

BIOREPOSITORY FEASIBILITY STUDY AND DEMONSTRATION PROJECT

July 28, 2010

Commented [ab1]: Survey methodologist Don Dillman (2000) suggests that cover letters contain the following components in this order:

- 1.The request
2. Why you were selected
3. Usefulness of survey
4. Confidentiality (if applicable)
- 5.Willingness to answer questions
- 6.Thank you
- 7.Real signature

I have taken a stab at applying the principles to the cover letter.

Dear

~~I am writing to ask for your help in a Feasibility Study. The Connecticut Tumor Registry in the Department of Public Health has commissioned a Feasibility Study to explore the development of a statewide tumor bio-repository which was commissioned by the Connecticut Tumor Registry in the Department of Public Health. I am an Oncologist at the Neag Cancer Center of the University of Connecticut Health Center, and the Principal Investigator for this project. My work has included the development of large bio-repositories to facilitate cancer research.~~

Commented [ab2]: Is this critical for establishing the credibility of the survey? If not, it should be deleted.

~~The survey will ask about current practices for archiving tissue specimens, your input about possible options for designating a statewide tumor tissue biorepository, and your suggestions and concerns.~~

~~You were selected to participate in this study because [insert language about why their experience and feedback is so important to the project]. We are sending this survey to the Chairs of Pathology Departments at all Connecticut hospitals.~~

~~Your candid response to these questions is essential, as we will use the results [to do what]. I am an Oncologist at the Neag Cancer Center of the University of Connecticut Health Center, and the Principal Investigator for this project. My work has included the development of large bio-repositories to facilitate cancer research.~~

Commented [ab3]: Is this essential for establishing the credibility of the survey? If so it should be kept. Otherwise, it should be deleted.

~~**The attached survey is a part of the Feasibility Study.** We are sending this survey to the Chairs of Pathology Departments at all Connecticut hospitals that provide data to the Connecticut Tumor Registry to obtain:~~

- ~~1. Background about current practices for archiving tissue specimens.~~
- ~~2. Your input about possible options for designing a statewide tumor repository.~~
- ~~3. Your suggestions and concerns.~~

~~Your candid response to these questions is essential, as we will use results of this survey to inform development of a statewide tumor bio-repository. The next step in our Feasibility Study will be to We will be sending a similar survey to the Chairs of Institutional Review Boards within several weeks which will concentrate on issues pertaining to approvals of research, including issues regarding confidentiality.~~

~~If you have any questions or comments about this study, I would be happy to talk with you. The survey is being administered by the Rapid Case Ascertainment Shared Resource (RCA) at~~

Yale, under the supervision of the Director, Rajni Mehta, M.P.H, with whom you may be familiar in her capacity as an agent of the Connecticut Tumor Registry. She may be reached at [telephone number] or at [email address].

Commented [MC4]: Even though contact information is on the next page, you may want to provide it in the cover letter as well (or instead of on the survey).

This is an exciting time for cancer research in Connecticut. The legislature recently updated the Connecticut Tumor Registry statute to include the collection of tumor tissue. We have provided an excerpt of the new legislation in your packet.

We very much appreciate your taking time to provide input on this highly significant development for the advancement of cancer research in Connecticut.

Sincerely,

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