

Dear [HERD Respondent Name],

The National Science Foundation (NSF) is considering some changes to the Web-based Higher Education Research and Development (HERD) Survey that will help improve the experience of completing the survey online. As part of this effort, our contractor, ICF International, would like to test some of these changes with actual survey respondents. We would like to include your institution in this test. We will be asking respondents to complete some common survey completion tasks while our facilitator observes and elicits feedback from participants.

Sessions will be held September 19-21, and should take about 75 minutes. Participants can take part from any place that they have a networked computer and a telephone. Denise Koschmann from ICF will send participants an email invitation with a link to the study system, and a toll-free phone number to call at the scheduled time. Ms. Koschmann will guide participants through the process remotely.

If you are the person at your institution who is responsible for using the online survey form to provide data to the NSF HERD survey, and are willing to participate in this study, please contact Denise Koschmann (dkoschmann@icfi.com). While there are still openings in the schedule she will set up a time for your participation and provide you with any information needed.

If someone else at your institution is the primary user of the HERD survey online system, and they are willing to participate, please forward this invitation to them, and send Denise Koschmann (dkoschmann@icfi.com) their name, email address, and phone number.

Thank you for considering our request. We look forward to hearing from you.

Sincerely,

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