

Attachment B.1 – Protocol Preface

SECTION 1: INTRODUCTION

READ OR PARAPHRASE:

The NSF is currently planning for the Early Career Doctorates Survey. As part of that planning, we are testing selected questions from the survey which asks about educational and employment experiences. Today, I'm hoping to get your honest feedback on the survey questions.

What I'll ask you to do today is to complete the survey questions on paper, one at a time. After each one, I will ask you about your interpretation of the survey question and how you came up with your answer.

In this interview, I am less interested in your actual answers to the questions. I am more interested in what you think about the questions and how you interpret them. Sometimes the questions I ask you may sound a little strange.

For example, the survey question may seem relatively simple such as "How many cars do you have?" However, people understand the word cars differently – some people might include trucks, vans and even motorcycles while other people would think of just cars. So a follow-up question I might ask would be something like "What does "cars" mean to you as it was used in this question? The reason for this is to see if different people understand the question differently.

Even though some of the questions I may ask you might sound like I am giving you a test, there are no right or wrong answers. My main goal is to make sure that the questions are understandable to everyone who takes the survey.

As you complete the questions, also feel free to tell me anything that comes to mind or ask me anything you are unclear about. You can also help by telling me anything you find hard to remember or difficult to understand. For some questions, I may specifically ask you to "think aloud" as you are interpreting the question, thinking about your answer, and choosing a response option.

Once we start, the interview will last about 90 minutes. When we are done, I will give you \$50 as an expression of our appreciation for your time.

Do you have any questions? WRITE DOWN QUESTIONS:

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SECTION 2: INFORMED CONSENT AND SET UP

Before we start, I'm going to give you a written consent form. This document explains the purpose of the study, who can participate in the interviews, the risks and benefits of participating, how we will protect your information, and whom you can call if you have questions. It also reminds you that your participation is voluntary. You may decline participation, stop the interview at any time, or choose not to answer any question. GIVE THE INFORMED CONSENT DOCUMENT TO THE PARTICIPANT.

Do you want me to read the consent document to you? Or do you want to read it yourself? READ THE DOCUMENT TO PARTICIPANT OR LET PARTICIPANT READ IT (AS APPROPRIATE.)

WHEN DONE:

1. ASK PARTICIPANT IF THEY HAVE ANY QUESTIONS ABOUT THE FORM.
2. VERIFY THAT PARTICIPANT AGREES TO PARTICIPATE AND WHETHER PARTICIPANT AGREES TO BE AUDIO RECORDED AND OBSERVED.
3. HAVE PARTICIPANT SIGN THE DOCUMENT. GIVE PARTICIPANT INFORMED CONSENT TEXT (NOT SIGNATURE PAGE).
4. IF PARTICIPANT AGREES, TELL PARTICIPANT ABOUT OBSERVERS ON PHONE AND BEHIND MIRROR (IF APPLICABLE).
5. IF CONSENT WAS GIVEN, START TAPE RECORDER. COLLECT VERBAL CONSENT FOR AUDIO RECORDING.