

## Investigator's Letterhead

Month Day, Year

Mr. Name of Primary Contact

Title if Available

Company/Organization

Address

City, State Zip

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

Dear Mr. Name,

I offer my congratulations that the innovation "Insert Title of Innovation" that was nominated for the NOVA Award has been selected by the Construction Innovation Forum as one of the semi-finalists that merit further investigation before a final decision is made. I have the pleasure of being the investigator responsible for obtaining the necessary information and compiling a comprehensive description of this technology to allow the Construction Innovation Forum Jurors to make the final award decision.

Towards this goal, I would like to have as much information about the innovation as possible. Past experience indicates that the following would be particularly helpful:

- How does the innovation work, what does it do? (The more technical the answer to this question is, the better.)
  - Please provide written and visual descriptions as available and appropriate, such as video tapes, photographs, slides, literature, brochures, evaluations, patents, papers, etc.
- What is *innovative* about the proposed technology? (The jurors need a very clear answer to this question. Is it an innovation or merely an evolution of existing technology?)
- Where has it been applied and what are its tangible benefits? (The jurors need a clear answer to this question, too, in dollars and cents if possible.)
  - Please provide a list of projects and provide photographs where the innovation has been used and information about its performance. Photographs should be annotated to indicate clearly the use of the technology.

- Who can provide independent information/validation about the technology (names, addresses, telephone numbers, email, etc.)?
- Who are the people responsible for developing the innovation? (Whom should the CIF invite as its guests and present plaques of recognition to at the Innovation Celebration?)
  - How did the innovation originate as an idea and who were the people responsible?
  - How was the idea implemented as a practical system and who were the people responsible?
- What has been the historical development of the technology?
  - When and where it originated, where it has been used and to what advantage. Where is it expected to be used in the future, etc.
  - Who are the people that have used it, are familiar with it, and can provide additional information on its development and use.
- What is its effectiveness, and why does it merit an award?
  - What are conventional or competing systems that it replaces?
  - How does it compare to conventional or competing systems with respect to cost, time, safety, quality, etc.?
    - How does it compare to other *alternatives* (*different* systems that perform the same function)?
    - How does it compare to other *competitors* (*similar* systems that perform the same function)?

I would like thank you for your nomination and to again extend my congratulations for its selection as a semi-finalist. I look forward to working with you on the compilation of the above information. If you have access to email please let me know your address.

Sincerely yours,

Name of Investigator, Ph.D., P.E.  
 Associate Professor of Civil Engineering  
 Tel: xxx-xxx-xxxx  
 Fax: xxx-xxx-xxxx  
 Email: name@university.edu