

[Standard addressing of correspondence between USPTO & GIPA participants]

To improve and learn about the Global Intellectual Property Academy (GIPA) programs, the U.S. Patent and Trademark Office is conducting a survey of **all participants who attended GIPA programs in XXXX**. The survey will be conducted by an independent evaluation organization, the Federal Consulting Group, and will be sent by e-mail around [DATE].

**We request that you complete this survey as a XXXX GIPA participant.**

The U.S. Patent and Trademark Office must gather information about its performance as part of the U.S. Government's accountability process. Your feedback regarding the GIPA program you attended will be used as one source of data regarding GIPA performance. Most importantly, your input will help us to improve our programs and offerings.

You will receive an online survey from the Federal Consulting Group with approximately XX questions. We estimate completion of the survey should take 15 minutes. The survey must be completed by [DEADLINE].

**Your responses will be completely confidential.** We will only see aggregated data and will not see individual responses. The Federal Consulting Group will also not identify any comments that are shared with you as an individual.

We also want to ensure you that your participation in this survey will have no effect on future participation in GIPA programs or other programs sponsored by the U.S. Government.

We thank you in advance for your participation in this survey, which will assist our efforts to deliver effective intellectual property programs to foreign officials.

If you have any questions regarding this process, please contact [NAME] at [CONTACT INFO FOR USPTO].

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995, unless the information collection has a valid OMB Control Number. The OMB Control Number for this information collection is 0651-0065. Public burden for this survey is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the Office of the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450 or email [InformationCollection@uspto.gov](mailto:InformationCollection@uspto.gov).