

## BASELINE REPORT

### Introduction

This report is one of a series that you will complete throughout the life of your ATP project. These reports provide crucial information for ATP program officials to use in assessing the value of the ATP program, and reporting to policymakers and stakeholders. Thus it is important that you read the questions carefully and provide your best answer.

The primary purpose of the present report is to gather baseline information about your project and company. Because the information requested is quite diverse, the person completing this report may need to gather information from various company sources and personnel. These sources should include individuals with detailed knowledge of the technical and business aspects of the ATP-funded project, and general knowledge about your company as a whole.

Please respond to the questions on this report with regard to the following project:

**Project title:** []

**Period of performance:** []

**Award Number:** []

1. Administrative Information
2. Key Personnel
3. Subcontractors
4. Company Characteristics
5. ATP Project Characteristics
6. Research Effort
7. Technology Commercialization
8. Future BRS Reports

*OMB No: 0693-0009 Expiration Date: 11/30/06. This report is authorized under the Paperwork Reduction Act. Under the terms and conditions of your ATP award, your response is mandatory. Data collected will be shared with ATP staff, but considered confidential by ATP staff. Public reporting burden for this collection of information is estimated to average 45 to 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Advanced Technology Program, National Institute of Standards and Technology, 100 Bureau Drive, Stop 4700, Administration Building, Room A333, Gaithersburg, Maryland 20899-4700.*

## Section 1: Administrative Information

### Company Information

The information shown below refers to your company organization. Please verify the accuracy of this information.

<b>COMP_NAME</b>	Company Name	<b>[COMP_NAME]</b>
<b>UNIT_NAME</b>	Division Name	
<b>ESTAB_ADD1</b>	Address Line 1	
<b>ESTAB_ADD2</b>	Address Line 2	
<b>ESTAB_ADD3</b>	Address Line 3	
<b>ESTAB_CITY</b>	City	
<b>ESTAB_STATE</b>	State	
<b>ESTAB_ZIP</b>	Zip	
<b>ESTAB_WEB</b>	Website Address	

**[Programmer note: prefill company name and address info if available]**

[Programmer Note: **TCON\_FNAME** and **TCON\_LNAME** are required fields]

[If **TYPE\_OF\_PARTICIPATION = SA or JVL**]

### Principal Investigator

The Principal Investigator named in the terms and conditions of your ATP Cooperative Agreement is responsible for the overall direction and supervision of the ATP-funded project.

Please complete the following information for the Principal Investigator.

[If **TYPE\_OF\_PARTICIPATION = JVP**]

### Technical Contact

The Technical Contact person for your company should be a mid- to senior-level person with responsibility for direction and supervision of technical work on this ATP-funded project.

Please complete the following information for your company's Technical Contact.

<b>TCON_FNAME</b>	First Name
<b>TCON_LNAME</b>	Last Name
<b>TCON_SALUT</b>	[Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
<b>TCON_TITLE</b>	Position Title
<b>TCON_GNDR</b>	Gender      Male____ Female _____
<b>TCON_ORG1</b>	Organization Name Line 1
<b>TCON_ORG2</b>	Organization Name Line 2
<b>TCON_ADD1</b>	Street Address Line 1 <i>(no PO Box addresses, please)</i>
<b>TCON_ADD2</b>	Street Address Line 2
<b>TCON_ADD3</b>	Street Address Line 3
<b>TCON_CITY</b>	City
<b>TCON_STATE</b>	State
<b>TCON_ZIP</b>	Zip
<b>TCON_PHONE</b>	Telephone
<b>TCON_EXT</b>	Ext.
<b>TCON_FAX</b>	Fax
<b>TCON_EMAIL</b>	E-mail

[Programmer Note: **BCON\_FNAME** and **BCON\_LNAME** are required fields]

**Business Contact**

The Business Contact person for your company should be a mid- to senior-level person with responsibility for business development and commercialization aspects of this ATP-funded project.

**TCON\_EQ\_BCON**

Is your Business Contact the same person as your

[If **TYPE\_OF\_PARTICIPATION = SA or JVL**

Principal Investigator: **TCON\_FNAME TCON\_LNAME**]

[If **TYPE\_OF\_PARTICIPATION = JVP**

Technical Contact: **TCON\_FNAME TCON\_LNAME**]

Yes .....	1
No.....	2

**If TCON\_EQ\_BCON = 1 [Yes]: copy contact info for TCON into BCON variables**

**If TCON\_EQ\_BCON = 2 [No]:**

Please complete the following information for your company’s Business Contact.

- BCON\_FNAME**      First Name
- BCON\_LNAME**      Last Name
- BCON\_SALUT**      [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
- BCON\_TITLE**      Position Title
- BCON\_GNDR**      Gender      Male\_\_\_\_ Female \_\_\_\_\_
- BCON\_ORG1**      Organization Name Line 1
- BCON\_ORG2**      Organization Name Line 2
- BCON\_ADD1**      Street Address Line 1 (*no PO Box addresses, please*)
- BCON\_ADD2**      Street Address Line 2:
- BCON\_ADD3**      Street Address Line 3
- BCON\_CITY**      City
- BCON\_STATE**      State
- BCON\_ZIP**      Zip
- BCON\_PHONE**      Telephone
- BCON\_EXT**      Ext.
- BCON\_FAX**      Fax
- BCON\_EMAIL**      E-mail

**Administrative Contact**

The Administrative Contact person is responsible for administrative issues relating to the ATP Cooperative Agreement, including managing contract, budget, and related matters.

Is your Administrative Contact the same person as your

ACON\_EQ\_TCON

[If TYPE\_OF\_PARTICIPATION = SA or JVL

Principal Investigator: TCON\_FNAME TCON\_LNAME]

[If TYPE\_OF\_PARTICIPATION = JVP

Technical Contact: TCON\_FNAME TCON\_LNAME]

[If TCON\_EQ\_BCON=No] or [If ACON\_EQ\_TCON =No]

ACON\_EQ\_BCON

Business Contact: [BCON\_FNAME BCON\_LNAME] ?

Yes ..... 1  
No..... 2

**If ACON\_EQ\_TCON = Yes: copy contact info for TCON into ACON variables**

**If ACON\_EQ\_BCON = Yes: copy contact info for BCON into ACON variables**

**If both ACON\_EQ\_TCON and ACON\_EQ\_BCON =No:**

Please complete the following information for your company’s Administrative Contact.

- ACON\_FNAME First Name
- ACON\_LNAME Last Name
- ACON\_SALUT [Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
- ACON\_TITLE Position Title
- ACON\_GNDR Gender Male\_\_\_\_ Female \_\_\_\_\_
- ACON\_ORG1 Organization Name Line 1
- ACON\_ORG2 Organization Name Line 2
- ACON\_ADD1 Street Address Line 1 (no PO Box addresses, please)
- ACON\_ADD2 Street Address Line 2
- ACON\_ADD3 Street Address Line 3
- ACON\_CITY City
- ACON\_STATE State
- ACON\_ZIP Zip
- ACON\_PHONE Telephone
- ACON\_EXT Ext.
- ACON\_FAX Fax
- ACON\_EMAIL E-mail

## Section 2: Key Personnel

### Key Project Personnel

In the table below, please identify employees from your company who are key personnel for the ATP project at this time.

First Name	Last Name	Gender	Position Title	Delete Entry
[TCON_FNAME]	[TCON_LNAME]	Male.....1 Female.....2	[TCON_TITLE]	
[BCON_FNAME]	[BCON_LNAME]	Male.....1 Female.....2	[BCON_TITLE]	
[ACON_FNAME]	[ACON_LNAME]	Male.....1 Female.....2	[ACON_TITLE]	
KP#_FNAME	KP#_LNAME	KP#_GNDR	KP#_TITLE	

Add/Update

Press 'Add/Update' button to add another row, or to update table.

**[Programming note: The same person should not be listed more than once in this table]**

For the key personnel listed below, please indicate the citizenship status of each person.

Name	Citizenship Status
[KP#_FNAME KP#_LNAME]	Born U.S. citizen = 1 Naturalized U.S. citizen =2 Permanent resident=3 Other=4
[KP#_FNAME KP#_LNAME]	KP#_CITIZEN

[Programmer note: Variables KP#\_FNAME KP#\_LNAME indicate the names of all key personnel, including TCON, BCON, ACON.]

For the key personnel shown below, please indicate graduate degrees that each person holds. Please check all that apply for each person.

Name	Master's	PhD	MD	Other graduate degree
[KP#_FNAME KP#_LNAME]				
[KP#_FNAME KP#_LNAME]	KP#_M	KP#_PHD	KP#_MD	KP#_OTH

For the key personnel shown below, please enter the university and department where the degree indicated was earned.

Name	Graduate degree	University	Department
[KP#_FNAME KP#_LNAME]	[highest degree selected in table above]		
[KP#_FNAME KP#_LNAME]		KP#_DEG_UNIV	KP#_DEG_DEPT

[Programmer note: Show only the “highest” graduate degree selected in previous table. The order of priority is: (1) PhD, (2) MD, (3) Master’s, (4) Other graduate degree.]

For the key personnel listed below, please enter the total years of work experience of each person.

Name	Total years of work experience
[KP#_FNAME KP#_LNAME]	__ years
[KP#_FNAME KP#_LNAME]	KP#_WRKEXP (0-99)

For the key personnel listed below, please indicate the role(s) each person serves on the ATP-funded project. Please check all that apply for each person.

Name	Technical Role	Business Development Role	Management Role
[KP#_FNAME KP#_LNAME]			
[KP#_FNAME KP#_LNAME]	KP#_TECHROLE	KP#_BUSROLE	KP#_MGMTROLE

**[Programmer note: In tables above, variable KP#\_ indicates names of all key personnel, including TCON, BCON, ACON.]**



### Section 3: Subcontractors

#### Subcontractor Information

Does your company have any subcontractors for the ATP project? If so, please provide information on subcontractors that your company is using.

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

For joint venture (JV) projects, please report only subcontractors that your company pays directly. Other JV partner organizations will report subcontractors that they pay directly.

In the table below, please identify subcontractors working for your company on the ATP project.

Subcontractor Organization Name	City	State	Zip	Delete Entry
<b>SUB#_ORG</b>	<b>SUB#_CITY</b>	<b>SUB#_STATE</b>	<b>SUB#_ZIP</b>	

Add/Update

Press 'Add/Update' button to add another row, or to update table.

**[Fill out for each subcontractor]**

**SUB#\_ORGTYP**

The subcontractor [SUB#\_ORG] is a: (Check one)

- For-profit business .....1
- University.....2
- Government laboratory .....3
- Non-profit organization .....4
- Other type of organization .....5

**SUB#\_EMPLOY**

How many total employees does this subcontractor have?

- Fewer than 10.....1
- 10 to 99 .....2
- 100 to 499 .....3
- 500 or more .....4

Please provide information for the person at [SUB#\_ORG] responsible for carrying out the work on the subcontract.

SUB#_CON_FNAME	First Name
SUB#_CON_LNAME	Last Name
SUB#_CON_TITLE	Position Title
SUB#_CON_SALUT	[Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
SUB#_CON_GNDR	Gender      Male____ Female _____
SUB#_CON_ORG1	Organization Name Line 1
SUB#_CON_ORG2	Organization Name Line 2
SUB#_CON_ADD1	Address Line 1
SUB#_CON_ADD2	Address Line 2
SUB#_CON_ADD3	Address Line 3
SUB#_CON_CITY	City
SUB#_CON_STATE	State
SUB#_CON_ZIP	Zip
SUB#_CON_PHONE	Telephone
SUB#_CON_EXT	Ext.
SUB#_CON_EMAIL	E-mail

**SUB#\_PRIOR**

Has your company worked with this subcontractor before (i.e., prior to the current ATP project)?

- Yes .....1
- No.....2

**[If SUB\_PRIOR = Yes]**

**SUB#\_PRIORYRS**

How many years of experience has your company had working with this subcontractor?

\_\_\_\_ Years (1-99)

**SUB#\_AMOUNT**

What is the total amount of this subcontract for the ATP project?

\$\_\_\_\_\_ (0.00-999.99)

- Thousands ..... 1
- Millions ..... 2

**SUB#\_AMOUNT\_UNITS**

Does the work performed by this subcontractor on the ATP project involve:

		Yes	No
<b>SUB#_RD</b>	Collaborative R&D?	1	2
<b>SUB#_EQUIP</b>	Design and delivery of specialized equipment?	1	2
<b>SUB#_MAT</b>	Provision of specialized materials?	1	2
<b>SUB#_TEST</b>	Testing or laboratory services?	1	2
<b>SUB#_OTH</b>	Other	1	2
<b>SUB#_OS</b>	Please specify:		

**SUB#\_DESC**

Please briefly describe the subcontract work, and indicate why this subcontractor was selected to perform the work.

---



---



---



---



---

### Section 4: Company Characteristics

Please provide descriptive information on your company [COMP\_NAME]

#### Background Information

##### COMP\_FORM

Is your company [COMP\_NAME] a:

- Sole proprietorship? .....1
- Partnership?.....2
- Limited liability company (LLC)?.....3
- Corporation? .....4

##### COMP\_MULTI\_ESTAB

Does your company currently have more than one business location?

- Yes .....1
- No.....2

#### [If COMP\_FORM = Corporation]

##### COMP\_PUB

Is your company [COMP\_NAME] a public company (i.e., company stock is publicly traded)?

- Yes .....1
- No.....2

##### COMP\_PUB\_TICKER

If yes, please provide the stock ticker symbol for your company:

\_\_\_\_ Stock ticker symbol

[If COMP\_FORM ≠ Corporation, then set COMP\_PUB = No ]

**[If COMP\_PUB = No]**

**COMP\_EST\_YR**

In what year was your company established?

\_\_\_\_\_Year (1800-2005)

**COMP\_PARENT**

Is your company wholly-owned or majority-owned by another company (i.e., a parent company)?

Yes .....1

No.....2

**If COMP\_PARENT = Yes:**

**COMP\_PARENT\_NAME**

Please provide the name of your parent company:

\_\_\_\_\_ Name

**COMP\_PUBPARENT**

Is your parent company a public company (i.e., company stock is publicly traded)?

Yes .....1

No.....2

**COMP\_PARENT\_TICKER**

If yes, please provide the stock ticker symbol for your parent company:

\_\_\_\_ Stock ticker symbol

**COMP\_PARENT\_REVENUE**

If your parent company is not a public company, what were total company revenues for your parent company last year?

\$\_\_\_\_\_ (0.00-999.99)

Thousands .....1

Millions .....2

Billions.....3

**COMP\_PAR\_REV\_UNITS**

### Employment Information

Please provide employment information for your company [COMP\_NAME].

#### COMP\_EMPLOY

Including full-time and part-time employees, how many employees did your company have at the end of the last calendar quarter?

\_\_\_\_\_ Total employees (0-999,999)

#### COMP\_EMPLOY\_RD

Including full-time and part-time employees, how many employees at your company worked **in R&D** at the end of the last calendar quarter?

\_\_\_\_\_ R&D employees (0-999,999)

### Financial Information

Please provide the following financial information for your company [COMP\_NAME] from your last fiscal year financial report.

#### COMP\_FISCALYR

What was the closing date for your last fiscal year reporting period?

\_\_\_\_Month/Day/Year (Month: 1-12, Day: 1-31, Year: 2000-2005)

#### COMP\_REVENUE

Including all sources of revenue (e.g., sales, licensing, research contracts, grants, etc.), what were total company revenues for the last fiscal year?

\$\_\_\_\_\_ (0.00-999.99)

Thousands .....1

Millions .....2

Billions .....3

COMP\_REVENUE\_UNITS

#### COMP\_RD

What were total R&D expenditures at your company for the last fiscal year?

\$\_\_\_\_\_ (0.00-999.99)

Thousands .....1

Millions .....2

Billions .....3

COMP\_RD\_UNITS



**[If COMP\_PUB = No]**

Please provide additional financial information for your company [COMP\_NAME] from your last fiscal year financial report.

**Income Statement**

Amounts are reported in:

Thousands .....1  
Millions .....2  
Billions .....3

**INCOME\_STATE\_UNITS**

<b>COMP_REV</b>	Revenues	\$_____	(0.00-999.99)
<b>COMP_COS</b>	Cost of Sales	\$_____	(0.00-999.99)
<b>COMP_OI</b>	Income Before Taxes	\$_____	(-999.99-999.99)
<b>COMP_NI</b>	Net Income	\$_____	(-999.99-999.99)

**Balance Sheet**

Amounts are reported in:

Thousands .....1  
Millions .....2  
Billions .....3

**BALANCE\_STATE\_UNITS**

<b>COMP_ASSET</b>	Total Assets	\$_____	(0.00-999.99)
<b>COMP_ASSET_CURR</b>	Current assets	\$_____	(0.00-999.99)
<b>COMP_ASSET_LT</b>	Long-term assets	\$_____	(0.00-999.99)
<b>COMP_LIAB</b>	Total Liabilities	\$_____	(0.00-999.99)
<b>COMP_LIAB_CURR</b>	Current liabilities	\$_____	(0.00-999.99)
<b>COMP_LIAB_LT</b>	Long-term liabilities	\$_____	(0.00-999.99)
<b>COMP_EQUITY</b>	Owners' Equity	\$_____	(0.00-999.99)

**[If COMP\_EMPLOY < 500 AND COMP\_PUB = No]**

What share of your company's ownership is held by:

Founders and top management	_____%	COMP_SHR_MGMT (0-100)
Individual investors (i.e., "angel" investors)	_____%	COMP_SHR_ANGEL (0-100)
Venture capital	_____%	COMP_SHR_VC (0-100)
Other companies	_____%	COMP_SHR_CORP (0-100)
Employees	_____%	COMP_SHR_EMPL (0-100)
Other, please specify: _____	_____%	COMP_SHR_OTH (0-100)
		COMP_SHR_OS
	SUM	100%

### Company Management

**[If COMP\_EMPLOY < 500 and COMP\_PUB = No]**

**COMP\_STARTUP**

Do you consider your company to be a start-up company?

- Yes .....1
- No.....2

**[If COMP\_STARTUP = Yes]**

**STARTUP\_PREV**

Apart from your current company, have any of the senior members of your company been a founder of another start-up company?

- Yes .....1
- No.....2

**STARTUP\_EXP**

Overall, how much experience do senior members of your company have with managing or directing start-up companies?

- A great deal of experience .....4
- A moderate amount of experience .....3
- A little experience .....2
- No experience at all .....1

**[If COMP\_STARTUP = Yes]**

**STARTUP\_BOARD**

Does your company have a formally established Board of Directors?

Yes .....1

No.....2

**STARTUP\_SCIBOARD**

Does your company have a formally established Scientific Advisory Board?

Yes .....1

No.....2

**[If COMP\_STARTUP = Yes]**

**If STARTUP\_BOARD = Yes:**

**STARTUP\_BOARD\_INTERACT**

How often do senior members of your company consult with members of the Board of Directors (either formally or informally)?

- More than once a week .....6
- Several times a month .....5
- About once a month .....4
- Several times a year .....3
- Once or twice a year .....2
- Less often than once a year .....1

**If STARTUP\_SCIBOARD = Yes:**

**STARTUP\_SCIBOARD\_INTERACT**

How often do senior members of your company consult with members of the Scientific Advisory Board (either formally or informally)?

- More than once a week .....6
- Several times a month .....5
- About once a month .....4
- Several times a year .....3
- Once or twice a year .....2
- Less often than once a year .....1

## R&D Characteristics of Your Company

### **[If COMP\_RD > 0]**

You reported that your company's total R&D expenditures for the fiscal year were: [COMP\_RD][COMP\_RD\_UNITS].

What percent of your company's R&D expenditures last fiscal year was devoted to:

Basic Research	_____%	COMP_RD_BAS (0-100)
Applied Research	_____%	COMP_RD_APP (0-100)
Product Development	_____%	COMP_RD_DEV (0-100)

SUM = 100%

### COMP\_RD\_LT

What percent of your company's R&D expenditures last fiscal year was devoted to research projects with project duration of three years or more?

\_\_\_\_\_ % (0-100)

### COMP\_RD\_EXT

What percent of your company's R&D expenditures last fiscal year was funded from external resources (e.g., government sources, other companies)?

\_\_\_\_\_ % (0-100)

### **[If COMP\_RD\_EXT > 0:**

Of your company's **externally** funded R&D expenditures last year, what percent was from:

Federal government	_____%	COMP_RD_FED (0-100)
State and local government	_____%	COMP_RD_STATE (0-100)
Other companies	_____%	COMP_RD_CORP (0-100)
Other external sources	_____%	COMP_RD_OTH (0-100)

SUM = 100%

**[If COMP\_EMPLOY < 500]**

**COMP\_SBIR**

Has your company ever received R&D funding from a federal government SBIR program?

- Yes .....1
- No.....2

If yes, specify agency: \_\_\_\_\_ **COMP\_SBIR\_SPEC**

**If COMP\_SBIR = Yes:**

**COMP\_SBIR\_YR**

What was the most recent year in which your company received an SBIR award?  
\_\_\_\_\_ Year (1982-2005)

Has your company ever received assistance for R&D or business development through:  
(Please check all that apply.)

- A state or local government program **COMP\_LOCALPROG**
- A university program **COMP\_UNIVPROG**
- A technology or business incubator **COMP\_INCUBATOR**

**COMP\_PROGSUPPORT\_YR**

What was the most recent year in which your company received assistance from a state or local government program, university program, or technology or business incubator?  
\_\_\_\_\_ Year (1980-2005)

[If COMP\_MULTI\_ESTAB = Yes]

**R&D Characteristics of Your Location**

Since your company has more than one business location, please answer the following questions with respect to your own specific location.

**ESTAB\_TYPE**

Is your business location dedicated exclusively to R&D (i.e., your business location performs only R&D, and no other functions such as manufacturing, sales, etc.)?

- Yes .....1
- No.....2

**ESTAB\_RD**

What were total R&D expenditures at your business location for the last fiscal year?

\$ \_\_\_\_\_ (0.00-999.99)

- Thousands .....1
- Millions .....2
- Billions.....3

**ESTAB\_RD\_UNITS**

**ESTAB\_EMPLOY**

At the end of the last calendar quarter, how many employees worked at your business location?

\_\_\_\_ Employees (1-99,999)

**ESTAB\_EMPLOY\_RD**

At the end of the last calendar quarter, how many employees worked **in R&D** at your business location?

\_\_\_\_ R&D employees (1-99,999)



## Section 5: ATP Project Characteristics

### Project Description

#### PROJ\_DESC

Please describe the key technology and R&D expertise that your company brings to this project.

---

---

---

---

#### PROJ\_GOAL

Please describe your company's "big-picture" overall technical and business goal for this project?

---

---

---

---

**Project Difficulty and Risk**

**PROJ\_AMBITIOUS**

Relative to other R&D initiatives in your industry, how ambitious would you say are the overall goals identified for this project?

Much less ambitious	Equally ambitious	Much more ambitious
1-----2-----3-----4-----5-----6-----7		

To what extent would you say your project represents:

**NEWDIR\_COMP**

A new R&D direction **for your company?**

Large extent .....	4
Moderate extent .....	3
Small extent .....	2
Not at all.....	1

**NEWDIR\_FIELD**

A new R&D direction **for your industry or technology field?**

Large extent .....	4
Moderate extent .....	3
Small extent .....	2
Not at all.....	1

**PROJ\_DIFFICULT**

Consider the technical difficulty of your ATP project. How does this project compare to a **typical R&D project** at your company?

Much less difficult                      Equally difficult                      Much more difficult  
1-----2-----3-----4-----5-----6-----7

**TYP\_TECH\_PROB**

Consider technical risk. What would you say is the probability, from 0% to 100%, that a **typical R&D project** at your company can achieve all of the technical targets required for project success?

\_\_\_\_% (0-100)

**ATP\_MINTECH\_PROB**

For your ATP project, consider the technical risk in achieving your minimal technical goals. What would you say is the probability, from 0% to 100%, that your company can achieve the minimal technical targets required for success on this project?

\_\_\_\_% (0-100)

**ATP\_MAXTECH\_PROB**

For your ATP project, consider the technical risk in achieving your maximal “stretch” technical goals. What would you say is the probability, from 0% to 100%, that your company can achieve the maximal “stretch” technical goals for this project?

\_\_\_\_% (0-100)

**ATP\_BUS\_IMPACT\_TIME**

Consider the expected business impact of the ATP-funded project on your company. Approximately how many years after the start of the project do you expect results to first have an impact on company revenues or costs?

\_\_\_\_years (0-99)

**TYP\_BUS\_IMPACT\_TIME**

For a **typical R&D project** at your company, approximately how many years after the start of the project would you expect results to first have an impact on company revenues or costs?

\_\_\_\_years (0-99)

**[If TYPE\_OF\_PARTICIPATION = SA]**

**PROJ\_PROB**

Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that your company can fully achieve the overall goal for the project?

\_\_\_\_% (0-100)

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

**PROJ\_PROB**

Think about the overall goal of the joint venture (JV) project as a whole. Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that **the JV project** can fully achieve its overall goals?

\_\_\_\_% (0-100)

**PROJ\_COMP\_PROB**

Think about your company's overall goals for the project. Considering all aspects of technical and business risks and challenges, what is your current estimate of the probability, from 0% to 100%, that **your company** can fully achieve its overall goals?

\_\_\_\_% (0-100)

### Technology Source

Consider the relationship between your ATP project and other R&D projects at your company.

To what extent does your ATP project:

**BUILD\_PREV**

**Build on** previous R&D work at your company?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**ENHANCE\_PREV**

**Enhance** the value of previous R&D work at your company?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

	To what extent is your ATP project based on:	Large Extent	Moderate Extent	Small Extent	Not at all
<b>RES_UNIV</b>	Research from universities	4	3	2	1
<b>LIC_UNIV</b>	Technology licensed from universities	4	3	2	1
<b>RES_GOV</b>	Research from government laboratories	4	3	2	1
<b>LIC_GOV</b>	Technology licensed from government laboratories	4	3	2	1
<b>RES_NP</b>	Research from non-profit institutions	4	3	2	1
<b>LIC_NP</b>	Technology licensed from non-profit institutions	4	3	2	1
<b>RES_COMP</b>	Research from other companies	4	3	2	1
<b>LIC_COMP</b>	Technology licensed from other companies	4	3	2	1

### Technology Diffusion

Think about the types of knowledge that your ATP project is expected to produce.

Consider research findings to be knowledge that can be written down and easily communicated to others, and research “*know-how*” to be knowledge gained from experience and practice that is less easily transferred.

#### RESULTS\_DIFFUSION

How quickly do you expect critical research *findings* from this project to become known to others outside your company?

- Within 2 years of project end.....1
- 2 to 5 years after project end.....2
- 5 to 10 years after project end.....3
- 10 or more years after project end .....4
- Never.....5

#### KNOWHOW\_DIFFUSION

How quickly do you expect the critical research “*know-how*” from this project to become known to others outside your company?

- Within 2 years of project end.....1
- 2 to 5 years after project end.....2
- 5 to 10 years after project end.....3
- 10 or more years after project end .....4
- Never.....5

	To what extent does your company encourage staff to:	Large Extent	Moderate Extent	Small Extent	Not at all
RES_PUB	Publish articles in research journals	4	3	2	1
IND_PUB	Publish articles in trade publications	4	3	2	1
RES_CONF	Participate in research meetings and conferences	4	3	2	1
IND_CONF	Participate in industry meetings and conferences	4	3	2	1

To what extent does your company plan to actively disseminate:

**RESULTS\_DISSEM**

Research *findings* from your ATP project?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**KNOWHOW\_DISSEM**

Research “*know-how*” from your ATP project?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

### Intellectual Property and Innovation

**[If TYPE\_OF\_PARTICIPATION = SA]**

Consider the importance of existing intellectual property (IP) for carrying out your ATP project.

How important are each of the following:

Existing IP owned by your company **OWN\_BIP**

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

Existing IP owned by other companies or organizations that your company already has access to under negotiated agreements **LIC\_BIP**

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

Existing IP owned by other companies or organizations that your company will need to gain access to through future negotiation **TBD\_BIP**

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1



**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

Consider the importance of existing intellectual property (IP) for carrying out your ATP joint venture (JV) project.

How important are each of the following:

Existing IP owned by your company OWN\_BIP

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

Existing IP owned by your JV partners JVP\_BIP

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

Existing IP owned by companies or organizations outside of your JV, that your company already has access to under negotiated agreements LIC\_BIP

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

Existing IP owned by companies or organizations outside of your JV, that your company will need to gain access to through future negotiation TBD\_BIP

Extremely important .....	4
Very important .....	3
Somewhat important .....	2
Not too important .....	1

**BIP\_PATENT**

Does your ATP project depend on any key patents?

- Yes .....1
- No.....2

**[If TYPE\_OF\_PARTICIPATION = SA] and [If BIP\_PATENT = Yes]**

Of the key patents that your ATP project depends on...

**BIP\_OWN\_PATENTS**

How many are owned by your company?

\_\_\_ Patents (0-99)

**BIP\_LIC\_PATENTS**

How many are licensed from other companies or organizations?

\_\_\_ Patents (0-99)

**[If TYPE\_OF\_PARTICIPATION = JV] and [If BIP\_PATENT = Yes]**

Of the key patents that your ATP project depends on...

**BIP\_OWN\_PATENTS**

How many are owned by your company?

\_\_\_ Patents (0-99)

**BIP\_JVP\_PATENTS**

How many are owned by your JV partners?

\_\_\_ Patents (0-99)

**BIP\_LIC\_PATENTS**

How many are licensed from other companies or organizations outside your JV?

\_\_\_ Patents (0-99)

	For your company, how important are each of the following means of capturing value from innovation:	Extremely important	Very important	Somewhat important	Not too important
<b>VALCAP _SECRECY</b>	Maintaining intellectual property through trade secrecy	4	3	2	1
<b>VALCAP _PATENT</b>	Maintaining intellectual property through patent or copyright protection	4	3	2	1
<b>VALCAP _FIRSTMKT</b>	Being first to market	4	3	2	1
<b>VALCAP _RDCAPAB</b>	Using complementary R&D capabilities	4	3	2	1
<b>VALCAP _OTHCAPAB</b>	Using complementary manufacturing, distribution, or service capabilities	4	3	2	1

	How important are the following reasons in your company's decisions to patent technology:	Extremely important	Very important	Somewhat important	Not too important
<b>PAT_PROFIT</b>	To earn profits while keeping others from copying your technology	4	3	2	1
<b>PAT_LICREV</b>	To earn licensing revenues	4	3	2	1
<b>PAT_TRADE</b>	To gain access to the technology of others through cross-licensing agreements	4	3	2	1
<b>PAT_BLOCK</b>	To block others from patenting technology paths important to your company	4	3	2	1
<b>PAT_DEFEND</b>	To prevent patent infringement lawsuits against your company	4	3	2	1
<b>PAT_RDREP</b>	To enhance the reputation of your company and your R&D employees	4	3	2	1

**R&D Collaboration**

**[If TYPE\_OF\_PARTICIPATION = SA]**

**COLLAB\_RD**

Has your company participated in collaborative R&D partnerships or relationships with other organizations within the past 3 years?

- Yes .....1
- No.....2

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

**COLLAB\_RD**

Aside from your current ATP project, has your company participated in collaborative R&D partnerships or relationships with other organizations within the past 3 years?

- Yes .....1
- No.....2

**[If COLLAB\_RD = Yes]**

Within the past 3 years, how many collaborative R&D partnerships or relationships has your company had with:

**COLLAB\_CORP**

Other companies?

- 0.....1
- 1-2 .....2
- 3-5 .....3
- 6-10 .....4
- 11+ .....5

**COLLAB\_UNIV**

Universities?

- 0.....1
- 1-2 .....2
- 3-5 .....3
- 6-10 .....4
- 11+ .....5

**COLLAB\_GOV**

Government laboratories?

- 0.....1
- 1-2 .....2
- 3-5 .....3
- 6-10 .....4
- 11+ .....5

5/9/05

Baseline Company (Feb 2005 Fielding; Westat Spec)

**COLLAB\_NP**

Non-profit organizations?

0.....	1
1-2.....	2
3-5.....	3
6-10.....	4
11+.....	5

**[If TYPE\_OF\_PARTICIPATION = SA]**

In developing your ATP-funded project, to what extent did ...

**SA\_INDIV\_TIES**

Individuals in your company form new research ties or contacts with individuals at other organizations?

Large extent .....	4
Moderate extent .....	3
Small extent .....	2
Not at all.....	1

**SA\_NEWREL**

Your company establish new research partnerships or relationships with other organizations?

Large extent .....	4
Moderate extent .....	3
Small extent .....	2
Not at all.....	1

**SA\_EXTENDREL**

Your company extend or strengthen existing research relationships with other organizations?

Large extent .....	4
Moderate extent .....	3
Small extent .....	2
Not at all.....	1

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

How important was each of the following reasons in your company's decision to partner with other companies in the ATP-funded joint venture (JV) project.

		Extremely important	Very important	Somewhat important	Not too important
<b>JV_POOL</b>	To pool resources with other firms in order to reduce the cost of R&D or achieve a greater scale of effort	4	3	2	1
<b>JV_RDCOMP</b>	To benefit from complementary R&D expertise and capabilities of different firms	4	3	2	1
<b>JV_LEARN</b>	To gain knowledge and learn from other firms	4	3	2	1
<b>JV_INDOBJ</b>	To address a technological problem that is common to your industry	4	3	2	1
<b>JV_BUS</b>	To access commercialization capabilities of other firms	4	3	2	1
<b>JV_OTH</b>	Other,	4	3	2	1
<b>JV_OS</b>	please specify:				



**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

**JV\_STRUCTURE**

Which of the following best characterizes the structure of your JV?

- One project leader; other partners have supporting roles .....1
- Some partners are principal participants; other partners have supporting roles .....2
- All partners have equally important roles .....3

Would you characterize any of your JV partner companies as a:

**JV\_SUPPLIER**

\_ Supplier (partner company provides inputs to your company’s products/technologies)

**JV\_CUSTOMER**

\_ Customer (partner company purchases your company’s products/technologies)

**JV\_COMPLEMENTOR**

\_ “Complementor” (partner company’s products/technologies are used together with your company’s products/technologies)

**JV\_COMPETITOR**

\_ Competitor (partner company serves the same product market as your company)

**JV\_OTHER, JV\_OSPEC**

\_ Other, please specify: \_\_\_\_\_

**JV\_PRIOR\_RESREL**

Prior to this project, to what extent did your company have existing **research** relationships with your JV partner organizations?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**JV\_PRIOR\_BUSREL**

Prior to this project, to what extent did your company have existing **business** relationships with your JV partner organizations?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**JV\_COLLAB\_GENEXP**

Prior to this project, to what extent did key members of your project team have experience working in R&D collaborations with other companies?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**JV\_COLLAB\_SPECEXP**

Prior to this project, to what extent did key members of your project team have experience working with key members from your JV partners' teams?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

## Section 6: Research Effort

### Line of Research

Consider the specific **line of research** represented by your ATP project.

#### LOR\_DESC

Please provide a brief descriptive definition for this line of research.

\_\_\_\_\_

#### LOR\_PREV3\_RD

In the three years **before the ATP award**, how much R&D expenditure did your company devote to this line of research? (Your best estimate is fine. Please include expenditures from both internal and external sources of funding.)

\$\_\_\_\_\_ (0.00-999.99)

Thousands .....1

Millions .....2

LOR\_PREV3\_UNITS

**[If LOR\_PREV3\_RD > 0]**

#### LOR\_PREV3\_RD\_EXT

What percent of the R&D expenditures for this line of research was funded from external sources outside your company (e.g., government sources, other companies)?

\_\_\_\_\_% Percent of R&D funded from external sources (0-100)

**[If LOR\_PREV3\_RD\_EXT > 0]**

For the three years prior to this ATP award, please indicate the sources of external funding for this line of research.

Did your company receive funding from the following sources?

**LOR\_FED, LOR\_FED\_SPEC**

Federal government programs

- Yes .....1
- No.....2
- Don't Know ..... -7

If Yes:

Specify agency and program:

---



---

**LOR\_LOCAL**

State and local government programs

- Yes .....1
- No.....2
- Don't Know ..... -7

**LOR\_OTH**

Other companies

- Yes .....1
- No.....2
- Don't Know ..... -7

**Project Effort**

**PROJ\_IDEA\_DEV**

To what extent had you developed this R&D project idea prior to thinking about applying to ATP?

- Large extent .....4
- Moderate extent .....3
- Small extent .....2
- Not at all.....1

**PROJ\_WO\_ATP**

If the ATP funding had not been received, do you think your company would be carrying out any part of this project at this time?

- Yes .....1
- No.....2

**If PROJ\_WO\_ATP = Yes:**

**PROJ\_WO\_ATP\_SCALE**

Without ATP funding, how much of the ATP project do you think your company would be carrying out?

- 1% to 20% .....1
- 21% to 40% .....2
- 41% to 60% .....3
- 61% to 80% .....4
- 81% 100% .....5

**If PROJ\_WO\_ATP\_SCALE = 5 (81% to 100%):**

**PROJ\_WO\_ATP\_SAME**

Without ATP funding, would you have undertaken a project with the same or equivalent technical goals and milestones as the ATP project?

- Yes .....1
- No.....2

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

**JV\_WO\_ATP**

If the ATP funding had not been received, do you think your company would be conducting collaborative work on this project research with any of your JV partner organizations at this time?

- Yes .....1
- No.....2

## Section 7: Technology Commercialization

### Commercialization Characteristics

#### NUM\_LOB

How many lines of business does your company have?

\_\_ Lines of business (0-99)

In the table below, please indicate the line(s) of business at your company that **your project technology will serve**.

Name of line of business	Approximately, what percent of your company's revenues are from this line of business?	Approximately, what percent of your company's R&D expenditures are devoted to this line of business?	Delete Entry
	____%	____%	
<b>LOB# NAME</b>	<b>LOB# REV</b>	<b>LOB# RD</b>	
	(0-100)	(0-100)	

Add/Update

Press 'Add/Update' button to add another row, or to update table.

### Technology Innovation

**TECH\_INNOV**

**[If TYPE\_OF\_PARTICIPATION = SA]**

Please briefly describe the key technological innovation of your ATP project.

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP]**

Please briefly describe the key technological innovation of your ATP project, and your company's contribution to that innovation.

---

---

---

---

---

**TECH\_ADVAN**

What is the advantage of this technology over existing technologies or alternative technologies?

---

---

---

---

---

In the following questions, we use the term **product** to include both goods and services.

For your company, would you describe your ATP-funded technology as:

**PRODUCT\_TECH**

A **product** technology to implement new or improved products with better performance characteristics

- Yes .....1
- No.....2

**PROCESS\_TECH**

A **process** technology to implement new or improved methods of production or delivery

- Yes .....1
- No.....2

With commercialization of your technology, do you expect your company to ...

**REV\_PROD**

Earn new revenues from new products or significantly improved products?

- Yes .....1
- No.....2
- Don't Know ..... -7

**SAV\_PROC**

Realize cost savings from implementing new production or delivery processes?

- Yes .....1
- No.....2
- Don't Know ..... -7

**ROY\_LIC**

Receive royalties from licensing the technology to others?

- Yes .....1
- No.....2
- Don't Know ..... -7



**Product and Applications**

We use the term **product** to include both goods and services.

Please think about the product (the good or service) from your company that incorporates the ATP project technology. This product embodies either a product innovation or a process innovation from the ATP project.

**PROD\_DESC**

Please describe this product from your company. Describe the product in general terms; later in this section we will ask you to describe product applications.

**[If TYPE\_OF\_PARTICIPATION = JVL or JVP ADD THE FOLLOWING]**  
For joint venture (JV) projects, please describe only your company's product. Other JV partner companies will report on their products.

---

---

---

---

---

Compared to existing products, does this product provide ...

New features **PROD\_ADVAN\_FEAT**

Improved performance **PROD\_ADVAN\_PERF**

Lower cost **PROD\_ADVAN\_COST**

(Check all that apply.)

We use the term **product application** to mean applications to specific industry uses. Please describe potential product applications that your company has identified.

Potential product applications	Delete Entry
<b>APP# DESC</b>	

Add/Update

Press 'Add/Update' button to add another row, or to update table.

For product applications that will be commercialized from your ATP-funded technology, will your company carry out...

**PROD\_DEVEL**

Product development?

- Yes .....1
- No.....2
- Don't Know ..... -7
- Not Applicable ..... -8

**PROD\_MANU**

Manufacturing?

- Yes .....1
- No.....2
- Don't Know ..... -7
- Not Applicable ..... -8

**PROD\_MARKETING**

Marketing/Sales?

- Yes .....1
- No.....2
- Don't Know ..... -7
- Not Applicable ..... -8

**PROD\_DISTRIB**

Distribution?

- Yes .....1
- No.....2
- Don't Know ..... -7
- Not Applicable ..... -8

**SEEK\_SPART**

Will your company seek strategic partners for commercializing your ATP project technology?

- Yes .....1
- No.....2
- Don't Know ..... -7
- Not Applicable ..... -8

**If SEEK\_SPART =Yes:**

What role will strategic partners play in commercializing your ATP project technology?  
(Check all that apply.)

- Product Development
- Manufacturing
- Marketing/Sales
- Distribution
- Other, please specify: \_\_\_\_\_

- SPART\_PD**
- SPART\_MANU**
- SPART\_MS**
- SPART\_DIST**
- SPART\_OTH, SPART\_OS**

### Commercialization Value

The following items ask about anticipated value from commercialization of your project technology.

ANNREV2, ANNREV5, ANNREV10  
 ANNREV2\_UNITS, ANNREV5\_UNITS, ANNREV10\_UNITS

Consider the total impact of the ATP-funded technology on your company. What do you expect will be the **net effect** of this technology on your company's annual revenues?

2 years after project end	\$ _____	(0-999.9)	
5 years after project end	\$ _____	(0-999.9)	
10 years after project end	\$ _____	(0-999.9)	
			Thousands .....1
			Millions .....2
			Billions .....3

### PROFIT\_MARGIN

What do you expect will be the gross profit margin on sales from your company's products resulting from your technology?

\_\_\_\_ % (-100-999)

### LOB\_PROFIT\_MARGIN

What is your company's typical gross profit margin on sales in this line of business?

\_\_\_\_ % (-100-999)

ANNSAV2, ANNSAV5, ANNSAV10  
 ANNSAV2\_UNITS, ANNSAV5\_UNITS, ANNSAV10\_UNITS

How much annual cost savings do you expect your company to receive from process improvements resulting from your technology?

2 years after project end	\$ _____	(0-999.9)	
5 years after project end	\$ _____	(0-999.9)	
10 years after project end	\$ _____	(0-999.9)	
			Thousands .....1
			Millions .....2
			Billions .....3

**ANNLIC2, ANNLIC5, ANNLIC10**  
**ANNLIC2\_UNITS, ANNLIC5\_UNITS, ANNLIC10\_UNITS**

How much in annual royalties do you expect your company to receive from licensing your technology to others?

- 2 years after project end \$ \_\_\_\_\_ (0-999.9)
- 5 years after project end \$ \_\_\_\_\_ (0-999.9)
- 10 years after project end \$ \_\_\_\_\_ (0-999.9)

- Thousands .....1
- Millions .....2
- Billions .....3

**TOTAL\_ADD\_INVEST**

Beyond the ATP project, how much total additional investment do you expect your company will need to make in order to commercialize the project technology?

\$ \_\_\_\_\_ (0-999.9)

- Thousands .....1
- Millions .....2
- Billions .....3

**TOTAL\_ADD\_INVEST\_UNITS**

**CALC\_NPV**

Did your company calculate a Net Present Value (NPV) in planning or seeking funding for this ATP project?

- Yes .....1
- No.....2

**[If CALC\_NPV = Yes]**

**NPV\_VALUE**

What was the Net Present Value your company calculated for this project?

\$ \_\_\_\_\_ Net present value (0-999.9)

- Thousands .....1
- Millions .....2
- Billions .....3

**NPV\_VALUE\_UNITS**

**NPV\_DISC\_RATE**

What discount rate did your company use in calculating the Net Present Value for this project?

\_\_\_\_\_ % Discount rate (1-99)

**CALC\_IRR**

Did your company calculate an Internal Rate of Return (IRR) in planning or seeking funding for this ATP project?

- Yes .....1
- No.....2

**[If CALC\_IRR = Yes]**

**IRR\_VALUE**

What was the Internal Rate of Return your company calculated for this project?

\_\_\_\_ % Internal rate of return (-99-999)

**USE\_HURDLE**

In making R&D or capital investment decisions, does your company base its decisions on a required rate of return (sometimes called the hurdle rate)?

- Yes .....1
- No.....2

**[If USE\_HURDLE = Yes]**

**RD\_HURDLE**

What is the required rate of return that your company typically applies to R&D investment decisions?

\_\_\_\_ % Required rate of return for R&D investment (1-99)

**CAP\_HURDLE**

What is the required rate of return that your company typically applies to capital investment decisions?

\_\_\_\_ % Required rate of return for capital investment (1-99)

Finally, it is important that we have a ballpark estimate of the downstream benefits of your ATP-funded technology to industry users and consumers.

**END\_USER\_NETVALUE2, END\_USER\_NETVALUE5, END\_USER\_NETVALUE10  
END\_USER\_UNITS2, END\_USER\_UNITS5, END\_USER\_UNITS10**

Think of how the industry might change, including both positive and negative effects, as a result of the commercialization of your ATP-funded technology. What is your estimate of the overall **net value** to your downstream industry users from products or services resulting from your technology?

- 2 years after project end \$ \_\_\_\_\_ (0-999.9)
- 5 years after project end \$ \_\_\_\_\_ (0-999.9)
- 10 years after project end \$ \_\_\_\_\_ (0-999.9)

- Thousands .....1
- Millions .....2
- Billions .....3

CONSUMER\_NETVALUE2, CONSUMER\_NETVALUE5,  
CONSUMER\_NETVALUE10  
NETVALUE\_UNITS2, NETVALUE\_UNITS5, NETVALUE\_UNITS10

Think of how the consumer marketplace might change, including both positive and negative, as a result of the commercialization of your ATP-funded technology. What is your estimate of **net benefits** to consumers from products or services resulting from your technology?

2 years after project end \$ \_\_\_\_\_ (0-999.9)

5 years after project end \$ \_\_\_\_\_ (0-999.9)

10 years after project end \$ \_\_\_\_\_ (0-999.9)

Thousands .....1  
Millions .....2  
Billions .....3

## Section 8: Future BRS Reports

### BRS Contact Person

The BRS Contact Person for your company will receive future notifications regarding BRS reports. From the list below, please designate your BRS Contact Person.

**[INSERT KEY PERSONNEL TABLE WITH “ADD A NEW NAME OPTION”]**

**If TCON, BCON, or ACON selected, pre-fill all available information:**

Please verify the following contact information for [selected name]:

RCON_FNAME	First Name
RCON_LNAME	Last Name
RCON_SALUT	[Drop down box with following options: Dr., Mr., Miss, Mrs.]
RCON_TITLE	Position Title
RCON_GNDR	Gender      Male____ Female _____
RCON_ORG1	Organization Name Line 1
RCON_ORG2	Organization Name Line 2
RCON_ADD1	Street Address Line 1 <i>(no PO Box addresses, please)</i>
RCON_ADD2	Street Address Line 2:
RCON_ADD3	Street Address Line 3
RCON_CITY	City
RCON_STATE	State
RCON_ZIP	Zip
RCON_PHONE	Telephone
RCON_EXT	Ext.
RCON_FAX	Fax
RCON_EMAIL	E-mail



**If old name that is not TCON, BCON, OR ACON selected (pre-fill all available information):**

Please provide the following contact information for [selected name]:

RCON_FNAME	First Name
RCON_LNAME	Last Name
RCON_SALUT	[Drop down box with following options: Dr., Mr., Miss, Mrs., Ms.]
RCON_TITLE	Position Title
RCON_GNDR	Gender      Male_____ Female _____
RCON_ORG1	Organization Name Line 1
RCON_ORG2	Organization Name Line 2
RCON_ADD1	Street Address Line 1 ( <i>no PO Box addresses, please</i> )
RCON_ADD2	Street Address Line 2:
RCON_ADD3	Street Address Line 3
RCON_CITY	City
RCON_STATE	State
RCON_ZIP	Zip
RCON_PHONE	Telephone
RCON_EXT	Ext.
RCON_FAX	Fax
RCON_EMAIL	E-mail

**If “ADD A NEW NAME selected:**

Please provide the following contact information for the BRS Contact Person:

RCON_FNAME	First Name
RCON_LNAME	Last Name
RCON_SALUT	[Drop down box with following options: Dr., Mr., Miss, Mrs.]
RCON_TITLE	Position Title
RCON_GNDR	Gender      Male_____ Female _____
RCON_ORG1	Organization Name Line 1
RCON_ORG2	Organization Name Line 2
RCON_ADD1	Street Address Line 1 ( <i>no PO Box addresses, please</i> )
RCON_ADD2	Street Address Line 2:
RCON_ADD3	Street Address Line 3
RCON_CITY	City
RCON_STATE	State
RCON_ZIP	Zip
RCON_PHONE	Telephone
RCON_EXT	Ext.
RCON_FAX	Fax
RCON_EMAIL	E-mail

**Comments**

We are very interested in your reactions to this Baseline Report. Below are a few questions which will assist us in improving the report for future administrations.

**DIFF\_NAV**

How difficult or easy was it to navigate through the report?

- Very difficult.....5
- Somewhat difficult.....4
- Neither difficult or easy .....3
- Somewhat easy.....2
- Very easy .....1

**NUM\_CONSULTED**

How many people did you consult to answer questions on the report?

\_\_\_\_\_

**REPORT\_LIKED**

Was there anything you particularly liked about this web-based report? If so, please tell us.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REPORT\_IMPROVE**

Are there any improvements that you would like to recommend? If so, please tell.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_