

Small Business Owner Version

Dear [PERSONALIZED],

The [U.S. Small Business Administration](#) (SBA) is committed to serving the needs of entrepreneurs with innovative, accessible, and high-quality services, resources, and educational opportunities. We would like to talk to you about the services that you received from the [organization] in support of [your SBIR application / SBIR Phase 1 award / commercialization assistance]. The [organization] provides these services to you and other small business owners with funding from SBA's Federal and State Technology (FAST) Partnership Program.

The FAST Program is a competitive grant program that strengthens the technological competitiveness and commercialization success of small businesses that seek or have received funding from the Small Business Innovation Research (SBIR) program and the Small Business Technology Transfer (STTR) program. The SBA is currently reviewing the FAST Program to understand how it supports small business owners who apply for and/or receive awards as a result of the Small Business Innovation Research (SBIR) program or the Small Business Technology Transfer (STTR) program. The results will be used to identify ways that the SBA can improve service delivery.

As a [STAKEHOLDER GROUP], we would greatly appreciate your input on these topics. I would like to invite you to participate in a brief telephone interview to gain your insights that will help us to improve the design and delivery of the FAST program in order to better serve small business owners like you.

The SBA has contracted with Summit Consulting and IEC on this effort. Summit's director of Health and Employment, Oswaldo Urdapilleta, and his team will lead the interviews on behalf of the SBA. Your participation is voluntary, and your name will not be associated with any of your responses. Interviews will take 45-60 minutes, depending on your availability.

To participate, click on the link below. Select the date and time that is most convenient for your schedule (**please choose only one date and time**) and provide a phone number where you can be reached at that time.

[LINK TO SCHEDULER, TBD AFTER OMB APPROVAL]

Summit will contact you at least 24 hours prior to your discussion time to confirm. Your participation is important to SBA. We know your time is valuable, and we sincerely appreciate your assistance.

Sincerely,

[Executive Sponsor]

FAST Awardees/Non-Recipients

Dear [PERSONALIZED],

The [U.S. Small Business Administration](#) (SBA) is committed to serving the needs of entrepreneurs with innovative, accessible, and high-quality services, resources, and educational opportunities. The SBA is currently reviewing the Federal and State Technology (FAST) Partnership Program to understand how organizations support small businesses that apply for and/or receive awards as a results of the Small Business Innovation Research (SBIR) program and the Small Business Technology Transfer (STTR) program. The results will be used to identify ways that SBA can improve service delivery.

As a [STAKEHOLDER GROUP], we would greatly appreciate your input on these topics. I would like to invite you to participate in a brief telephone interview to gain your insights that will help us to improve the design and delivery of the FAST program. Additionally, we would like to interview your prior or current clients. We will request a list of clients that submitted successful SBIR/STTR applications in the last one to two years; submitted unsuccessful SBIR/STTR applications in the last one to two years; and have not submitted an SBIR/STTR application in the last one to two years, despite being eligible to apply.

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Sincerely,

[Executive Sponsor]