

## Appendix C-1 Feedback Survey Introduction

OMB Approval No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Email script containing survey link:

Hello [first name],

Congratulations on completing the SBA Emerging Leaders Program! We hope all is well with you. We would like to ask you to help us improve the program by giving us feedback on your experience. Please click the following URL to complete the survey by [DATE]:

[Survey link]

The estimated burden for completing this survey is 9 minutes. You are not required to respond to any information collection unless it displays a currently valid OMB approval number. Comments on the burden should be sent to: U.S. Small Business Administration, 409 3rd Street, SW, Washington, DC 20416, and to: Desk Officer SBA, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C., 20503. OMB Approval (3245-[xxxx]). PLEASE DO NOT SEND FORMS TO OMB.

As a reminder, no respondent will be identified or named in any publicly available report or other such publication without your prior permission. If you have any questions or concerns, feel free to reach out to us at [feedback@interise.org](mailto:feedback@interise.org). We look forward to receiving your assessment and value your honest and candid feedback.

Warm regards,  
The Interise Evaluation Team

### Survey start page script:

Thank you for taking the time to assess the program and curriculum. This end of program feedback asks about your experience in the program, including the curriculum, your instructor, and the program manager. Your feedback is crucial to our ability to continue to provide a high quality program to other small businesses like yours. Please complete this assessment as candidly as possible. Your responses will be kept confidential as detailed in the consent form preceding the survey [see Appendix B-2]. If you have any trouble or questions, reach out to us at [feedback@interise.org](mailto:feedback@interise.org) or 617.350.6300. Thank you!