

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

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Small Business and Partner Organization Participant Survey Introduction E-mail

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

The U.S. Small Business Administration (SBA) is investing in regional clusters throughout the United States through the Regional Innovation Cluster (RIC) Initiative. This investment supports organizations that act as networking hubs to gather resources and help navigate funding, procurement, and supply-chain opportunities in specific industries. [preferred cluster name] ([cluster acronym]) is the SBA RIC Initiative cluster in your area.

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 a brief web-based survey from Optimal. We suggest that you whitelist noreply@qemailserver.com so that future communications are not sent to your spam folder.

The purpose of this survey is to learn about your experiences with cluster-organized events and/or services. ***Even if you are unsure, unaware, or don't recall your attendance in these events or services, the SBA and Optimal would still like you to respond to a few questions that may help [cluster name] or organizations with similar functions tailor their message and outreach to organizations like yours.***

The web-based survey is expected to take less than 30 minutes to complete and 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 your cluster, please contact [cluster point of contact] at [cluster POC email].
- For anything else, please contact Optimal at clusters@optimalsolutionsgroup.com or 301-306-1170.

Sincerely,

[cluster point of contact]
[cluster name]