

Preferences for Emails from the Center for Biomedical Informatics and Information Technology (CBIIT)

We'd Like to Hear From You!

The NCI Center for Biomedical Informatics and Information Technology (NCI CBIIT) is assessing its email communications to see how well they meet your needs.

Please complete this short survey to share your experience.

All responses are anonymous and will be used to improve our communications to you.

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(CBIIT)

Burden Statement

OMB No.: 0925-0642

Expiration Date: 05/31/2023

Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0642). Do not return the completed form to this address.

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Background Information

1. Which device do you access NCI email from most often?

- ☐ Mobile Device
- ☐ Laptop Computer
- ☐ Desktop Computer
- ☐ Tablet
- ☐ Other

2. How interested are you to learn about the following:

	Interested	Neither Interested Nor Uninterested	Not Interested	Not Sure
Data science opportunities (e.g., conferences, events)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainings on informatics tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IT services (e.g., IT maintenance, desktop support, software applications, cloud, storage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IT trainings (e.g., collaboration tools like Microsoft Teams)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. How do you prefer to receive information about upcoming **data science opportunities (e.g., conferences, events)?**

- ☐ Emails
- ☐ Websites
- ☐ Word of mouth (e.g., group meetings, one-on-ones)
- ☐ Other
- ☐ I prefer not to receive information about this topic.

4. How do you prefer to receive information about upcoming **informatics trainings**?

- ☐ Emails
- ☐ Websites
- ☐ Word of mouth (e.g., group meetings, one-on-ones)
- ☐ Other
- ☐ I prefer not to receive information about this topic.

5. How do you prefer to receive information about **IT services**?

- ☐ Emails
- ☐ Websites
- ☐ Word of mouth (e.g., group meetings, one-on-ones)
- ☐ Other
- ☐ I prefer not to receive information about this topic.

6. How do you prefer to receive information about upcoming **IT trainings (e.g., collaboration tools like Microsoft Teams)**?

- ☐ Emails
- ☐ Websites
- ☐ Word of mouth (e.g., group meetings, one-on-ones)
- ☐ Other
- ☐ I prefer not to receive information about this topic.

7. Illustrated is an example of an email from NCI CBIIT. Please answer the follow questions based on this and similar-looking emails that you have received.

New video sharing and
storage tool

Come learn
about Microsoft
Stream



Dear NCI Staff,

Love using Microsoft Teams and YouTube? [Microsoft Stream](#), which works in conjunction with Teams and acts like YouTube, allows you to view your recorded Teams meetings, upload video content, and share it securely with your co-workers.

Starting the week of June 29, not only will Microsoft Stream be available for you to use for free, but we also will be hosting training sessions on how to set up and use the tool. [See the article on NCI at Your Service](#) for specific training dates and times.

Unable to attend? Request a session for your Division, Office, or Center by emailing [Ute Reichling](#).

Thank you,
Center for Biomedical Informatics and Information Technology (CBIIT)
National Cancer Institute

Stay Updated

- [Learn](#) all about Microsoft Teams.
- [Check out](#) our Microsoft Tool Tips.

Get Help

- [Chat](#) with a CBIIT Technician by logging in to NCI at Your Service.
- Work at NCI at Frederick? Start an [online chat](#) or call the NCI Frederick Help Desk (301-846-5115).

Accelerating NCI's mission through Informatics and IT

Now, indicate how you would respond to the following statements:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I do not receive emails from NCI CBIIT
I always open emails I receive from NCI CBIIT.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content from NCI CBIIT emails is applicable to the work I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with the frequency of emails I receive from NCI CBIIT.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I do not receive emails from NCI CBIIT
I receive too many emails from NCI CBIIT.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would like to receive more emails from NCI CBIIT.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand from the emails what CBIIT needs me to do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The overall design in CBIIT emails is appealing to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preferences for Emails from the Center for Biomedical Informatics and Information Technology (CBIIT)

Engagement

8. Using the following 3 figures, indicate how many times you completed the listed actions in the last 6 months:

Figure A

NIH NATIONAL CANCER INSTITUTE
Center for Biomedical Informatics
& Information Technology

Register Now

Attend an upcoming training opportunity



The Center for Biomedical Informatics and Information Technology (CBIIT) training program invites you to attend the following opportunities.

Whole Exome Sequencing Data Analysis **Register**

Speakers: Drs. Daoud Meerzaman and Qingrong Chen, NCI CBIIT

Description

This hands-on workshop begins with a tutorial showing samples of an exome analysis workflow. Participants then will be given an opportunity to run their own basic exome analysis for variant detection using Illumina paired-end exome sequencing data and a "point and click" approach on a Galaxy platform. Participants will learn how to conduct a quality control check on sequencing data; align the sequencing reads to a reference genome; generate alignment statistics and check mapping quality; identify variants; and visualize the exome sequencing data and variants.

For questions, contact [Dr. Daoud Meerzaman](#).


 Tuesday, June 23

 1:00 p.m. – 4:00 p.m. ET

 Webex

Register Now

**Attend an
upcoming
Webex training**



Dear NCI Staff,

Make virtual meetings easier with Webex! Attend one of these upcoming webinars to learn how to:

- use Webex audio, video, and chat options.
- personalize your Webex meetings with the Advanced Scheduler (provides more options for your meeting setup).
- use Webex Productivity Tools (allows you to schedule, start, and join Webex meetings directly from Microsoft Outlook).
- access your Webex Personal Room.
- use the Webex Desktop App.

Register below to reserve your spot. Additionally, if you'd like to learn more from a previous session, watch a recording on NCI at Your Service.

Thank you,
Center for Biomedical Informatics and Information Technology (CBIIIT)
National Cancer Institute

Date	Time	Location	Registration
Friday, April 10, 2020	12:00 p.m.– 1:00 p.m. ET	Webinar	Register
Monday, April 13, 2020	10:00 a.m.– 11:00 a.m. ET	Webinar	Register
Thursday, April 16, 2020	3:00 p.m.– 4:00 p.m. ET	Webinar	Register
Tuesday, April 21, 2020	3:00 p.m.– 4:00 p.m. ET	Webinar	Register
Friday, April 24, 2020	12:00 p.m.– 1:00 p.m. ET	Webinar	Register

Accelerating NCI's mission through Informatics and IT

IT Engagement
Seminar
Series

Title

Register



(Click to edit this
placeholder text.)



(time-time
ET)



(Click to edit this
placeholder text.)

Dear Colleague,

(Insert training/event summary.)

Thank you,
Center for Biomedical Informatics and Information Technology (CBIIT)
National Cancer Institute

[Individuals with disabilities who need sign language interpreters and/or reasonable accommodation to participate in this [\(event/training/conference/program\)](#) should contact [\(first and last name\)](#) at [\(telephone number, email address\)](#) and/or the Federal TTY Relay number (1-800-877-8339). Requests should be made at least 5 days in advance of the event.

OR

Individuals needing reasonable accommodations should contact [NCI IT Training](#). For attendees who are deaf, hard-of-hearing, or speech impaired, the [Federal Relay Service](#) provides free telecommunications relay services (TRS). Individuals requiring interpreting or CART services should submit a request online in the [Interpreting Services System](#) at least 5 business days before the start of the session.]

Accelerating NCI's mission through Informatics and IT

	Never	1-2 times	3-5 times	6+ times	Not sure
Registered for an informatics training (see Figure A).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registered for an IT training (see Figure B).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registered for an event (see Figure C).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clicked on at least one link in an email.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forwarded an email from NCI CBIIT to a colleague.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Indicate how you would respond to the following statements regarding NCI CBIIT emails:

	Always	Sometimes	Never	Not sure
I would prefer to read a plain text version.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I read past the first paragraph of an email.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I ignore images in emails.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I see value in the emails I receive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Is there anything else you would like us to know about communications from CBIIT?