

**[REMINDER EMAIL #1]**

TO: [EMAIL]

SUBJECT: **1st REMINDER** TIP Customer Survey

FROM:

Dear [**FULLNAME**]:

About 2 weeks ago you should have received an email containing a hyperlink to the TIP Customer Survey, a web survey that asks for your opinions regarding the Technology Innovation Program's (TIP) website, competition information, and submission process (where applicable).

IF YOU HAVE ALREADY COMPLETED the survey, thank you very much for your participation and please disregard this reminder email.

IF YOU HAVE NOT YET COMPLETED the survey, please take a few minutes now to complete the survey. Your response is extremely important. The estimated response time to complete this survey, is 7 minutes for respondents of the TIP mailing list and 20 minutes for respondents of the 2008 TIP Award Competition.

Our TIP staff is working with Westat, a leading survey research firm, to develop the secure web-based survey.

To access the survey, please copy and paste the URL below into your web browser's address bar or click on the link below.

**[URL TO REGISTRATION PAGE WITH UNIQUE HASH CODE FOR EACH PARTICIPANT]**

Once you are at the website, you will need the following user id and password:

User ID: {replace:ID}

Password: {replace>Password}

After entering the password, follow the instructions on the screen.

Please complete this survey at your earliest convenience.

For technical questions regarding the TIP Customer Survey, please contact Naomi Dyer (TIP\_CustomerSurvey@westat.com), or call her toll-free at 1-888-890-6087.

Sincerely,  
Stephen Campbell

[title]

**[REMINDER EMAIL #2]**

TO: [EMAIL]

SUBJECT: **2nd REMINDER** TIP Customer Survey

FROM:

Dear [**FULLNAME**]:

About 2 weeks ago you should have received an email reminder containing a hyperlink to the TIP Customer Survey, a web survey that asks for your opinions regarding the Technology Innovation Program's (TIP) website, competition information, and submission process (where applicable).

IF YOU HAVE ALREADY COMPLETED the survey, thank you very much for your participation and please disregard this reminder email.

IF YOU HAVE NOT YET COMPLETED the survey, please take a few minutes now to complete the survey. Your response is extremely important. The estimated response time to complete this survey, is 7 minutes for respondents of the TIP mailing list and 20 minutes for respondents of the 2008 TIP Award Competition.

Our TIP staff is working with Westat, a leading survey research firm, to develop the secure web-based survey.

To access the survey, please copy and paste the URL below into your web browser's address bar or click on the link below.

**[URL TO REGISTRATION PAGE WITH UNIQUE HASH CODE FOR EACH PARTICIPANT]**

Once you are at the website, you will need the following user id and password:

User ID: {replace:ID}

Password: {replace>Password}

After entering the password, follow the instructions on the screen.

Please complete this survey by: DATE TO BE DETERMINED.

For technical questions regarding the TIP Customer Survey, please contact Naomi Dyer (TIP\_CustomerSurvey@westat.com), or call her toll-free at 1-888-890-6087.

Sincerely,  
Stephen Campbell

[title]