

**RIC OMB ICR - Appendix B-1 Small Business and Large Organization Participant Survey  
Introduction E-mail**

OMB Approval number:

Expiration Date:

Dear [first name] [last name], participant of the [cluster name],

The U.S. Small Business Administration (SBA) is investing in regional clusters—geographically concentrated groups of interconnected businesses, suppliers, service providers, and related institutions in an industry or field—throughout the United States. The SBA’s Regional Innovation Cluster (RIC) Initiative promotes and supports these clusters. The SBA provides funding for organizations to act as networking hubs so they can gather resources to help navigate funding, procurement, and supply-chain opportunities in a specific industry. **[cluster name] ([cluster acronym])** is the regional SBA RIC cluster in your field and area. The [cluster name] is [brief description of the cluster’s mission and industry].

The SBA has hired a small business research organization, Optimal Solutions Group, LLC (Optimal), to conduct an evaluation of the RIC Initiative to determine if it’s meeting its intended outcomes. The results are expected to inform suggestions for improvements to the RIC Initiative. To assist in this process, we request that you complete the following brief survey.

Based on event sign-up lists or attendance sheets, [Cluster POC name] stated that you attended or participated in cluster-organized trainings, events (including networking events), activities, and/or services. The purpose of this survey is to learn about your experiences with these events and/or services. ***Even if you are unsure, unaware, or don’t recall your attendance in these events or services, we still would like to ask you a few questions that may help [cluster name] or organizations with similar functions tailor their message and outreach to organizations like yours.***

The survey is expected to take less than 20 minutes to complete. Your participation in this survey is completely voluntary. You do not have to answer any questions that you do not want to, and you can stop participating at any time. Your time and cooperation are greatly appreciated.

- If you have questions about the program, please contact [cluster point of contact] at [cluster POC email].
- If you have questions about your participation in this survey, please contact Oswaldo Urdapilleta at Optimal at (301) 306-1170, Ext. 708, or [ourdapilleta@optimalsolutionsgroup.com](mailto:ourdapilleta@optimalsolutionsgroup.com).
- If you experience technical difficulties accessing or submitting the survey, please contact us at [clusters@optimalsolutionsgroup.com](mailto:clusters@optimalsolutionsgroup.com) or toll free at [1-800-970-2487](tel:1-800-970-2487).

Sincerely,

[cluster point of contact]  
[cluster name]