APPENDIX C

**Noyce Monitoring System
Sample Correspondence to Respondents**

E-mail Notification of Collection Timeframe

Dear [INSERT PI NAME],

At this time we would like to inform you that the online data collection system for the National Science Foundation's Robert Noyce Scholarship Program is set to open on October 21, 2009. The Noyce data collection system closing date will be December 18, 2009. You will be sent an email on October 21 containing the system URL, your login ID and password. In preparation for the 2009 collection cycle, we have made several changes to improve system usability and clarity. Attached to this email are a summary of the main changes, in Word format, and several offline Excel forms in which you can begin collecting your data prior to the system opening.

If you have any difficulty with opening these files, or have any other questions or concerns, please do not hesitate to contact our technical support at noyce@qrc.com or at (866) 227-7127 from 9AM to 5PM EDT M-F.

Sincerely,
Chris Griffith
-Noyce Technical Support

E-mail Notification of System Launch

Dear [INSERT PI NAME],

We are pleased to announce that the online data collection system for the National Science Foundation (NSF) Robert Noyce Scholarship Program (Noyce) is now open. To expedite the data entry process, all awards that have not logged in by November 4 will be contacted by phone. The deadline for submitting all data is December 18.

We look forward to your participation in this data collection effort. Your cooperation will help us provide NSF with information needed to meet its Federal reporting requirements and measure the attainment of its strategic goals.

Login Information
Each award will receive a single grant number and password. This login information will be shared by everyone affiliated with the award involved in responding to the survey. By default, the login information is initially provided to the award's principal investigator (PI).

Log in to NoyceWeb by entering your grant number and password at https://surveys.qrc.com/noyce/. We have assigned the following unique grant number and password to your award:

Grant Number: [INSERT GRANT NUMBER]
Password: [INSERT PASSWORD]

If you have any questions or concerns, please contact Noyce Technical Support at noyce@qrc.com or call (866) 227-7127.

Sincerely,

Joan Prival
Noyce Program Director
National Science Foundation

Mary Sanders
Noyce Project Manager
ICF Macro

E-mail Mid-Point Reminder for Awardees: Not Logged In

Dear [INSERT PI NAME],

At this time we would like to remind you that the deadline for submission to the Noyce online data collection system is December 18. To date you have yet to log in and begin data entry. Please log in and begin data entry as soon as possible.

If you should require your login information, or have any other questions or concerns, please do not hesitate to contact our technical support at noyce@qrc.com from 9AM to 5PM EDT M-F.

Sincerely,
Chris Griffith
-Noyce Technical Support

E-mail Mid-Point Reminder for Awardees: Logged in But Not Saved Data

Dear Dr. [INSERT PI NAME],

At this time we would like to remind you that the deadline for submission to the Noyce online data collection system is December 18. To date you have logged in but have not yet begun data entry. Please begin data entry for your award as soon as possible.

If you should require your login information, or have any other questions or concerns, please do not hesitate to contact our technical support at noyce@qrc.com from 9AM to 5PM EDT M-F.

Sincerely,
Chris Griffith
-Noyce Technical Support

E-mail Final Reminder for Awardees

Dear [INSERT PI NAME],

Thank you for your efforts toward completing the 2009 Noyce online survey. This is a reminder that the survey is scheduled to close in one week. Please enter your remaining data and submit your survey by **Friday, December 18, 2009**.

If you are unable to meet the deadline, you must request an extension. To request an extension, send e-mail to Noyce Technical Support at noyce@qrc.com **no later than December 18** with the specific date by which you will complete your submission and an explanation for the delay. Please use a subject line such as "Extension Request for Noyce Award [#######]." You will receive a written response regarding your extension request. **NSF will be notified of any awards that have not completed submission or requested an extension by December 18.**

If you have any questions or concerns, please contact Noyce Technical Support at noyce@qrc.com or (866) 227-7127 from 9 A.M. to 5 P.M. EST Monday through Friday. Due to the high volume of technical support requests prior to the survey deadline, please allow 24 hours for a response to your questions.

Sincerely,
Aaron Haynes
-Noyce Technical Support