

[PRE-NOTIFICATION LETTER]

[TIP LETTERHEAD]

[INCLUDE ADDRESS FOR WINDOW ENVELOPE?]

April 28, 2009

Dear **[FULLNAME]**:

As a member of the NIST Technology Innovation Program's (TIP) mailing list, we are writing to you to inform you of an upcoming survey to evaluate the TIP website, competition information, and submission process (where applicable). As you know, TIP supports, promotes, and accelerates innovation in the United States through high-risk, high-reward research in areas of critical national need. The objective for the information gathered from the survey is to develop recommendations to improve TIP communications (including mailings and the TIP website) in order to encourage participation in TIP competitions.

Our TIP staff is working with Westat, a leading survey research firm, to develop the secure web-based survey. In the next 7 to 10 days you will be receiving an email with a direct link to the survey.

When you receive the email, I hope that you will take a few minutes to complete this survey and let us know what you think about the information you have received from the TIP mailings and other TIP communication materials. Your input is extremely valuable to our efforts.

In accordance with our practice of protecting proprietary and confidential information, TIP treats all information received in reports as strictly confidential. We use only aggregated statistics in information that TIP provides to Administration officials and the public. Our summary reports neither identify nor suggest the identity of individual companies.

If you have any questions, please feel free to contact me at TIP (301-975-3118, or stephen.campbell@nist.gov) or the study manager at Westat, Dr. Naomi Dyer (1-888-890-6087 or TIP_CustomerSurvey@westat.com).

Sincerely,
[electronic signature]

Stephen Campbell
[title]