

**NIST Advanced Manufacturing Strategic Planning Study: Economic Analysis of
Technology Infrastructure Needs for Advanced Manufacturing
OMB Control #0693-0033
Expiration Date 03/31/2016**

SAMPLE REMINDER EMAIL

Dear <Contact Name>,

Two weeks ago I contacted you about an economic evaluation related to advanced manufacturing. On behalf of NIST, RTI is conducting an economic analysis of standards, measurement, and general purpose technology needs that inhibit efficient development and adoption of advanced manufacturing in the United States.

I am writing to invite you to participate in a 35-minute, voluntary discussion about <Topic>. The objectives of this critical strategic planning study are to

- identify current and emerging needs related to standards and measurement,
- estimate the economic impact of meeting these needs, and
- review public policy and investment options.

Your perspective will help guide NIST's planning and investment process. Participation in this analysis is confidential; only aggregated information will be included in any deliverables or communications. Your name and your company's name will not be disclosed. We do not wish to discuss specific products, strategies, or technologies; but rather your thoughts about how investments in standards and measurement technologies would affect your company and companies like yours. Please find attached a copy of the interview guide for our conversation.

Our research products will be an economic analysis, final report, and presentation materials. All deliverables will be publicly available in late 2015 and these will be shared with you as soon as they are released.

Thank you,
<Interviewer Name>