

Dear <respondent>,

We are conducting interviews at institutions in Texas during the week of <date>, and we would like to include <institution name>.

As a side project of the Higher Education R&D Survey, we have begun investigating the subject of departmental research. As you know, the current survey only collects amounts for separately budgeted organized R&D projects and excludes departmental research that is not separately budgeted. However, from 1972 through 1977 NSF did collect expenditures for science and engineering departmental research by field, but this collection was discontinued because universities reported major issues in estimating the amounts.

NSF would now like to learn more about how departmental research is currently defined by institutions, how large a component of faculty research time it represents, and whether we should attempt to estimate it in some fashion going forward.

We would like to arrange interviews with two deans at your institution. The meetings would each take about 1 hour and you are invited to attend if you wish. We would like to speak with a dean from a science or engineering school and one from a non-S&E school such as business, arts, or humanities. We are contacting you rather than going directly to the deans because you are <institution name>'s point of contact for the Higher Education R&D Survey.

If you are willing to help us arrange these interviews, let me know and I will call you in a few days with more details.

Sincerely,

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