

NPRD Exploratory Interview Recruitment Script

Summer 2014

NPO Name:

Address:

City and State:

Contact Person:

Phone number:

E-mail address:

NPO Web site:

Hello, my name is Arlen Rosenthal. I am calling from ICF International for the National Science Foundation. May I speak to <insert name>?

If a receptionist/gatekeeper asks, "What is this in regards to?" say: Within the last week, the National Science Foundation sent a letter to <name> about some preliminary research they are doing to develop a questionnaire for a new survey of nonprofit organizations. I am following up on this letter.

Yes [Continue]

No [If the person is unavailable. Do not leave a message. If someone other than the person answers, ask when can I call back? _____]

If you are transferred to the person by a gatekeeper/receptionist, say:

Hello, my name is Arlen Rosenthal. I am calling from ICF International for the National Science Foundation. Are you familiar with the National Science Foundation? [as needed: NSF is an independent government agency established to provide funding for basic research within the United States. Within NSF, the National Center for Science and Engineering Statistics is responsible for collecting data on U.S. science and engineering activities]. Thank you for taking my call. In the past week, you should have received a letter from Ronda Britt at NSF about some preliminary research they are doing to develop a new survey of nonprofit organizations. Based on a review of your organization's website, it appears you all [conduct/fund] activities

that NSF would like to know more about. [Mention relevant specific activities of NPO as needed].

NSF has partnered with ICF International to develop and administer the survey. Currently, we are talking to organizations about the topics that might be included in the survey.

We would like to set up a more detailed interview to learn more about your organization and the types of projects/activities you perform and/or fund.

We will have a small team of researchers in your area between <Month day and Month day>. The interview should take about 2 hours and your comments will not be attributed publicly with your names or organization. [One/Two] people will be coming with me. [As appropriate, say: <Insert name> from the National Science Foundation is coming as well as another person on my staff who will be taking notes for me. <Insert name from NSF> is coming to listen first-hand to what you have to say and will be happy to answer questions you may have about NSF's interest in this study.] Can we schedule an interview with you or other representatives from your organization?

- Yes [Continue to the end to schedule meeting and verify contact information.]
- No [Say: "Thank you for your time. Good-bye."]

Great! [Discuss available dates and times and agree on a time, or allow them to discuss and call/email back]

Confirm the following information:

Complete address:

Phone number:

E-mail address:

Name of individual(s) we will meet:

[If applicable] I will send you an e-mail confirming the date and time of our appointment. When you receive this confirmation, if you feel that other individuals in the organization could add to our discussion, please feel free to invite them.

Our discussion should last no more than 2 hours. If you have any questions, please contact me at:

[State your name again, phone number, and e-mail address.]

Again, thank you very much for your time and for agreeing to participate in this research. We will see you on [insert date, time, and location].