

### Attachment 3: Follow-up Email

Dear [Salutation] [LastName]:

This e-mail is a follow-up to the recent e-mail you received from Karen Maurey of the National Cancer Institute (NCI) Technology Transfer Center (TTC), at the National Institutes of Health, inviting you to participate in a brief web-based survey.

As Ms. Maurey mentioned, TTC is conducting a survey to help them better respond to the needs of their external customers. The goal of the survey is to gather information about industry trends in building collaborations, preferred communications channels, and satisfaction with TTC's services. The survey population includes industry personnel who have utilized TTC's services, as well as some who have not. A Federal Project Officer, assisted by an Advisory Committee, will oversee the governance of the survey, which will be regulated and has been approved by the Office of Management and Budget.

Your participation in the survey should take no more than 15-20 minutes, is voluntary, and will involve completing a brief web-based questionnaire.

The link to the survey is: [link to survey]

**PASSWORD:** As mentioned on the first page of the questionnaire, the survey is password protected. Please enter the password [password] in the password box and click "next" to begin the survey.

Please complete the survey by [specify date].

Please feel free to contact me at 240-264-1578 or [dufourm@mail.nih.gov](mailto:dufourm@mail.nih.gov) or the Federal Project Officer, Dr. John Hewes, at 301-496-0477 or [hewesj@mail.nih.gov](mailto:hewesj@mail.nih.gov) if you have questions regarding any study-related issues.

This effort is very important to the NIH technology transfer community, and we greatly appreciate your assistance. Thank you in advance for your participation.

## Mary

Mary C. Dufour, M.D., M.P.H.  
Senior Vice President  
The Madrillon Group Inc.  
8300 Boone Boulevard  
Suite 500  
Vienna, VA 22182  
240-264-1578 (Direct)  
240-305-8916 (Mobile)  
703-848-9257 (Main)  
[dufourm@mail.nih.gov](mailto:dufourm@mail.nih.gov)  
[mdufour@madrillongroup.com](mailto:mdufour@madrillongroup.com)