

Attachment 5: Second 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 will be closing in ONE week 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 or the Federal Project Officer, Dr. John Hewes, at 301-496-0477 or 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. Thank you in advance for your participation.

Mary

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