completed surveys in the ECOR sample. Since our ECOR sample was relatively small, we decided to re-contact the Tier 1 ECORs who had not responded to our initial requests for nominations. On Thursday, November 21st we sent 129 emails to the Tier 1 non-respondent ECORs asking for nominations of their colleagues. We received responses from 11 Tier 1 ECORs, which gave us an additional 52 Tier 2 ECORs with either mailing or email addresses.

On December 2nd, we sent out 31 Prenotice emails to this new group of ECORs (Wave 2), of which we had only 3 bad email addresses. On December 3rd, we mailed out 21 Wave 2 hard-copy Prenotice letters to those ECORs without email addresses. On December 12th, we sent out 28 Survey Invitation emails to Wave 2 ECORs. On December 16th, 21 hard-copy Survey Invitation letters were mailed to Wave 2 ECORs without email addresses. From the Survey Invitation emails and letters to Wave 2 ECORs, we received only 3 completed surveys.

On December 13th, a Third Reminder email was sent to 238 Wave 1 non-respondent and partial ECORs. The Third Reminder email gave us only 1 additional completed survey. On December 19th, we sent a First Reminder email to 27 Wave 2 non-respondent or partial ECORs with email addresses. This effort produced 2 additional completed surveys.

Our final effort to get additional responses from the ECOR sample was on January 2nd. We sent out a Final Reminder email to 262 non-respondent and partial ECORs in both Wave 1 and Wave 2 (Wave 1= 237, Wave 2= 25). This last email effort

proved very productive, as we received 33 additional responses from the ECOR sample (Wave 1 = 28, Wave 2 = 5).

Exhibit 1.4 ECOR Completes by Contacts

ECORs	Survey Invitation Email	Tip Sheet Email	Reminder Email 1	Reminder Email/Letter 2 w/incentive	Reminder Email 3	Final Reminder Email	Total
G-Int	11	1	10	3	0	4	29
GU	10	0	15	11	1	9	46
Leuk	9	0	9	9	0	7	34
Lung	11	0	10	6	0	13	40
Total	41	1	44	29	1	33	149

1.3.2 Oncology Fellows Selection Process

Oncology Fellows are physicians who are training to become oncologists. These individuals were randomly selected from the American Society of Clinical Oncology (ASCO) Associate Member directory. The directory was provided by NCI as a MS Excel file and contained 1,507 Fellows nationwide. The directory listed each Fellow along with their mailing address and affiliation.

The first step in selecting the Fellows to include in our sample, was to clean the ASCO directory and remove any Fellows that did not contain complete mailing addresses. Out of all 1,507 Fellows, only two appeared to have incomplete or missing mailing addresses.

Next, the Fellows were sorted alphabetically by last name and were checked for duplicate entries in the directory. There were no duplicates in the directory. After being sorted by last name, they were randomly assigned to one of the four cancer groups (Gastrointestinal=1, Genitourinary=2, Leukemia=3, or Lung=4). With a random start on 3, each Fellow was assigned a number from 1-4 going down the list of alphabetized Fellows. Each of the four cancer groups contained 376 Fellows, with the exception of the Leukemia group which ended up with 377 Fellows.

From here, four separate excel worksheets were created, one for each cancer group. The Fellows were again sorted alphabetically by last name and then assigned to a Main (1) or Reserve (0) sample. The Reserve sample could be used for a second sample of Fellows (Wave 2) if our response rates were not high enough during data collection. The sampling fraction was 1/4.5 to get about 22% from each cancer group designated into the main sample. To create the main sample, the first Fellow was marked with a 1. The next 3 Fellows got a 0, indicating they were in the Reserve sample. The next Fellow got a 1, and the next 4 Fellows got a zero. This pattern repeated until all Fellows were assigned to either the Main or Reserve sample (1, 0, 0, 0, 1, 0, 0, 0, 0, 1, 0, 0, 0, 1, 0, 0, 0, 0). After all the Fellows were placed into either the Main or the Reserve group, we ended up with 84 Fellows from each cancer group for a total of 336.

During data collection, we occasionally received emails from Fellows who had learned of the survey from one of their colleagues and wanted to participate (i.e., a Chief Fellow posting the Prenotice letter on a bulletin board). Most of the Fellows who emailed us were found in the ASCO directory in the Reserve sample. However, a couple were not found in the directory. In these rare instances, their eligibility status was checked with NCI and it was decided whether they were eligible to participate. In all cases, the Fellows who emailed us were eligible to be part of our sample. The table in **Exhibit 1.5** shows how many Fellows were added during data collection per an email request, and to which group they were placed.

Exhibit 1.5 Fellows Added to Main Sample Per an Email Request

Cancer Group	Wave 1	Wave 2
Gastrointestinal	2	1
Genitourinary	1	4
Leukemia	1	0
Lung	1	1

1.3.3 Fellows Data Collection Efforts

Our first contact with the Fellows sample was on September 30th when we mailed 336 (84 Fellows in each cancer group) hard-copy Prenotice letters. The Prenotice letter was almost identical in text to the ECOR Prenotice email, except that the letter asked the Fellows to email us at nci@rti.org if they wanted an electronic version of the Survey Invitation letter, instead of waiting for the hard-copy letter to arrive. We received 37 emails indicating they preferred an electronic version of the Survey Invitation letter sent to them through email. We also received 3 returned Prenotice letters indicating we had an inaccurate mailing address.

On October 21st, we sent 37 Fellows the Survey Invitation email. On the same day, 296 hard-copy Survey Invitation letters were mailed out to the Fellows. We received 47 completed surveys in response to the Survey Invitation letters and emails.

On Tuesday, October 29th we sent a First Reminder email to 18 non-respondent or partial Fellows. On October 31st we mailed out 273 hard-copy First Reminder letters to Fellow non-respondents or partials. The First Reminder email or letter produced 46 completed surveys.

We tried the incentive approach with the Fellows, just as we had with the ECOR sample. On Tuesday, November 19th we mailed out 207 Second Reminder letters with a \$1 dollar bill to all non-respondent Fellows. We mailed out 26 Second Reminder letters to partial Fellows, which included a \$5 dollar bill. The Second Reminders with the incentive yielded 53 completed surveys from the Fellows.

Also on November 19th, we added a Wave 2 sample of an additional 164 Fellows (41 per cancer group), and sent them the Prenotice letter. The same sampling process was executed for this second Wave of Fellows as was for Wave 1 Fellows. Based on our response rates at the time, we needed to add 164 Fellows. We determined the sampling ratio and assigned each Fellow with either a 1 (Main) or 0 (Reserve). When the selection process was finished, we had 41 Fellows in each cancer group to become our Wave 2 sample of Fellows.

On Wednesday, November 27th we sent 162 (two Fellows responded to the Prenotice letter by email) Survey Invitation letters to the Wave 2 Fellows. With the Survey Invitation letters, a \$1 dollar bill was included as an incentive to complete the survey. From the Wave 2 Fellows, we received 28 completed surveys after we sent the Survey Invitation letter with the incentive. On December 13th, a First Reminder letter was mailed to 142 Wave 2 non-respondents and partials, which produced 30 completed surveys.

Since we tried two different methods of recruiting respondents to participate in the survey (no incentive versus \$1 incentive), it is interesting to compare the response rates of the two groups. The table below compares Wave 1 Fellows who were sent the Survey Invitation letter *without* the \$1 incentive (n=336), and Wave 2 Fellows who were sent the Survey Invitation letter *with* the \$1 incentive (n=162). The results show that sending an incentive of \$1 with the Survey Invitation produced more responses (17%) than sending a Survey Invitation *without* an incentive (14%), relative to the sample size.

Exhibit 1.6 Wave 1 Fellows Sent Survey Invite Without Incentive versus Wave 2 Fellows Sent Survey Invite With Incentive

	# Sent Survey Invite w/o Incentive	# Complete	# Sent Survey Invite w/Incentive	# Complete
G-int	84	6	39	5
GU	84	10	41	10
Leuk	84	13	41	5
Lung	84	18	41	8
Total	336	47 (14%)	162	28 (17%)

We made one last attempt to recruit Wave 1 Fellows to participate. On December 13th, a hard-copy Third Reminder letter was mailed to 165 non-respondent or partial Fellows. This last effort produced 26 completed surveys.

Exhibit 1.7 Fellow Completes by Contact

Fellows	Survey Invitation Letter/Email	Survey Invitation Letter w/\$1 incentive (Wave 2)	Reminder Letter/Email 1	Reminder Letter 2 w/incentive	Reminder Letter 3	Total
G-Int	6	5	24	16	7	58
GU	10	10	14	16	5	55
Leuk	13	5	20	11	7	56
Lung	18	8	18	10	7	61
Total	47	28	76	53	26	230

1.4 Incentive Payment Process

As promised in the recruitment letters, each respondent that completed the SOTS survey was to receive a \$50 dollar check for their participation. As each respondent completed the survey it was recorded in an excel spreadsheet, which was created by RTI's accounting department. The spreadsheet contained columns for the respondent's name, address, and the amount for which they were to be paid. The spreadsheet was sent electronically every Wednesday morning to the designated RTI accountant in NC.

Incentive checks were cut every Thursday of each week. They were then Federal Expressed to the DC office for stuffing and labeling on Fridays. Finally, they were Federal Expressed to NCI on Mondays to have the postage applied and mailed out. Respondents were sent a check for either \$50, \$49, or \$45 dollars, depending on the pre-incentive amount they received in their reminder letter or Survey Invitation letter. The total incentive amount paid to all respondents for completing the survey was \$18,624.

2. OUTCOMES

2.1 Introduction

Exhibit 2.1 below shows the overall survey results from the SOTS web site evaluation study. Our overall response rate was 95%, with our goal to have 400 completed survey responses.

Exhibit 2.1 Overall Survey Results

	Experienced Oncologists			Fellows			Totals		
	Target	Received	Diff	Target	Received	Diff	Target	Received	Diff
Gastro	50	29	21	50	58	-8	100	87	13
GU	50	46	4	50	55	-5	100	101	-1
Leuk	50	34	16	50	56	-6	100	90	10
Lung	50	40	10	50	61	-11	100	101	-1
Overall	200	149	51	200	230	-30	400	379	21
		75%			115%			95%	

2.2 Summary versus Multi-Media Presentation Group

It’s interesting to note in **Exhibit 2.2** that respondents who were assigned to the Summary first group, finished the survey more often. In other words, it looks like respondents who had to go the SOTS web site to view the multi-media presentations, either couldn’t get to the web site, or didn’t make it back to the survey.

Exhibit 2.2 Completed Surveys by Mode: Summary versus Multi-Media

Cancer Group	Experienced Oncologists		Fellows		Totals	
	Summary	Multi-Media	Summary	Multi-Media	Summary	Multi-Media
G-Int	15	14	29	29	44	43
GU	24	22	28	27	52	49
Leuk	17	17	29	27	46	44
Lung	23	17	33	28	56	45
Total	79	70	119	111	198	181

ATTACHMENT 1

TIER 1 ECOR RECRUITMENT LETTERS

Tier 1 First Contact Email

Dear [Full Name]:

On [DATE OF MEETING], you attended a State of the Science Meeting (SOTS) on [gastric cancer/superficial bladder cancer/myelodysplastic syndrome/non-small cell lung cancer], sponsored by the National Cancer Institute (NCI). We hope you found the meeting worthwhile, and we appreciate your contribution. As you may know, the SOTS meetings are part of a pilot project to evaluate better ways to facilitate translational research and clinical trials in cancer treatment. In this regard, we are testing new methods to disseminate the proceedings of the meetings to individuals who were unable to attend. One of these methods is to make audiovisual presentations of the meetings available on the SOTS web site.

To evaluate whether these audiovisual presentations are useful, WE NEED YOUR HELP. Our goal is to identify clinical oncology researchers who *did not* attend the SOTS meeting but could potentially use the information from the meeting to investigate promising cancer therapies and propose concepts for clinical trials. You can help us by identifying up to five of your clinical oncology colleagues who did not attend the meeting and would therefore be part of the web site's target audience. The colleagues you nominate can be from your institution or from another institution. We will follow up with these individuals and ask them to review the web site and complete a short evaluation using an online survey. In return, we will offer them a small honorarium. Your suggested candidates will of course have the opportunity to decline to participate. The survey is being conducted by RTI International (RTI), a non-profit research firm operating under contract to NCI.

For each nominee, please provide his or her full name and degree, affiliation, and email address if possible. You can send the information in one of two ways, whichever is easier for you. First, you can click on the link, [XXXXXXX] to be directed to an online nomination form. Or, you can send an email to nci@rti.org providing the nomination information in the body of the email. For your convenience, we have attached a list of the meeting participants who were present at the SOTS meeting you attended. When nominating your colleagues, please make sure they are *not* on this list of participants, as our goal is to find individuals who *did not* attend the meeting and may therefore find the presented materials on the web site beneficial. Your colleagues will not be informed as to who nominated them for this project.

We sincerely appreciate your assistance in helping us seek better ways to communicate current research findings to a wider audience of researchers. Be assured that any information you provide will be treated as confidential. If you have any questions, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486. Thank you for your help with this very valuable project.

Sincerely,

Jeffrey Abrams, M.D.
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program

Tier 1 Second Contact Email

Dear [Full Name]:

About two weeks ago we sent you an email requesting your participation in the National Cancer Institute's (NCI) State of the Science (SOTS) Pilot Project. If you have already responded, thank you very much. If you have not, please take a few moments now to review this letter. Your participation is very important to the success of the project.

On [DATE OF MEETING], you attended a SOTS meeting on [non-small cell lung cancer/myelodysplastic syndrome/superficial bladder cancer/gastric cancer], sponsored by NCI. The meeting was part of a project designed to evaluate ways to facilitate translational research and clinical trials in cancer treatment. We are currently testing new methods to disseminate the proceedings to individuals who were not able to attend.

To evaluate whether or not these methods are useful, WE NEED YOUR HELP in identifying clinical oncology researchers who *did not* attend the SOTS meeting but could potentially use the information presented at the meeting to investigate promising cancer therapies and propose concepts for clinical trials. You can help us by identifying up to five of your clinical oncology colleagues who did not attend the meeting and would therefore be part of the web site's target audience. We will follow up with these individuals and ask them to review the SOTS web site and complete a short online evaluation. If your nominees wish to participate, we will send them a small honorarium. The survey is being conducted by RTI International (RTI), a non-profit research organization operating under contract to NCI.

You can send the contact information for your nominees (e.g., name and title, affiliation, and email address) in one of two ways, whichever is easier for you. First, you can click on the link, [XXXXXXXX] to be directed to an online nomination form. Or, you can send an email to nci@rti.org and include the nomination information in the body of the email. For your convenience, we have attached a list of the participants who were present at the SOTS meeting you attended. When nominating your colleagues, please make sure they are *not* on this list of participants, as our goal is to identify individuals who *did not* attend the meeting. Your colleagues will not be informed as to who nominated them for this project.

We sincerely appreciate your assistance. Be assured that any information you provide will be treated as confidential. If you have any questions, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486. Thank you for your help with this very valuable project.

Sincerely,

Jeffrey Abrams, M.D.
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program

Tier 1 Third Contact Email

Dear [Full Name]:

Over the past several weeks we have attempted to contact you in hopes that you will participate in NCI's State of the Science (SOTS) Pilot Project. If you have already responded, thank you very much. If not, please take a few moments now to read this letter and consider joining your colleagues who have already taken part in this project; we need your input if we are to make the pilot project a success.

On [DATE OF MEETING], you attended a SOTS meeting on [non-small cell lung cancer/myelodysplastic syndrome/superficial bladder cancer/gastric cancer], sponsored by NCI. The meeting was part of a project designed to evaluate ways to facilitate translational research and clinical trials in cancer treatment. We are currently testing new methods to disseminate the proceedings to individuals who were not able to attend.

To evaluate whether or not these methods are useful, WE NEED YOUR HELP in identifying clinical oncology researchers who DID NOT attend the SOTS meeting but could potentially use the information presented at the meeting to investigate promising cancer therapies and propose concepts for clinical trials. Since we have no record or list of researchers who did NOT attend the recent SOTS meeting, we are relying on attendees such as you to help us assemble an appropriate panel of researchers for this evaluation study.

You can help us by identifying a small number of your colleagues who did NOT attend the SOTS meeting and therefore would be part of the web site's target audience. (A list of attendees is attached for your convenience.) We will follow up with these individuals and ask them to review the SOTS web site and complete a short online evaluation. If your nominees participate, we will send them a small honorarium. The survey is being conducted by RTI International (RTI), a non-profit research organization operating under contract to NCI.

You can send the contact information for your nominees (e.g., name and title, affiliation, and email address) in one of two ways, whichever is easier for you. First, you can click on the link, [XXXXXXX] to be directed to an online nomination form. Or, you can send an email to nci@rti.org and include the nomination information in the body of the email. Your colleagues will not be informed who nominated them for this project.

We sincerely appreciate your assistance. Be assured that any information you provide will be treated as confidential. If you have any questions, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486. Please join your colleagues in this important evaluation.

Sincerely,

Jeffrey Abrams, M.D.
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program

Tier 1 Final Contact Email

Dear [Full Name]:

Over the past few months, we have attempted to contact you regarding an important study that the National Cancer Institute (NCI) is conducting. We haven't heard from you, and WE STILL NEED YOUR HELP.

The goal of this study is to evaluate the web-based audiovisual presentations on the proceedings of the NCI-sponsored State of the Science (SOTS) meetings. In order to evaluate whether these web-based presentations are beneficial, we are attempting to contact individuals who did NOT attend the SOTS meetings, but who could potentially find the information presented useful to their work.

We are asking you to help us identify some of your colleagues who did NOT attend the SOTS meeting which you attended in 2000 or 2001. For your convenience, we have attached a list of attendees for the SOTS meeting you attended. Please think of oncology researchers who are not on the list, and send us your nominations.

We have received nearly 400 nominations thus far, but we are in need of about 300 more to reach our goal. By nominating your oncology colleagues, you are providing them the opportunity to share their opinions with NCI. They will also receive a \$50 honorarium for their participation. RTI International, under contract to NCI, is conducting this survey.

Please provide contact information for each nominee, including name and title, affiliation, email address, and mailing address (if possible.) You can submit your nominations in one of three ways:

- 1) Send an email to nci@rti.org, providing your nominees' contact information in the body of the email,
- 2) Fax your nominees' contact information to Noelle Richa, the RTI SOTS Survey Manager, at (202) 728-2095, or
- 3) Go to [web site link], to be directed to an online nomination form.

If you have any questions, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486. Your help is greatly appreciated!

Sincerely,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
The National Cancer Institute

ATTACHMENT 2

**TIER 2 ECOR
RECRUITMENT LETTERS**

Tier 2 ECOR Prenotice Email

Dear [Full Name]:

Next week, you will receive a formal request to participate in a survey of oncology researchers regarding a new initiative in which the National Cancer Institute (NCI) is engaged. I am writing in advance because most researchers prefer to be notified prior to being asked to participate in a research project such as this. As a gesture of appreciation, we are able to offer you a \$50 dollar honorarium for your participation.

As part of a broader effort to bring the most promising research ideas to clinical trials as quickly as possible, NCI has launched a State-of-the-Science (SOTS) web site where the results of recent NCI-sponsored SOTS meetings are presented in varying formats. We will be asking oncology researchers like you to view the web site and then respond to a short online survey regarding the value of the information presented.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm operating under contract to NCI.

This survey is of great importance to NCI as we seek better ways to communicate promising scientific directions to clinical oncology researchers. Without the feedback of the clinical oncologists who are directly affected by these initiatives, it is impossible for NCI to gauge how successful these initiatives really are.

The email we will be sending you next week will include a direct link to the web site, as well as instructions on how to log in and complete the survey. Thank you for lending us your time and expertise. It is only with the generous help of oncology research professionals that NCI can develop new programs and applications that benefit everyone involved in oncology research.

With best wishes,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
National Cancer Institute

Tier 2 ECOR Survey Invitation Email

Dear [Full Name]:

You should have recently received an email letter informing you of an upcoming survey of oncology researchers regarding the transmission of scientific information from the National Cancer Institute's (NCI) State-of-the-Science (SOTS) meetings via NCI's SOTS web site. You were nominated by an oncology research colleague as someone whose work is relevant to or would benefit from the information found on the SOTS web site. We are offering you a \$50 dollar honorarium as a gesture of appreciation for your participation. At this time, I would like to request your participation in this survey and provide you with further information and instructions.

The SOTS web site was launched as part of a broader effort to bring the most promising research ideas to clinical trials as quickly as possible. Specifically, the purpose of the web site is to disseminate current research findings to a wider audience of research oncologists than only those who are able to attend the meetings in person.

As an oncology researcher, we would greatly value your feedback regarding the value of the information presented on the web site. Your participation in NCI's evaluation of the web site would involve spending 30-45 minutes viewing two different formats of the presentations from the Gastric Cancer meeting held on March 6-7, 2001, and completing a short online survey about your experience using the site.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm operating under contract to NCI.

To view the web site and complete the survey, please click on or enter the following web address: http://nci.rti.org/sots_review/index.cfm?user_id=11016E. If you are prompted to enter your User ID to begin the survey, please enter the following: 11016E. Once you are logged in, simply follow the directions to complete the evaluation. If you encounter technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571 ext. 2754. For your convenience, we have included some guidelines, below, for using the SOTS web site.

If you have any questions or comments about your participation in this project, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. Thank you very much for helping with this important evaluation study.

Sincerely,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
National Cancer Institute

Tier 2 ECOR Tip Email

Dear [Full Name]:

On behalf of the National Cancer Institute, I greatly appreciate your participation in the State of the Science (SOTS) Web Site Evaluation Survey. We have received questions from several of you regarding how best to access the web site and complete the survey. Based on these comments, here are some tips that will be of help as you go through the survey. In addition, direct technical assistance is available (see below). Please keep in mind that your input is invaluable as NCI's seeks better ways to quickly disseminate current research findings.

TIP #1: If you accidentally close or lose the SOTS web site, click on the "Return to SOTS Web Site" button, which is located at the bottom of the Instruction Page screen.

TIP #2: If the SOTS web site does not pop-up when you click on the "Return to SOTS Web Site" button, look at the bottom of your screen to see if the SOTS web site is minimized. If it's minimized, maximize it.

TIP #3: When you click on the speaker icon from the SOTS web site to listen to an audio presentation, it will open a new window. Please be aware that you will now have 3 windows open:

- 1) the SOTS survey,
- 2) the SOTS web site, and
- 3) the audio presentation of the lecture.

When you are finished listening to the audio presentation, close the audio presentation window by clicking on the "X" in the upper right hand corner. You will now be back to two windows, and can proceed by either continuing with the survey or viewing more presentations.

TIP #4: If you accidentally close the survey, click on or enter the following web address: http://nci.rti.org/sots_review/index.cfm?user_id=11028E . If you are prompted to enter your User ID, please enter the following: 11028E. You will be taken to your last answered question. All your previous answers have been saved, and you can proceed to finish the survey from where you left off.

If you are still experiencing difficulties accessing or using the SOTS web site, contact Todd Heinrich, RTI's programmer, at 1-800-334-8571 ext. 2754, or email toddh@rti.org. Technical help is available from 8 AM to 5 PM Monday through Friday. If you need assistance after business hours, send an email to toddh@rti.org.

Thank you for your continued assistance with completing this evaluation.

Respectfully,

James Hersey, Ph.D.
Senior Project Director
RTI International
1615 M Street, NW
Washington, DC 20036

Tier 2 ECOR 1st Reminder Email

Dear [Full Name]:

Recently, we sent you an email requesting your participation in the National Cancer Institute's (NCI) State of the Science (SOTS) Web Site Evaluation Survey. If you have already viewed the web site and completed the survey, thank you very much. If you have not, please take a few minutes now to review this letter. We are able to offer you a \$50 dollar honorarium as a gesture of appreciation for your participation.

The SOTS web site was launched as part of a broader effort to bring the most promising research ideas to clinical trials as quickly as possible. Specifically, the purpose of the web site is to disseminate current research findings to a wider audience of research oncologists than only those who are able to attend the meetings in person.

As an oncology researcher or fellow, we would greatly value your feedback regarding the value of the information presented on the web site. Your participation in NCI's evaluation of the web site would involve spending approximately 30 minutes viewing two different formats of presentations, and completing a short online survey about your experience using the site. If you are unable to complete the survey in one sitting, your answers will be automatically saved and you can finish the survey at a later time.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm operating under contract to NCI.

To view the web site and complete the survey, please click on or enter the following web address: http://nci.rti.org/sots_review/index.cfm?user_id=11044D. If you are prompted to enter your User ID to begin the survey, please enter the following: 11044D. Once you log in, simply follow the directions to complete the evaluation. If you encounter technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571 ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours. For your convenience, we have attached some guidelines and tips for using the SOTS web site.

If you have any questions or comments about your participation in this project, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. Thank you very much for helping with this important evaluation study.

Sincerely,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
National Cancer Institute

Tier 2 ECOR Second Reminder Email

Dear [Full Name]:

Over the past few weeks, our subcontractor, RTI International, has attempted to contact you about NCI's State of the Science (SOTS) Web Site Evaluation Survey. According to their records, they have not yet received a completed survey from you. Please complete the survey at your earliest convenience so NCI can include your opinions in our final report. Over 150 of your colleagues have responded so far, but your input is needed if we are to reach our goal of 400 study participants.

To log on and begin the survey, go to http://nci.rti.org/sots_review/index.cfm?user_id=11044D. If it prompts you for your User ID, please enter the following: 11044D. If you encounter technical difficulty accessing or using the web site, contact Noelle Richa at richa@rti.org, or call 1-800-334-8571, ext. 2480. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

Thank you for your assistance with this NCI effort.

Sincerely,

Jeffrey Abrams, MD
CTEP Pilot Project Coordinator
The National Cancer Institute

**Tier 2 ECOR Second Reminder Letter
to Non-Respondents with \$1 Incentive**

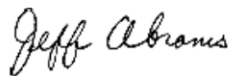
Dear [Full Name]:

Over the past few weeks, our subcontractor, RTI International, has attempted to contact you about NCI's State of the Science (SOTS) Web Site Evaluation Survey. According to their records, they have not yet received a completed survey from you. Please complete the survey at your earliest convenience so NCI can include your opinions in our final report. **Over 150 of your colleagues have responded so far, but your input is needed if we are to reach our goal of 400 study participants.**

To begin the survey, go to **http://nci.rti.org/sots_review**. When it prompts you for your User ID, please enter the following: [USERID]. If you encounter technical difficulty accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

Please accept the enclosed one-dollar bill as an advance display of our appreciation for your help. We will promptly send you the remaining \$49 dollars upon completion of the survey. Thank you for your assistance with this NCI effort!

Sincerely,



Jeffrey Abrams, MD
CTEP Pilot Project Coordinator
The National Cancer Institute

Tier 2 ECOR Second Reminder Letter to Partialists with \$5 Incentive

Dear [Full Name]:

Thank you for participating in NCI's State of the Science (SOTS) Web Site Evaluation Survey. Our subcontractor, RTI International, reports that your survey is only partially complete. Please finish the survey at your earliest convenience so we can include your opinions in the final report. **Over 150 of your colleagues have responded so far, but your input is needed if we are to reach our goal of 400 study participants.**

To return to the survey, go to http://nci.rti.org/sots_review. When it prompts you for your User ID, please enter the following: «User_ID». The program will take you to your last answered question. If you encounter technical difficulty accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

Please accept the enclosed five-dollar bill as a token of our appreciation for beginning the survey. We will promptly send you the remaining \$45 dollars upon completion. Thank you for your continued assistance with this NCI effort!

Sincerely,

Jeffrey Abrams, MD
CTEP Pilot Project Coordinator
The National Cancer Institute

Tier 2 ECOR Third Reminder Email

Dear [Full Name]:

During the past few months, we have attempted to contact you without success about an important evaluation study that the National Cancer Institute (NCI) is conducting. **We are offering you a \$50 dollar honorarium as a token of our appreciation for your assistance.** Participation will require very little of your time and consists of viewing NCI's State-of-the-Science web site and completing a short web-based survey about the web site's usefulness.

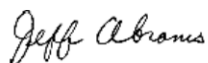
At the time of this mailing, you had not yet completed the survey, so PLEASE take the time to do so over the next day or two. The study is drawing to a close, and this is one of the final contacts that will be made with the experienced oncologist researchers. Having data from everyone in this small nationwide sample helps assure that the evaluation results are as accurate and representative as possible.

To begin the survey, click on or enter the following web address: **[Web Address]**. If you are prompted to enter your User ID to begin the survey, please enter the following: **[UserID]**. Once you log in, simply follow the directions to complete the evaluation. If you have already started the survey, please log back in and finish it. When you log back in, the survey will take you to the last question you answered so you can continue from where you left off.

For any technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571 ext. 2754. Todd is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

If you have any questions or comments, contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. I appreciate your help with this very important research project.

Sincerely,



Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
The National Cancer Institute

Tier 2 ECOR Final Reminder Email

Dear [Full Name]:

The National Cancer Institute's (NCI) State of the Science Web Site Evaluation study is drawing to a close in one week and we still need your help.

This is our final attempt to contact you about this important evaluation study that NCI is conducting. The results of the study will be used to improve the way NCI disseminates information about promising cancer treatments to other oncology researchers. We are offering you a \$50 dollar honorarium as a token of our appreciation for your assistance. Participation will require very little of your time and consists of viewing NCI's State-of-the-Science web site and completing a short web-based survey about the web site's usefulness.

To begin the survey, click on or enter the following web address: **[Web Address]**. If you are prompted to enter your User ID to begin the survey, please enter the following: **[UserID]**. Once you log in, simply follow the directions to complete the evaluation. If you have already started the survey, please log back in and finish it. When you log back in, the survey will take you to the last question you answered so you can continue from where you left off.

For any technical difficulties accessing or using the web site, contact Noelle Richa, at richa@rti.org, or call 1-800-334-8571, ext. 2480.

If you have any questions or comments, contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. Please help NCI make this study a success.

Sincerely,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
The National Cancer Institute

ATTACHMENT 3

TIER 2 FELLOW'S RECRUIT LETTERS

Fellows Prenotice Letter

Dear [Full Name]:

In a few days, you will receive a formal request to participate in a survey of oncology researchers and fellows regarding a new initiative in which the National Cancer Institute (NCI) is engaged. **We are offering you a \$50 dollar honorarium as a gesture of appreciation for your participation.** NCI has launched a State-of-the-Science (SOTS) web site where the results of recent NCI-sponsored SOTS meetings are presented. We will be asking oncology fellows like you to view the web site and then respond to a short survey regarding the value of the information presented.

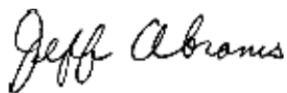
As a fellow in oncology, NCI is hopeful that the SOTS web site will provide you with cutting-edge information that will prove useful in your research and clinical practice. We would therefore greatly value your feedback regarding the web site.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm operating under contract to NCI.

The letter we will be sending you in a few days will include instructions on how to log in and complete the survey. If you would like to receive an email version of the letter, please send a brief email to nci@rti.org. Allowing us to email you will facilitate data collection since we will be able to send you the direct link to the web survey, as well as process your \$50 honorarium in a timely manner.

Thank you in advance for your assistance with this very important evaluation project.

Sincerely,



Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
National Cancer Institute

Fellows Survey Invitation Letter

Dear [Full Name]:

Recently you were sent a letter informing you of an upcoming survey of oncology fellows and researchers regarding the transmission of scientific information from NCI-sponsored State-of-the-Science (SOTS) meetings via NCI's SOTS web site. At this time, I would like to request your participation in this survey and provide you with further information and instruction. **We are offering you a \$50 dollar honorarium as a gesture of appreciation for your assistance.** Here is a brief description of the study.

The SOTS web site was launched as part of a broader effort to bring the most promising research ideas to clinical trials as quickly as possible. Specifically, the purpose of the web site is to disseminate current research findings to a wider audience of research oncologists, rather than only those who attended the meetings.


As a fellow in oncology, NCI is hopeful that this web site will provide you with cutting-edge information that will prove useful in your research and clinical practice. We would therefore greatly value your feedback regarding the web site. Your participation in NCI's evaluation of the web site would involve spending about 30 minutes viewing two different formats of the presentations from the «Meeting» meeting held on «Meeting_Date», and completing a short online survey about your experience using the site.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm under contract to NCI.

To view the web site and complete the survey, go to the following web address: http://nci.rti.org/sots_review. When you are prompted to enter your User ID, please enter the following: [UserID]. Once you are logged in, simply follow the directions to complete the evaluation. If you encounter difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical assistance is available by phone from 8AM to 5PM Monday through Friday, and by email after business hours. For your convenience, we have attached some guidelines and tips for using the SOTS web site.

If you have any questions or comments about your participation in this project, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486 or email him at hersey@rti.org. Thank you very much for helping with this important evaluation study.

Sincerely,



Jeffrey Abrams, MD
CTEP Pilot Projects Coordinator
National Cancer Institute

Fellows First Reminder Letter

Dear [Full Name]:

Recently, we sent you a letter requesting your participation in the National Cancer Institute's (NCI) State of the Science (SOTS) Web Site Evaluation Survey. If you have already viewed the web site and completed the survey, thank you very much. If you have not, please take a few minutes now to review this letter. **We are able to offer you a \$50 dollar honorarium as a gesture of appreciation for your participation.**

The SOTS web site was launched as part of a broader effort to bring the most promising research ideas to clinical trials as quickly as possible. Specifically, the purpose of the web site is to disseminate current research findings to a wider audience of research oncologists than only those who are able to attend the meetings in person.

As a fellow in oncology, we would greatly value your feedback regarding the value of the information presented on the web site. Your participation in NCI's evaluation of the web site would involve spending approximately 30 minutes viewing two different formats of presentations, and completing a short online survey about your experience using the site. If you are unable to complete the survey in one sitting, your answers will be automatically saved and you can finish the survey at a later time.

The survey, authorized under 42 USC 285e, is completely voluntary and there will be no penalties if you decide not to respond. Be assured that any information you provide will be treated as confidential. The survey is being conducted by RTI International, a non-profit research firm operating under contract to NCI.

To view the web site and complete the survey, go to the following web address: **http://nci.rti.org/sots_review**. When you are prompted to enter your User ID to begin the survey, please enter the following: [USER ID]. Once you log in, simply follow the directions to complete the evaluation. If you encounter technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

If you have any questions or comments about your participation in this project, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. Thank you very much for helping with this important evaluation study.

Sincerely,
Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
The National Cancer Institute

Fellows Second Reminder Letter to Non-Respondents with \$1 Incentive

Dear [Full Name]:

Over the past few weeks, our subcontractor, RTI International, has attempted to contact you about NCI's State of the Science (SOTS) Web Site Evaluation Survey. According to their records, they have not yet received a completed survey from you. Please complete the survey at your earliest convenience so NCI can include your opinions in our final report. **Over 150 of your colleagues have responded so far, but your input is needed if we are to reach our goal of 400 study participants.**

To begin the survey, go to http://nci.rti.org/sots_review. When it prompts you for your User ID, please enter the following: **12001W**. If you encounter technical difficulty accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

Please accept the enclosed one-dollar bill as an advance display of our appreciation for your help. We will promptly send you the remaining \$49 dollars upon completion of the survey. Thank you for your assistance with this NCI effort!

Sincerely,



Jeffrey Abrams, MD
CTEP Pilot Project Coordinator
The National Cancer Institute

Fellows Second Reminder Letter to Partials with \$5 Incentive

Dear [Full Name]:

Thank you participating in NCI's State of the Science (SOTS) Web Site Evaluation Survey. According to our records, you have started the survey but are not yet finished. Please complete the survey at your earliest convenience so we can include your opinions in the final report. To return to the survey, go to http://nci.rti.org/sots_review. When it prompts you for your User ID, please enter the following: [USERID].

If you encounter technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571, ext. 2754. Technical help is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

Please accept the enclosed five dollar bill as a token of our thanks to you for beginning the survey. We will promptly send you the remaining \$45 dollars upon completion. Thank you for your continued assistance with this NCI effort!

Sincerely,

Jeffrey Abrams, MD
Coordinator, Pilot Projects
The National Cancer Institute

Fellows Third Reminder Letter

Dear [Full Name]:

During the past few months, we have attempted to contact you without success about an important evaluation study that the National Cancer Institute (NCI) is conducting. **We are offering you a \$50 dollar honorarium as a token of our appreciation for your assistance.** Participation will require very little of your time and consists of viewing NCI's State-of-the-Science web site and completing a short web-based survey about the web site's usefulness.

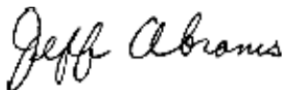
At the time of this mailing, you had not yet completed the survey, so **please** take the time to do so over the next day or two. The study is drawing to a close, and this is one of the final contacts that will be made with the oncology fellows. Having data from everyone in this small nationwide sample helps assure that the evaluation results are as accurate and representative as possible.

To begin the survey, please enter the following web address: http://nci.rti.org/sots_review. When you are prompted to enter your User ID to begin the survey, please enter the following: **[UserID]**. Once you log in, simply follow the directions to complete the evaluation. If you have already started the survey, please log back in and finish it. When you log back in, the survey will take you to the last question you answered so you can continue from where you left off.

For any technical difficulties accessing or using the web site, contact Todd Heinrich, RTI's programmer, at toddh@rti.org, or call 1-800-334-8571 ext. 2754. Todd is available by phone from 8 AM to 5 PM Monday through Friday, and by email after business hours.

If you have any questions or comments, please contact Dr. James Hersey, RTI's Senior Project Director, at 1-800-334-8571, ext. 2486, or email him at hersey@rti.org. I appreciate your help with this very important research project.

Sincerely,



Jeffrey Abrams, MD
Coordinator, Pilot Projects
Cancer Therapy Evaluation Program
The National Cancer Institute

ATTACHMENT 4

THANK YOU LETTER WITH INCENTIVE PAYMENT

Thank You Letter with Incentive Payment

Dear [Full Name]:

Thank you for participating in the National Cancer Institute's State-of-the-Science Web Site Evaluation Survey. RTI reports having received your completed web-based survey, and so we would like to offer you the enclosed honorarium. We understand the value of your time and hope you will accept this token of our appreciation for your assistance.

Thanks again.

Best regards,

Jeffrey Abrams, MD

Coordinator, Pilot Projects

Cancer Therapy Evaluation Program

The National Cancer Institute

ATTACHMENT 5

SURVEY GUIDELINES FOR VIEWING THE SOTS WEB SITE

NCI State-of-the-Science Web Site Evaluation Survey Guidelines for Viewing the SOTS Web Site

After logging in to the SOTS survey, you will be directed to NCI's SOTS web site. Follow the guidelines below to better utilize the web site.

Click on the "**Continue**" button at the bottom of the screen to go to NCI's SOTS "Lectures & Breakouts" multi-media web site. Please browse through the multi-media version of the SOTS meeting until you have a sense of its content, presentation and structure. In order to appreciate the content, we recommend you listen to or view at least **3** lectures.

[Audio and Slides Presentations](#)

To hear the audio portion of the presentations, you will need "Shockwave Player" on your computer. This software is free of charge and will be downloaded automatically if you do not currently have it on your computer. Simply follow the prompts on your screen to quickly download the software. If you need technical assistance, please call Todd Heinrich, RTI's programmer, at 1.800.334.8571, ext. 2754.

1. To START an "Audio and Slides" presentation, click on the "Audio and Slides" icon.



2. To STOP an "Audio and Slides" presentation, simply close the window by clicking on the "X" in the upper right hand corner.

Written Transcripts and Slides Presentations

1. To START a slide presentation accompanied by written transcripts, click on the "Transcripts" icon.
2. To STOP a "Transcript" presentation, click on the "**Lectures & Breakouts**" button on the left side of the screen to return to the main agenda page.
3. For purposes of this evaluation, please avoid clicking on the "**Main Page**" or "**Home**" buttons, as well as the "<- **Back**" button on your browser.

You can use the buttons on the left side of the screen to explore the various features of the web site (i.e. "**Overview**," "**Using This Site**," "**Participants**," and "**Search**"). To return to the main agenda page, click on either the "**Lectures & Breakouts**" button or the "**Return**" button on the left side of the screen.

When you are finished reviewing the multi-media presentations and are ready to return to the survey, click the "**Continue**" button at the top of the screen.

NCI State-of-the-Science Web Site Evaluation Survey **SOTS Web Site Tips**

TIP #1: If you accidentally close or lose the SOTS web site, click on the "**Return to SOTS Web Site**" button, which is located at the bottom of the Instruction Page screen.

TIP #2: If the SOTS web site does not pop-up when you click on the "**Return to SOTS Web Site**" button, look at the bottom of your screen to see if the SOTS web site is minimized. If it's minimized, maximize it.

TIP #3: When you click on the speaker icon from the SOTS web site to listen to an audio presentation, it will open a new window. Please be aware that you will now have three windows open:

1. the SOTS survey,
2. the SOTS web site, and
3. the audio presentation of the lecture.

When you are finished listening to the audio presentation, close the audio presentation window by clicking on the “X” in the upper right hand corner. You will now be back to two windows, and can proceed by either continuing with the survey or viewing more presentations.

TIP #4: If you accidentally close the survey, enter the following web address: http://nci.rti.org/sots_review. You will be prompted to enter your User ID, which can be found in your survey invitation letter or reminder letter. When you log back in, you will be taken to your last answered question. All your previous answers have been saved, and you can proceed to finish the survey from where you left off.

**** If you need technical assistance, please contact Todd Heinrich, RTI's programmer, at 1-800-334-8571, ext. 2754, or email him at toddh@rti.org. Technical help is available by phone from 8AM to 5PM Monday through Friday, and by email after business hours.****