

December 18, 2000

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Dear xx:

Enclosed is your ATP Business Progress Report diskette for completion of your Anniversary Business Report. You will note that your old data from the Baseline Report or prior Anniversary Report has been captured in the new diskette. This Anniversary Report is intended to provide a cumulative record to date on applications, business progress, and early economic impacts of your ATP participation. If this is your first Anniversary Report, you will find new sections and questions you have not seen before. **Please complete all sections of the report. *JOINT VENTURE PARTICIPANTS: Please consider each question from the point of view of your own organization. Universities and other not-for-profit organizations need not complete the FINANCIAL DATA section.***

Due Date: January 31, 2001

Next Quarter: Your reports for March 31, 2001 through September 30, 2001 are to be made using the short form. A copy of the form, *Short-Form Quarterly Report*, is included in this package. A copy including the information ATP has on record for your organization will be mailed to you for review at the end of each quarter.

Diskette Handling: Use the enclosed worksheet to organize your information. Then prepare your report by entering data directly to the original, master diskette. **RETURN THE ORIGINAL DISKETTE, CONTAINING UP-TO-DATE DATA, TO THE ATP.** To make a back up for yourself of the report, you can print a hard copy of the Anniversary Report (Press F2 key from the main menu screen). Save a copy of all the files on your ATP disk to a directory on your hard disk drive or to another floppy disk.

Questions? Jeanne Powell (301) 975-4196
Call or E-mail: jeanne.powell@nist.gov

Mail Diskette To: Jeanne W. Powell, Economist
NIST/ATP
Building 101 Room A303
100 Bureau Drive, Stop 4710» **NOTE NEW ADDRESS**
Gaithersburg, MD 20899-4710

Common Questions:

(A) Running Diskette: Some users have had difficulty running the diskette from Windows or a LAN environment. To reduce the possibility of difficulty, we recommend that you operate the disk software directly from DOS on a fully PC-compatible computer.

To run the software:

Insert the diskette in your floppy drive (e.g. your A drive or B drive) and go to DOS

Then go to the floppy drive by using the command **A:** (or **B:**)

At the A:> prompt (or B:> prompt), type **ATP**

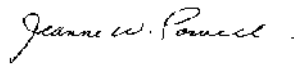
At the main menu screen, select the first section and proceed to report on each of the sections. In completing the Applications section, be sure to report on each application!

(B) Other Versions: We do not have a Macintosh or Windows version of the software available currently, but we anticipate developing a Windows version. If you use Macintosh equipment, you may wish to try one of the software products available that lets Macintosh computers run DOS software. For example, Insignia Solutions (800-848-7677) has two products (SoftPC Version 3.0 for computers with a Motorola 68030 or 68040 chip and SoftWindows 2.0 for the PowerMac) which let the Macintosh run DOS software. We have conducted limited testing with both programs and have had no difficulty running the ATP program.

Please be aware that failure to meet the business progress reporting obligation on a timely basis will result in delay in your reimbursement for costs incurred on the project and, potentially, in termination of ATP funding for the project.

We thank you for your continued cooperation in preparing these business reports. They are critical to our ability to provide quick response, summary analyses of early progress on ATP projects while safeguarding confidential company information. They also provide an efficient project management tool and useful basis for discussion at project reviews.

Sincerely,



Jeanne W. Powell
Economist
Economic Assessment Office

Advanced Technology Program

Enclosure