

Attachment 4: First Reminder Email

Dear [Salutation][LastName]:

As you know from our earlier e-mails, the Technology Transfer Center (TTC) of the National Cancer Institute (NCI), at the National Institutes of Health is conducting a survey to help them better respond to the needs of their external customers.

**Our survey is still open and we'd very much appreciate your participation!** Completion of the survey is voluntary and should take no more than 15-20 minutes.

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 the survey or any study-related issues.

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

## Mary

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