APPENDIX C

- **EMAIL INVITATION**
- **EMAIL REMINDER**
- **REMINDER PHONE CALL SCRIPT**

EMAIL INVITATION

ORI FACULTY SURVEY EMAIL INVITATION

Subject heading: NIH Grant Recipient

Dear Dr. [fill last name]:

The Office of Research Integrity (ORI) has contracted with Mathematica Policy Research, Inc. (MPR) to learn more about faculty and institutional practices in the development of doctoral students. We are conducting a national, web-based faculty survey entitled "Training Ph.D.s: Faculty Views on Their Role and Their Institution's Role to Promote the Development of Responsible Researchers."

Your participation in this survey is voluntary. You were selected because you received a grant from NIH in the years 2005-2006. As a fellow researcher, we appeal to you to participate in our study so that we have a representative sample. Prior research has focused on graduate student's perception of their graduate programs. We believe it will be useful to learn similar information from faculty.

Your response will be confidential. Rigorous MPR confidentiality and security information technology guidelines will be in place to protect the security of the information transmitted over the web. Data will be stored on a secure web server within company firewalls. The results will only be reported in aggregate form.

Please take some time now to complete the Training Ph.D.s web survey.

1. Visit <<http://www.XXXX.com>>

2. Enter your unique user ID: xxxx

3. Enter your unique password: xxxx

4. Begin the survey.

It should take about 20 minutes to complete.

If you have any additional questions about the survey or have technical problems with the web questionnaire, please contact Janice Ballou, Project Director, at MPR via email at ORI-faculty@mathematica-mpr.com or by calling the toll-free number 1(xxx)xxx-xxxx. You may also contact Dr. Sandra Titus, Project Officer, at ORI (Sandra.titus@hhs.gov or 240-453-8437) if you have any questions about the study.

Thank you for your cooperation.

Sincerely,

Janice Ballou signature

EMAIL REMINDER

ORI FACULTY SURVEY EMAIL REMINDER

Subject heading: NIH Grant Recipient

Dear Dr. [fill last name]:

The Office of Research Integrity (ORI) has contracted with Mathematica Policy Research, Inc. (MPR) to learn more about faculty and institutional practices in the development of doctoral students. We are asking you to complete about a 20 minute web survey.
Please take some time now to complete the Training Ph.D.s web survey. The knowledge gained from a better understanding of current practices will inform a discussion of best practices, such as guidelines for faculty activities and responsibilities in the development of responsible researchers.

1. Visit <<http://www.XXXX.com>>

2. Enter your unique user ID: xxxxx

3. Enter your unique password: xxxxx

4. Begin the survey.

If you have any questions about the survey or have technical problems with the web questionnaire, please contact Janice Ballou, Project Director, at MPR via email at ORI-faculty@mathematica-mpr.com or by calling the toll-free number 1(xxx)xxx-xxxx. You may also contact Dr. Sandra Titus, Project Officer, at ORI (Sandra.titus@hhs.gov or 240-453-8437) if you have any questions about the study.

Thank you for your cooperation.

Sincerely,

Janice Ballou signature

REMINDER PHONE CALL SCRIPT

ORI FACULTY SURVEY: TELEPHONE REMINDER SCRIPT

My name is _____ of Mathematica Policy Research, Inc. I am calling on behalf of the Office of Research Integrity about a study we are conducting to learn more about faculty and institutional practices in the development of doctoral students. We recently sent you an email about this study. Your name was obtained from lists of 2005-2006 NIH grant recipients.

We would like you to complete a web-based questionnaire. The questionnaire will take about 20 minutes and will cover topics related to your doctoral student responsibilities and activities. There will also be questions about the participation of your graduate program and academic institution in the research experiences of doctoral students.

I need to ask you a question to determine if you are eligible for the study. In the last five years, did you have primary responsibility for overseeing at least one doctoral student's research leading to his or her Ph.D.?

☐ NO   ➔   **End.** Thank you for your interest, but at this time, we are only surveying

   faculty who have doctoral student training responsibilities.

☐ YES   ➔   Continue…

There are no risks associated with participation in this research. You will be assigned a unique user ID and password. I would like to forward you these along with the link to the web   questionnaire.   What   is   your   email   address? _____. All data will be kept strictly confidential. Individual names will not be reported; All results will be presented in aggregate form.

The knowledge gained from a better understanding of current practices and policies will inform a discussion of best practices, such as guidelines for faculty activities and responsibilities in the development of responsible researchers. If there are any additional

questions, please contact Janice Ballou, the Project Director, at MPR via email at ORI-faculty@mathematica-mpr.com or by calling the toll-free number 1(xxx)xxx-xxxx.