

Pre-notification E-mail

Subject: NOAA's Technology Partnership Office needs your feedback on the SBIR {or CRADA} program

Dear {Name}:

In a few days, you will receive an email asking you to provide feedback on the NOAA SBIR {or CRADA} program. As a participant in this program, we are looking to you and companies like you who are involved in the program to help us assess how well the program has been meeting your needs and to help us improve the program.

In the upcoming survey, we'll be asking for feedback on your experience with the program, the types of outcomes you may have achieved, and your opinion on the SBIR {or CRADA} program. The survey is a Web-based questionnaire and should take no more than 20 minutes to complete.

Your input would be greatly appreciated!

Regards,
{NAME}

Cover email

Subject: Your feedback on the SBIR {CRADA} program

Dear {Name}:

As we mentioned in our previous email, NOAA is asking for your input into how well the SBIR {CRADA} program is meeting your needs and how we can improve it.

The link to survey is: {Link}.

Your participation in the survey is voluntary, but would be greatly appreciated.

Thanks again,
Name

Reminder E-mail (if needed)

Subject: Follow-up reminder for the providing input into the SBIR {CRADA} program

Last week, we sent out an email asking for your participation in a survey to provide feedback on your participation in the SBIR {CRADA} program at NOAA.

If you have already responded: Thank you!

If have not completed the survey yet, please take the time to do so now. Here is the link to the survey:

{Link}

This survey is very important! We need input from companies such as yours to ensure we are meeting the needs of our stakeholders.

The survey is a Web-based questionnaire and should take no more than 20 minutes to complete.

Thank you for taking the time to respond.

Regards,
[NAME]