

Partner Organization Participant Survey Invitation E-Mail

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

The [cluster name] ([cluster acronym]) is an implementer of the U.S. Small Business Administration's (SBA) Regional Innovation Clusters (RIC) Initiative.

The SBA has hired Optimal Solutions Group LLC (Optimal) to conduct the evaluation of the RIC Initiative. The objective of this evaluation is to determine if the RIC Initiative is meeting its intended outcomes. To assist us in this process, we request that you complete a brief survey.

The purpose of this survey is to learn about your experiences with [cluster name] ([cluster acronym])-organized 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 approximately 20 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. You may use the link below to access the survey.

[\[Survey Link\]](#)

- If you have questions about your cluster please contact [cluster point of contact] at [cluster POC email].
- If you experience any technical difficulties, try:
 - o Using a private or "incognito" window in your browser
 - o Clearing your browser's cache
 - o Consider using Google Chrome or Mozilla Firefox
- For anything else, please feel free to contact us at clusters@optimalsolutionsgroup.com or 301-306-1170.

Sincerely,

Oswaldo Urdapilleta
Project Director
Optimal Solutions Group, LLC