

Dear <respondent>,

The National Science Foundation (NSF) is conducting a short, follow-up survey to understand the process respondents used when deciding how to report research space at their various campuses, branches and other entities in the FY 2011 Survey of Science and Engineering Research Facilities. We hope to understand how uniformly participants reported for these entities. This brief questionnaire will help us determine whether we need to modify our survey guidelines or survey frame to better define institutions. We have estimated that it will take less than 5 minutes to complete the questionnaire.

In the questionnaire, you will be shown a list of entities that may be related to your institution. This list includes a broad set of institutional entities that have been identified as potential contributors to any of the NSF surveys. You will be asked to indicate which entities were included in your answers to Part 1 of your Facilities Survey and clarify why others were excluded using a range of checkboxes. No new information about research space or repair/renovation or new construction costs is requested. We suggest that you click on the link below and read the questions to determine if a review of your FY 2011 survey response or other background research is necessary.

To access this questionnaire, please proceed to:

[http://198.232.250.135/survey/intweb.dll/project/production\\_web/NSF\\_Web/PIN=XXXXX](http://198.232.250.135/survey/intweb.dll/project/production_web/NSF_Web/PIN=XXXXX).

If you wish to comment on the burden of completing this questionnaire, contact Suzanne H. Plimpton, Reports Clearance Officer, NSF, via e-mail at [splimpto@nsf.gov](mailto:splimpto@nsf.gov) or call 1-703-292-7556. Or you may write to the office of Management and Budget, Paperwork Reduction Project (OMB Number 3145-0101), Washington, DC 20503.

This information is solicited under the authority of the National Science Foundation Act of 1950 as amended, and other applicable federal laws. Your response is voluntary and failure to provide some or all of the requested information will not in any way adversely affect you.

Please complete the questionnaire by <this date>. Please call the help desk for our survey contractor, Westat, if you have any questions. They can be reached toll-free at 1-888-811-1838. Thank you for taking the extra time to clarify your submission. We appreciate your effort.

Sincerely,

Michael Gibbons  
Survey Manager  
Survey of Science and Engineering Research Facilities  
National Center for Science and Engineering Statistics  
National Science Foundation

(703) 292-4590  
[mjgibbons@nsf.gov](mailto:mjgibbons@nsf.gov)