

Attachment B
Survey of Nonprofit Research Activities
Cognitive Interview Protocol and Recruitment Materials

Re: National Science Foundation Study of Nonprofits

Dear <name>,

One of the responsibilities of the National Science Foundation (NSF) is to provide a clearinghouse of data on the U.S. research enterprise. I am writing to request your assistance in testing a questionnaire to collect data on research activities from the nonprofit sector, a sector that has not been measured for some time. Our questionnaire was developed following a series of interviews and meetings with other nonprofits, researchers, potential data users, and others.

We are interested in visiting a variety of nonprofit organizations to discuss the questionnaire, find out whether the questions it contains are easy to understand and answer, and assess the relative ease or difficulty in reporting the requested data.

NSF has partnered with ICF International to carry out this study. Within the next few days, a member of the ICF project team will call you to discuss the study and schedule a time for a meeting. We will be in the <insert city> area during the week of <insert date>. If you would prefer to contact ICF directly, please use the information below.

<Recruiter's name>

<Recruiter's telephone number>

recruiter's name@icfi.com

If you have any questions about this study, please contact me at rbritt@nsf.gov or at (703) 292-7765.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation

NPRA Cognitive Interview Recruitment Script

NPO Name: [insert name]

Address: [insert address]

City and State: [insert city/state]

Contact Person: [insert point of contact]

Phone number: [insert phone]

E-mail address: [insert address]

NPO Web site: [insert website]

Hello, my name is <recruiter's name>. 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, NSF sent an e-mail to <name> requesting a meeting to discuss the Survey of Nonprofit Research Activities. I am following up on this e-mail.

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 <recruiter's name>. I am calling from ICF International for the National Science Foundation. Thank you for taking my call. In the past week, you should have received an e-mail from Ronda Britt at NSF about a new survey of Nonprofit Research Activities.

As mentioned in the e-mail, NSF has partnered with ICF International to develop and administer the survey. After conducting preliminary research, we have drafted the survey and would like to test it with your organization to make sure that the questions are understandable and easy to answer. Based on a review of your organization's website, it appears that [NPO name] [conducts/funds] activities that NSF would like to know more about. [Mention relevant specific activities of NPO as needed].

We would like to set up a more detailed interview with you or someone you designate at your office to go over the draft survey with you and get your opinions about the questions. For example, we are interested in:

- How you interpret the questions,
- Your understanding of certain words and phrases,
- How easy or difficult it is to answer the questions,

- Whether the information asked for and the information your organization maintains allows you to answer the questions.

We will have a small team of researchers in your area between <Month day and Month day>. The interview should take about 90 minutes, and you will not need to prepare anything ahead of time. [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! I would like to set up a date and time for our meeting.

Dear [point of contact],

This e-mail serves as confirmation of the time and location for our interview to discuss the National Science Foundation's (NSF) Survey of Nonprofit Research Activities.

Interview Date and Time: [day of week], [month] [date], 2015, [time] a.m./p.m.
Name/Title [Name/title of Interviewee]
Location: [NPO name, address, city, state zip]
Phone Number: [phone number]

It is not necessary for you to prepare anything prior to our meeting, which will last about 90 minutes. We will walk through the survey together, and I will ask how you would respond to the questions. For the most part, we are interested in:

- Your interpretation of the questions,
- Your understanding of certain words and phrases,
- How easy or difficult it is to answer the questions,
- Whether the information asked for and the information your organization maintains allows you to answer the questions.

Two members of the ICF team and possibly a representative from NSF will be traveling to your area to conduct this interview. If you need to reschedule, please contact me as soon as possible using the contact information below.

Thank you for your time and we look forward to meeting you [if necessary add other name].

[Insert your name name]
NSF Survey of Nonprofit Research Activities
ICF International
[Your phone]
[Your cell phone]
[Your email]

Date: [insert date]

Time: [insert time]

Confirm the following information:

Complete address: [insert address]

Phone number: [insert phone]

E-mail address: [insert email]

Name of individual(s) we will meet: [insert name of interviewee]

I will send you an e-mail confirming the date and time of our meeting. When you receive this confirmation, if you feel that another individual in the organization could add to our discussion, please feel free to invite him/her.

Finally, just a reminder this research is being conducted by the National Science Foundation to test a new survey of Nonprofit Research Activities. Your participation is voluntary, and the names of the individual(s) who participate will remain confidential.

Our discussion should last no more than 90 minutes. 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].

Draft Cognitive Interview Protocol: NPRA Survey

NPO: Interviewer's Name:

Date: Note taker's Name:

Person interviewed:

Thank you for agreeing to help us out today. My name is Arlen/Bryan and I work for ICF, a research company based in the Washington, DC area. <Insert name> will be taking notes for me. I'd also like to introduce you to <Insert name> from the National Science Foundation's National Center for Science and Engineering Statistics (NCSES). [NCSES staff to provide brief introduction or Arlen/Bryan to say: As one of 13 federal statistical agencies, NCSES designs and administers national surveys on the U.S. science and engineering enterprise.]

ICF is working with NCSES to develop a survey to collect information from nonprofit organizations such as yours. In addition to asking for some general information about your organization, this survey will collect information about research performed and/or funded by nonprofit organizations.

Currently we are nearing the final stages of the design phase, and our purpose today and over the next few weeks will be to better understand if the survey and its questions elicit the information from nonprofits that we are seeking. Today, I will share with you a copy of a letter from NSF announcing the survey as well as a draft of the survey. I'll be asking you for your opinions about the letter and survey. While we are testing the survey using paper forms, the finalized survey will be conducted online.

Because our goal is to test the instrument, I'm more interested in your understanding of the content of the letter and the survey questions than I am in your answers. After we go through the letter and sections of the survey, I'll ask your opinions about some of the survey items—about how the questions are worded, if they are easy to understand, whether or not certain words and response categories are clear and appropriate, and if the information asked for and the information your organization maintains allows you to answer the question. Your input will help us make improvements to the letter and survey before we launch it in early 2016.

Before we begin I want to review some information with you before we start.

- Your participation in this discussion is voluntary.
- The information you give us today will not be associated with your name or the name of your organization.
- The interview should last about 90 minutes.
- We like to audio record this interview so that we have all your comments. Is that okay with you/everyone?

[If Yes:] I have a consent form for you to read and sign. [Distribute form]

If anyone does not give permission to audio record the interview, please do not tape the meeting. Verify that it's okay for Haley/Codi to take notes.

Do you have any questions before we begin?

I. Icebreaker

Before we begin the interview, I'd like to learn a little more about your organization.

1. Briefly, how would you describe the type of work/activities your organization does?
2. How would you describe your role?

II. Initial Letter from NSF

Hand participant a copy of the initial letter and attachment.

Please take a couple of minutes to read the letter and attachment. Once you've finished I'm going to talk to you about how easy or difficult it was to understand, its relevance, and so forth.

3. Let's talk for a few minutes about the letter. This is something that would have come in the mail. I'm interested in your overall thoughts about the letter. Is this something you would have read had you received it?
 - a. In your own words, what do you think the purpose of this survey is?
 - b. In your own words, what does the third paragraph convey to you? Would this information make you more or less likely to consider completing the survey? Would you be interested in seeing survey findings for individual nonprofits like yours in the future?
 - c. Mention was made of a handout. Is this something you would likely read? Scan? or Would not look at it?
 - d. If you were uncertain about the validity of this survey, what would you do?
 - e. If you had questions, how likely would you be to contact us? Which would you do first – phone or email? Who do you think would be answering your questions – someone at NSF or at ICF? Does it matter?
4. Is there any information that is missing from the letter? OR is there any information that is not needed? If so what is missing/needs to be added?
5. Who in your organization should the letter be sent to? What would happen to this letter if it was sent to the wrong person in your organization?
6. After reading the letter and attachment, how likely would you be (or someone else be) to complete the survey?
7. Let's take a quick look at the attachment that was included with the letter. Is it helpful to see the list of topics that will be covered in the survey, or is it not helpful? Why/why not? Looking at the list of topics, are there any that you are unclear or that leave you wondering?

8. On the back of the page is titled, Research Definition and Guidance. Right now I'm interested in your initial reactions. – (initial thoughts on clarity, comprehensiveness. We're going to talk about this in more detail in a few minutes.
9. One final question about the letter. This letter is important and we want to make sure it is opened and read. What suggestions do you have that would make you/your assistant more likely to open and read this letter (e.g., with NSF return address, business envelope, legal envelope, envelope in a different color).

Now, I'd like to go through the questions on the survey. *Give participant a copy of the survey.*

The survey is organized into different sections. I'd like you to read each question and tell me your answer. Some questions may not be relevant. If you come to one of those, please briefly explain why. If a question is relevant, but one that you cannot answer without more information, I'll ask you to explain how you would go about getting the information. When we get to the end of a section, I'm going to ask you a few follow up questions.

Cover Page

Please take a moment to read through the first page. When you're finished, I'll ask you a few questions.

1. What did you think of starting the letter with, "Dear Nonprofit Executive/Research Director?"
2. Is there enough information on the cover page of the survey for you to understand:
 - a. Who is conducting the survey?
 - b. The purpose of the survey?
 - c. Is there anything else you would add?

General Information

Now, please complete page 2. Please read each question out loud, and talk your way through the answer. When you're finished with this page, I'll ask you a few questions.

1. Instructions: What do you think is meant by "all units" in the second sentence: "For the purposes of this survey, your organization is defined as all units in your IRS Form 990 filing."
2. Question #2: **What was your total operating budget (excluding capital construction costs) for FY 2014.**
 - a. What does "total operating budget" mean to you? Does your organization include or exclude capital construction costs when reports its total operating budget?
 - i. How would you go about finding this information?
 - ii. How easy or difficult is it to get this information?
3. Question #3: **In what month and year did your organization's FY 2014 begin and end?**

How do you interpret “Fiscal Year 2014?”

(Interviewer should note how respondent marks their answer. Specifically, do they provide a 2-digit month, or do something else (and if so, what)?)

4. Question #4: **How many FTEs are currently employed by your organization?**

What is your reaction to the definition of Full Time Equivalent (FTE)?

- a. Is it helpful to have a definition?
 - b. Was the example helpful or not helpful?
 - c. Where would this information come from? What records would you look at, and/or what people would you talk to in order to get it?
 - d. How easy or difficult is it to provide this information?
 - e. Would you be able to provide an exact figure or would you provide an estimate?
 - i. Are there any types of employees that you would not include in your FTE count? (e.g., consultants, employees from a temp company, volunteers, students)
 - ii. How do you count temporary employees? (Would temporary employees get counted when you are responding to this question? Student assistants?)
 - f. Which data is more easily available in your records: the number of FTEs, or a headcount of employees?
5. Looking back at the four questions in this section, are these questions you can:
- a. Answer immediately – off the top of your head?
 - b. Need to check with someone else?
 - c. Need to check files/database(s)
 - d. Wouldn't know where to get the answer?

Research Definition and Guidance

Let's look at page 3 next. Again, please tell me what you're reading and thinking. I'll ask you a few questions when you're done.

1. Instruction: Let's talk about the first two sentences at the top of the page. Did you happen to read them before you looked at the rest of the page?
2. Let's take a closer look what's in the white box.
 - a. **By research we mean:** This survey is about research your organization performs and/or funds.
 - i. In your own words, what do you think research is?
 - ii. What does experimental development mean to you?

- iii. What's your reaction to the definition provided?
 - b. **Research activities *must be* ...** take a look at the list.
 - i. What do you think of the bolded words and their explanation? Are they clear or confusing? If confusing, what suggestions can you offer to make the information clearer?
 - ii. Of the activities your organization identifies as research, do all of these criteria (e.g., novel, creative, uncertain ...) apply? If they say no ask, Which criteria do not apply? Why?
 - iii. Is anything missing?
 - iv. Can anything be removed or combined with another?
 - c. **Research can *include projects that* ...** take a look at the list
 - i. Are there any bullets that you find confusing? If yes, which one(s)? Please explain what is unclear.
 - ii. Are there any bullets that you do not feel are not examples of what research might include? If so, which one(s)? Why?
 - iii. Is there anything you would add to the list?
 - d. **Example of project that *may meet the criteria* or most likely *do not meet the criteria* for research**
 - i. What is your reaction to the examples provided? Is this helpful?
 - ii. Are there any that you think need to be added to either list (may meet or most likely do not meet)? Anything that you would remove from either list?
 - iii. Are there any listed as most likely do not meet the criteria for research that you think belong on the may meet the criteria for research?
3. Question 5: **Considering the guidance above, did your organization perform any research in FY 2014?**
- a. In your own words, what is question 5 asking?
 - i. If needed ask: What does the term subrecipients mean to you?
 - b. How easy or difficult is it to answer this question?
 - c. Is this something you can answer off the top of your head? If no, please explain why not.
4. Question 6: **Considering the guidance above, did your organization fund research activities performed outside your organization in FY 2014?**
- a. In your own words, what is question 6 asking?
 - b. How easy or difficult is it to answer this question?

- c. Is this something you can answer off the top of your head? If no, please explain why not.
5. Before we leave these two questions, did you refer to the definition of research at the top of the page before you answered:
 - a. Q5 – why/why not?
 - b. Q6 – why/why not?
 - c. How helpful was it to have the definition of research and examples above these two questions?

Research Performance and Funding Graphic

6. At this time, I will be sharing a graphic that we have created that we are considering including with the survey materials. What do you feel like this graphic is telling you?
7. What are your overall reactions to this page?
8. How do you feel about seeing a graphic like this on a government survey?
9. What does the title “Your Organization’s Total R&D” mean to you?
10. (Repeat the following questions for each of the icons of interest:)
 - a. How do you interpret this image/icon?
 - b. Do you find these icons/images confusing?
 - c. Would a text-based diagram be more or less confusing? How so?
11. What is the word “internal” indicating to you? How about “external”?
 - o Where would be the best location for these terms?
12. Where would you expect to see an image like this?

Interviewer/Notetaker – for respondents who answered “No” to Q5 and “Yes” to Q6, observe if the person had any difficulty going to Q 15. Also, when respondent goes to page 4, observe and note any seeming confusion about the instructions at the top of the page. Finally, note if the respondent referred to page 3 – the definition when answering any of the questions (Q7-Q14).

Research Performance

Please read each question and let me know your answer. Some of these questions will ask you to provide a dollar amount. It’s not necessary to provide the figure itself, but please tell me how/where you would go about finding the figure.

For each question, ask if he/she could:

- a. Answer immediately – off the top of your head?
- b. Need to check with someone else?
- c. Need to check files/database(s)
- d. Need to compile or calculate a response?
- e. Wouldn't know where to get the answer?

1. Let's look at the instructions at the top of page 4.
 - a. Are these instructions clear?
 - b. Is it useful to include a reminder to refer to page 3 for guidance on what is included in research?
 - c. Is there anything we could do to make the instructions more helpful?
2. **Question 7: In FY 2014, how much did your organization spend on research performed by your employees or subrecipients?**
 - a. In your own words, what do you think this question is asking for?
 - i. *(Only ask if you respondent has not shared this information in Q5).* What does the term "subrecipient" mean to you?
 - b. What does the term "expenditures" mean to you?
 - c. What does the phrase "related indirect costs" mean to you?
 - d. Does the information asked for and the information your organization maintains allow you to answer the question? *(Note if the respondent seems confident in their response)*
 - i. How easy or difficult would it be to answer this question?

3. Question 8: **Of the amount reported in question 7 how much was paid to subrecipients/subcontractors in FY 2014?**
 - a. What does the term “subrecipients” mean to you? Is this the same as subcontractors? Why/why not?
 - b. Does the information your organization maintains allow you to answer the question?
 - i. How easy or difficult would it be to answer this question?
4. Question 9: **What were the sources of funding for research performed in FY 2014?**
 - a. How easy or difficult is it to separately report the amounts provided by each source of funding for research performed?
 - i. How easy or difficult is it to provide these amounts for FY 2014?
 - ii. Is this information you have or would you provide an estimate?
 - b. Let’s look at the descriptions of the different sources of funding. (*Note – ask if descriptions are clear, relevant to their organization*)
 - i. (a) Federal government: What does the statement “include federal funds **passed through** from another organization or institution mean to you?
 - ii. (e) Internal funds, including endowment. What does the term “internal funds” mean to you? Would you generally include endowments, donations, or other unrestricted sources? Why/why not?
 - iii. (f) Individual donors – how easy or difficult would it be for you to report the amount a donation specifically designated for research? Is this information you have readily available?
 - iv. Looking at the lists of sources, are there any other major sources of funding for research that you think we should include? If yes, what are they?
 - v. What are some examples of what fits the “Other” category?
 - vi. Does this organization receive research funding from any foreign entities? If so...
 1. Did you report them in this question? (If so, where?)
 2. If we had asked for foreign sources of research funding separately, how easy or difficult would it be for you to provide that information?
5. Question 10: **If your organization has individual donation for research of \$1M or more in FY 2014, please list the donor names and the amount donated.**

NSF is interested in learning more about individual donations for research that are \$1 million dollars or more in FY 2014.

 - a. How easy or difficult is it to separately report individual donations of \$1M or more in FY 2014?
 - b. How easy or difficult is it to identify donations of \$1M or more that were earmarked for research activities only?

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- c. Would you include unrestricted donations greater than \$1M for which at least \$1M was spent on research activities in FY 2014?
 - d. Would your organization provide the names of the individual donors? If no, would you be willing to provide the individual amounts over 1 million donated, listing the donation as anonymous?
 - i. Is this information you have or would you provide estimates?
6. **Question 11: In your own words, briefly describe the types of research performed within your organization.**
 - a. How do you interpret the phrase “types of research performed?”
 - b. How much information would you provide?
 - i. We put bullets in. What does this indicate to you?
7. **Question 12: Approximately how many (paid) FTEs worked on research activities in FY 2014?**
 - a. In your own words, what is this question asking for? Specifically, what does the phrase “research activities” mean to you? What does this include (or not include)?
 - b. How helpful or not helpful was the example of an FTE who works on research activities?
 - c. How easy or difficult would it be to provide the number of FTEs who worked on research activities?
 - i. Is this information you have or would you provide an estimate?
8. **Question 13: Did any volunteers support your research activities in FY 2014?**

Interviewer/Notetaker: Note whether or not the respondent followed the skip instruction.
9. **Question 14: Approximately how many volunteer FTEs worked on your research activities during FY 2014?**
 - a. How easy or difficult would it be to provide the number of volunteer FTEs who worked on research activities?
 - i. Is this information you have or would you provide an estimate?
 - ii. (Depending on response) Is there a different way that your organization tracks volunteer time **on research activities**?
10. This concludes the questions we have about Research Performance. Do you think these questions capture enough information to provide NSF with a good overview of the research activities and expenditures that occur within your organization?
 - a. What, if anything, do you think is missing?
 - b. Are there any questions that you would eliminate? If so which ones? Why? Is there an alternative way we should ask for this information?

Research Funding

Interviewer/Notetaker: please note if respondent answered No to Q6 – if they skip Questions 15-19 after reading the instructions. Note if they appear confused. If they answer these questions, please note if they refer to page 3 at any point.

The next section of the survey is about Research Funding. Go ahead and read each question and let me know your answers. Some of these questions ask you to provide a dollar amount. It's not necessary to provide the figure – after you finish the section I'll ask some questions and ask how/where you would go to find out what to enter.

1. Let's look at the instructions at the top of page 6.
 - a. Are these instructions clear?
 - b. Is it helpful to include a reminder to refer to page 3 for guidance on what is included in research?
 - c. Is there anything we could do to make the instructions more helpful?

For each question, ask if he/she could:

- a. Answer immediately – off the top of your head?
- b. Need to check with someone else?
- c. Need to check files/database(s)?
- d. Need to compile or calculate a response?
- e. Wouldn't know where to get the answer?

2. **Question 15: In FY 2014, how much funding did your organization provide to others to perform research activities?**
 - a. In your own words, what does it mean to include all grants and contracts awarded by your organization to external recipients to perform independent research? (Focus on external recipients and independent research).
 - i. Is the wording of the question and subsequent include/exclude instructions clear or confusing? If confusing, ask for suggestions in rewording the question and/or descriptions).
 - c. Does the information your organization maintains allow you to answer the question?
 - i. How easy or difficult would it be to answer this question?
3. **Question 16: Of the total research funded in FY 2014, how much was provided to the following types of organizations?**

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- a. Looking at the three types of organizations listed in question 16— universities/educational entities, other NPOs, and businesses – are there others that should be included in the list? If so, what are they?
- b. What are some examples of what might fit in the “Other” category?
- c. Does the information your organization maintains allow you to answer the question?
 - i. How easy or difficult would it be to answer this question?
4. Question 17: **In your own words, briefly describe the types of research funded outside your organization.**
 - a. How do you interpret the phrase “types of research funded outside your organization?”
 - b. How much information would you provide?
 - i. We put bullets in. What does this indicate to you?
5. Question 18: **Of the research funding your organization provided to others in FY 2014, how much came from each of the following sources?**
 - a. In your own words, please restate what this question is asking.
 - i. How do you interpret the word “provided” in the question?
 - b. Let’s say your organization received \$30M from the Federal government, and awarded a \$5M grant to a university, to be paid out over 5 years, starting in FY 2014. How would you report that in this question?”
 - c. How easy or difficult is it to separately report the sources of the **research** funding your organization provided others in FY 2014?
 - i. Is this information you have or would you provide an estimate?
 - d. Let’s look at the descriptions of the different sources of funding. (Note – ask if descriptions are clear, relevant to their organization and items listed below)
 - i. (a) Federal government: What does the statement “include federal funds **passed through** from another organization or institution mean to you?
 - ii. (f) Individual donors – how easy or difficult would it be for you to report the total amount of gifts designated by donors for research? Is this information you have readily available?
 - iii. Looking at the lists of sources, are there any others that you think we should include? If yes, what are they?
 - iv. What are some examples of what fits the “Other” category?
6. Question 19: **If any of the funding provided to others in FY 2014 came from individual research donations of \$1,000,000.00 or more, please list the donor names and the amount donated.**
 - a. How easy or difficult is it to separately report each individual research donation of \$1M or more?
 - b. How easy or difficult is it to identify donations of \$1M or more that were earmarked for research activities only?

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- c. Would you include unrestricted donations greater than \$1M for which at least \$1M was spent on research activities in FY 2014?
 - d. Would your organization provide the names of the individual donors? If no, would you be willing to provide the individual amounts over 1 million donated, listing the donation as anonymous?
 - i. Is this information you have or would you provide estimates?
7. This concludes the questions we have about Research Funding. Do you think these questions capture enough information to understand the amount of research funding your organization provides and type of research activities your organization supports?
- a. What, if anything, do you think is missing?
 - b. Are there any questions that you would eliminate? If so which ones? Why? Is there an alternative way we should ask this information?

Contact Information and Survey Time

1. Based on your knowledge of the survey, is there any individual at your organization who could better complete the survey? Or would it be a joint effort between several staff members? Ask for the person's(s') title(s).
 - a. This survey will be conducted on the web. Have you completed surveys or reports like this on the web in the past? If so, what do you particularly like about those surveys or reports? What features should we be sure to include? What features do you hate (so that we can exclude them)?
 - b. Respondents will be able to log in and out to complete survey as they have time. We also are planning to allow organizations to have multiple log-ins so that several members can complete the survey. Will this be helpful to your organization?
2. Based on the questions you answered, approximately how long do you think it would take you or someone else in your organization to complete this survey?
3. How likely would someone in your organization be to complete this survey?

This completes our interview. On behalf of the National Science Foundation we thank you for your time.

CONSENT FORM

The National Science Foundation designs, conducts, and sponsors surveys on science, engineering, and technology. In order to produce the best information possible, the National Science Foundation routinely evaluates its surveys.

You have volunteered to take part in a study to improve one of the National Science Foundation's surveys. In order to have a complete record of your comments, your interview session will be audio taped (and/or videotaped). We plan to use the tapes to improve the survey. Staff directly involved in this research project will have access to the tapes. In addition, a transcription service may have access to the audiotapes, to provide us with a written version of your comments. The tapes may also be used for training others to conduct this type of research, and in presentations to professional audiences.

This study is authorized by law (42 U.S.C. 1862 Section 3.a.6.). The OMB control number for this study is 3145-0174.

I have volunteered to participate in this study, and I give permission for my tapes to be used for the purposes stated above.

Researcher's Signature

Participant's Signature

Printed Name

Printed Name

Date

Date

[month] [day],2015

Dear [insert name],

We greatly appreciate your participation in the interview on [month] [day], 2015. It was very interesting to learn more about the [name of organization] and its [research/funding] activities. Your thoughtful feedback will definitely help move us forward as we finalize the Nonprofit Research Activities Survey. We will be continuing with our interview trips this summer and anticipate piloting the survey with a small number of nonprofit organizations in early 2016.

Again, on behalf of NSF, I thank you and [list any other people in the interview] for talking with us. If you have any questions or would like to be updated on the status of this project at any point in the future, please do not hesitate to contact me.

Sincerely,

Ronda Britt
Project Officer
Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
4201 Wilson Blvd. Room 965
Arlington, VA 22230
(703) 292-7765
rbritt@nsf.gov