

TO: DOE Grant Recipients

FROM: Bill Valdez, Director of Planning & Analysis, Office of Science, DOE

Subject: DOE Technical Manpower Survey

Dear [principal investigator]:

I am writing to invite you to participate in the 2005 DOE Technical Manpower Online survey. The purpose of this survey is to quantify the overall number of technical manpower by DOE basic science grants. We want to assure you that the information will not be used to evaluate your own project. Your responses will be aggregated with other respondents' data to ensure confidentiality. Therefore, we have retained an outside consulting firm (Summit Consulting LLC) to implement this survey. Summit staff will remove your ID number before analysis to ensure confidentiality.

This survey inquires about the number of graduate students, (co-) principal investigators, post-doctoral fellows, and (non-) technical personnel employed by your DOE grant (award no: [xxxx]) in the 2005 academic year (July 1, 2004 to June 30, 2005). Moreover, this survey inquires about the number of Ph.D. degrees awarded in the 2005 academic year.

Some grants sponsor research activities in a number of campuses and fund subcontracts. If applicable, we ask you to be prepared to provide contract information about the principal investigators and subcontractors responsible for off-site research activities. Separate surveys will be sent to them. Therefore, please restrict your responses to research activities conducted locally, under your direct control and supervision.

Although answers to most questions are obvious, some questions may require preparation. Therefore, the online survey saves incomplete surveys, and allows resumption at the point of interruption. Submission, however, is final.

To begin, please access the following link: <http://hpolsurveys.com/W23812.htm>

When prompted, your login ID is [xxxxxx] and password is [xxxxxx]

You can significantly reduce our office's workload by promptly completing the survey over the Internet. We would greatly appreciate your completion of this survey by May 31, 2005.

If you have any questions, please call our online survey helpdesk at (202) 588-1092.

Sincerely,

Bill Valdez