

**FY## NIST SBIR
Awards Process and Contract Administration Survey**

Thank you for your participation in the National Institute of Standards and Technology (NIST) Small Business Innovation Research (SBIR) Program. We would appreciate your taking some time to let us know how satisfied you are with your experience in the awards process and contract administration. Please answer the questions below and return this survey in the enclosed postage-paid envelope. We will use your responses to make improvements to our communications with you regarding the process and the process itself.

Please rate your satisfaction with the NIST SBIR Program communications with your organization

	Excellent	Very Good	Good	Fair	Poor	Don't Know/Not Applicable
1. The proposal evaluations provided constructive feedback	5	4	3	2	1	0
2. Timeliness of communications from NIST Contracts Office	5	4	3	2	1	0
3. Ease of communications with the NIST Contracts Office						
4. Timeliness of communications from NIST SBIR Program Office	5	4	3	2	1	0
5. Ease of communications with the NIST SBIR Program Office	5	4	3	2	1	0
6. Overall satisfaction with the communications with NIST						
7. How can NIST improve its communications?						

Please rate your satisfaction with the NIST SBIR contract execution

	Excellent	Very Good	Good	Fair	Poor	Don't Know/Not Applicable
8. Clarity of terms and conditions in contract	5	4	3	2	1	0
9. Clarity of expected deliverables and schedule	5	4	3	2	1	0
10. Ease in identifying appropriate contacts within NIST for the various subject matters	5	4	3	2	1	0
11. Overall satisfaction with the NIST SBIR contract execution process	5	4	3	2	1	0
12. How can the NIST improve the contract execution process?						

Please rate your satisfaction with the NIST SBIR progress report and invoice management:

	Excellent	Very Good	Good	Fair	Poor	Don't Know/Not Applicable
13. Frequency of progress reports deliverable	5	4	3	2	1	0
14. Ease of progress report and invoice submissions	5	4	3	2	1	0
15. Promptness of invoice payments (30 days from submission)	5	4	3	2	1	0
16. Overall satisfaction with progress report and invoice management	5	4	3	2	1	0
17. How can the SBIR Program improve its progress report and invoice management?						

18. How does your overall experience with the NIST SBIR program communications compare to that at other agencies?

- Much better Worse
 Better Much worse
 About the same Don't know/Not applicable

19. How does your overall experience with the NIST SBIR program contract execution compare to that at other agencies?

- Much better Worse
 Better Much worse
 About the same Don't know/Not applicable

20. How does your overall experience with the NIST SBIR program progress report and invoice management compare to that at other agencies?

- Much better Worse
 Better Much worse
 About the same Don't know/Not applicable

Name, business telephone number, and business email of person completing the survey (optional).

This collection of information contains Paperwork Reduction Act (PRA) requirements approved by the Office of Management and Budget (OMB). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection is estimated to be 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the National Institute of Standards and Technology, Attn: XXAdd-Individual-Point-of-Contact_InformationXX.

OMB Control No. 0693-0031
Expiration Date: 02-29-2012

