

Draft Email to NIST Grantees
Invitation to Complete Training Needs Survey
7/11/2016

Dear NIST Grant Recipient,

We are reaching out to you because you have received a grant (i.e., "grant" meaning either a grant or cooperative agreement) from National Institute of Standards and Technology (NIST). Besides your responsibility to successfully fulfill your grant goals and objectives, you are responsible for the business management of your grant (e.g., correctly completing the SF-425s; following 2 CFR Part 200; seeking prior approval for some award changes, etc.). The Grants Office understands this can be quite difficult and frustrating to interpret and meet all of the policies and regulations associated with your award. Therefore, we would like to offer grants management training to our grant recipients. To ensure we are meeting your training needs, we have developed a 9 question survey that asks questions about the grants management aspects of your award and where clarification may be needed. The survey is in Word (see attachment). Responses are placed directly on the Word document. The estimated time to complete this survey is 10 minutes. Please take a moment to complete this survey. Once you have completed the survey, please send to: grantee@nist.gov. We respectfully request all surveys be returned by August 30, 2016.

If you have any questions, please contact Cremona Brooks at (301) 975-4714 or Cremona.brooks@nist.gov.

Thank you for taking the time to complete this survey.

Best,

Robin Bunch
Chief, Division of Grants Management
National Institute of Standards and Technology