

# **ATTACHMENT 3**

## **GSS SCHEDULE**

## 2011 GSS Schedule

<b>Deliverable / Milestone</b>	<b>Contract Date</b>	<b>Due Date</b>
E-mail previous survey cycle school coordinators to confirm that they would again serve in that role and to verify contact information.	By 1 <sup>st</sup> week in October	10/07/2011
E-mail school coordinators to announce the opening of data collection and provide Web survey hyperlink, user name, and password. Federal Express package of survey materials sent to school coordinators.	By October 31 <sup>st</sup>	10/31/2011
E-mail school coordinators who have not yet completed Part I to prompt them to do so by deadline.	Mid-November	11/18/2011
GSS Part I due date	November 30	12/02/ 2011
Contact school coordinators who have not submitted Part I. E-mail prompt for those who have logged in to the Web survey system. Telephone prompt for those who have not.	1 <sup>st</sup> week in December	12/05/2011
E-mail school coordinators who had not yet submitted Part I to remind them of February 28, Part II deadline.	January 31 <sup>st</sup>	1/27/2012
Letter to school coordinators reminding them of February 28, Part II due date.	mid-February	N/A
GSS Part II due date.	February 28 <sup>th</sup>	2/29/2012
E-mail school coordinators who have not yet submitted Part II to prompt them to do so.	1 <sup>st</sup> week in March	3/05/2012
E-mail to school coordinators about president's letter for schools less than 50% complete. For schools 50% or more complete, send an e-mail prompting them to complete the survey.	By March 31	3/30/2010
Federal Express letter about the president's letter to school coordinators who had less than 50% of the units submitted. For schools with 50% or more complete, send a letter prompting them to complete the survey.	By 1 <sup>st</sup> week in April (one week after initial e-mail)	4/06/2012
Federal Express letter to presidents of institutions that have Less than 50% of the units submitted; copy sent to school coordinator.	3 <sup>rd</sup> week in April (2 weeks after FedEx notification)	4/20/2012
Send thank you e-mail to school coordinators who have submitted Part II.	1 <sup>st</sup> week in May	5/04/2012
NSF thank-you letter sent to presidents of institutions that completed the GSS; copy sent to school coordinator.	Mid to late May	5/18/2012
Close-out data collection for the survey cycle	End of May	5/31/2012
Data editing completed	June	6/29/2012
Data imputations completed	July	7/31/2012
Final edited, imputed data file delivered to NSF	August	8/31/2012
Public Use data file completed	September	9/28/2012
Methodology report	Within 3 months after final data file delivery	11/30/2012
Data Release Info Brief	2 weeks after final data file delivery	10/14/2012
Graduate Students and Postdoctorates in Science and Engineering Detailed Statistical Tables (DSTs), tables shells and population data tables	2 months after final data file	10/31/2012
NIH-specified Statistical Tables and Figures	10 weeks after final data delivery	11/9/2012
Academic Institutional Profiles tables	3 months after final data delivery	11/30/2012