

APPENDIX A  
MATERIALS FOR THE WEB USABILITY TESTS

Re: National Science Foundation Study of Nonprofits

Dear <name>,

The National Science Foundation (NSF) needs your help to learn more about nonprofits in the United States. This summer, to better understand the important contributions that nonprofit organizations make to society and the economy, NSF is conducting a pilot survey online with a selected number of nonprofit organizations. The pilot will test our process for collecting information from nonprofits prior to the launch of a nationally representative survey in 2017. The survey will focus primarily on research performed or funded by the nonprofit sector, including research in the areas of biomedical and health sciences, engineering, physical sciences, social sciences, and humanities.

We have finalized the pilot survey and are developing a web-based tool that nonprofits, such as yours, may use to complete the survey. We need your input! Before we launch the pilot survey, we are interviewing representatives, such as yourself or your designee, and asking them to complete some tasks with the survey online and provide our usability evaluator with feedback about the online system. You will not be asked to share any information about your organization.

NSF has partnered with ICF International to conduct the sessions. To participate, the only thing you need is a computer and access to the Internet. A member of the ICF project team will call to discuss the study and schedule the telephone interview within the next couple of days. The one-hour interview will be conducted at your convenience between [month, day, year to month, day, year].

If you would prefer to contact ICF directly, please use the information below.

Lauren Restivo  
(301) 572-0468  
[lauren.restivo@icfi.com](mailto:lauren.restivo@icfi.com)

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

Sincerely,

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

## NPRA Usability Testing 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, the National Science Foundation sent an e-mail to <name> about a new survey it is conducting on the research activities of nonprofit organizations. 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, the National Science Foundation has partnered with ICF International to administer the survey. We have developed a web survey and we need your help to test it. You will not need to share any information about your organization. Your feedback will enable us to make improvements to the website before we launch the pilot survey later this year.

We would like to schedule a 1-hour session with you or someone you designate. The session will be conducted by telephone and we will invite the participant to view the web-based survey online.

Can we schedule a session with you [or a designee from your organization]?

Yes [Continue to the end to schedule meeting and verify contact information.]

No [Say: "Thank you for your time. Good-bye."]

**Recruiter: try to schedule the session with the Executive Director/President; Chief Financial Officer (CFO) or designee; Director of research, chief science officer, or someone in the research department; head of human resources or designee.**

Great! I would like to set up a date and time for the session.

You/your designee will need access to the Internet to view the survey. *(Note: If the person asks how her/she will connect online, tell them we will use join.me. They will receive information about this before the session.)*

We will be conducting sessions the week of [Month, day-day,] 2016. Rebecca Deitch will facilitate the session. [As appropriate, say: <Insert name> from the National Science Foundation and Arlen Rosenthal, the ICF project manager, will be online listening to the session. They will be happy to answer any questions you have about the survey.]

\*\*\*\*\*

Date: [insert date]

Time: [insert time]

Confirm the following information:

Phone number: [insert phone]

E-mail address: [insert e-mail]

Name/title of interviewee: [insert name and title of interviewee]

I will send you a meeting request so that the session is on your calendar and Ms. Deitch's (facilitator); 24-hours prior to the session Rebecca Deitch will e-mail you a final reminder with the phone number and login information you need.

Finally, just a reminder that this is research the National Science Foundation is conducting to help refine a new online survey of Nonprofit Research Activities. Your participation is completely voluntary. Your name and that of your organization will remain confidential.

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 online [insert date, time, and location].

## Confirmation E-mail Meeting Invitation<sup>1</sup>

To: [Interviewee's e-mail address]  
Subject: Usability Testing for the NSF Nonprofit Research Activities Pilot Survey  
Location: Remote: [URL to join.me]<sup>2</sup>  
Start time: [Month, day, 2016 Time: XX:XX AM/PM]  
End time: [Month, day, 2016 Time: XX:XX AM/PM]

### Body of e-mail:

This meeting invitation serves as confirmation of the time and location for our online meeting to discuss the National Science Foundation's Nonprofit Research Activities Pilot Survey.

*As appropriate include:* One or two staff members from NSF and the ICF project manager will be listening to the session. Please be assured that neither you nor your organization will be identified in any report we prepare for NSF. If you need to reschedule, please contact me by telephone at [301-407-XXXX] or by e-mail ([rebecca.deitch@icfi.com](mailto:rebecca.deitch@icfi.com)) as soon as possible. I will send you a reminder the day before our session with more details about how to login to join.me.

Thank you for your time and I look forward to talking to you online!

Rebecca Deitch

NSF Nonprofit Research Activities

ICF International

[Phone number]

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<sup>1</sup> The ICF usability tester will send this e-mail to each participant within 24 hours of the recruiter scheduling a session.

<sup>2</sup> Join.me uses a range of local numbers rather than a toll free number. We will include the join.me information, including URL and phone numbers in the body of this e-mail.

## Reminder E-mail 24 hours prior to online meeting

To: Interviewees email address

Subject: Join.me online meeting invitation for the NSF Nonprofit Research Activities Survey

Attachments: Vignette and consent form

ICF International, on behalf of the National Science Foundation, is conducting a usability assessment of the Nonprofit Research Activities Survey that will be available for respondents to answer online. During this session, you will be given some scenarios and asked to complete some tasks online. We are doing this to ensure that you are able to easily log into the survey, and can complete the information as requested. You may be asked to describe how you think features should work, and what labels mean to you. We also want to hear when aspects of the system do not function the way you expected and any suggestions you have to improve the web interface.

This session will be conducted over the phone, and will use Join.me so that you can view and control the screen. The session is limited to 1-hour, although an additional few minutes might be needed to configure screen sharing. Audio and video of the screen you are looking at will be recorded during the session to facilitate note-taking.

I have attached to this email two documents you will use during the meeting. The first is an informed consent form. This form reviews the purpose of the usability test and acknowledges your participation. During the meeting I will briefly go over the form and ask for your verbal agreement to participate; this form is for your information.

The second document is the vignette that will facilitate your participation in the usability test. The purpose of this usability test will help us to understand how users interact with our online data collection system. During the usability test, I will ask you to play the role of an executive or financial officer within the organization presented in the vignette. Since the purpose is monitor the interaction with and reaction to the system presentation and features, the vignette provides specific responses to the questions asked in the survey system.

Please follow the **Join the meeting** link below on [Month, Day, 2016] at [XX:XX a.m./p.m. EST/CST/PST] when your scheduled session is about to begin. The session will begin when you and I join the meeting. If you use a headset with microphone on your computer regularly you can use the instructions below to listen and be heard, or you can call one of the provided telephone conference lines using the Access Code provided below.

Thank you for your participation in this effort. If you have any questions or need to reschedule your session, please contact me at [rebecca.deithch@icfi.com](mailto:rebecca.deithch@icfi.com) or by telephone at (301) 572-0556.

**Join the meeting:** <https://join.me/xxx-xxx-xxx>

On a computer, use any browser.

On a phone or tablet, launch the [join.me app](#) and enter meeting code: **xxx-xxx-xxx**

**Join the audio conference:**

Dial a phone number and enter access code, or connect via Internet.

**By phone:**

United States - Washington, DC **+1 (202) 602-1295**

Access Code **xxx-xxx-xxx#**

**By computer via Internet:**

Join the meeting, click the phone icon and select "Call via internet." A small download might be required.

Sincerely,  
Rebecca Deitch  
(301) 572-0556

NSF Letterhead

[Month] [day], 2016

Dear [insert name],

We greatly appreciated your participation in the usability testing session on [Month] [day], 2016. Your thoughtful feedback will definitely help us move forward as we finalize the Nonprofit Research Activities Survey. We anticipate launching the pilot survey in the summer of 2016.

Again, on behalf of NSF, I thank you for your support and valuable contributions. 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  
Nonprofit Research Activities Survey  
National Center for Science and Engineering Statistics  
National Science Foundation  
4201 Wilson Blvd. Room 965  
Arlington, VA 22230  
(703) 292-7765  
[rbritt@nsf.gov](mailto:rbritt@nsf.gov)



## **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 voice and actions on the screen will be recorded. We will use this information to improve the web survey. NSF and ICF staff directly involved in this research project will have access to the recording. The recording 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 tape to be used for the purposes stated above.

National Science Foundation:  
Nonprofit Research Activities  
Usability Testing Round 1  
Funder

## Testing and Participant Information

Moderator

Observer(s)

Date of Test

Time

Name/Participant ID

Gender

M F

# NPRA Orientation Script (Funder)

## Log into Join.me Account

[Start video and audio recording]

Hello, my name is Rebecca, and I'll be facilitating today's session. I work for ICF International and we are conducting this evaluation of a new survey about the research that nonprofit organizations perform or fund for the National Science Foundation. Today, I'm going to ask you to perform some tasks on a wireframe model of the survey that is running on my computer.

Yesterday, I sent you a reminder e-mail that included two attachments: (1) a letter about the survey asking for your participation and, (2) fictitious information that is presented in a scenario that you will use today to complete some tasks I'll give you. You'll need this information for our session today. As we go through the tasks, it's important to remember that **I'm not testing you**; rather I'm testing the survey and looking to see if there is anything you and others suggest that will improve the survey and your online experience.

I would like you to tell me what you are thinking as you perform the tasks. Don't worry about hurting my feelings if you don't like a particular section or a question frustrates you. I would really like to know when you feel this way because it will help us improve the design of the survey. If I have questions for you I'll ask you about them as we go along, and if you have questions for me, feel free to ask.

Before we begin, I'd like to review a couple of things and then ask for your consent to continue, and to record the session. The recording will help when I prepare my notes and share the results of our session. *[If necessary, remind participant that he/she received a consent form with their reminder e-mail.]*

First, during this usability test you agree to participate in an online session using your computer and telephone. During the session I will ask you to find information and complete some tasks. I will not be asking you for any information about your organization. Instead, I'll provide you with some fictitious information that you can use to complete the survey.

You understand and consent to the use of the recording by the National Science Foundation. The information and recording are for research purposes only and your name and organization's name will not be shared with anyone outside of this research team.

You understand that participation is voluntary and agree to immediately raise any concerns you might have.

**Do you agree to participate in this session?**

**Do I have permission to record your voice and your actions on screen? [If no, thank participant and end the interview.]**

Thank you. Do you have any questions before we begin?

## **Login**

Before you can login, you need to create a password. Using your 6-digit id number as your username, go ahead and create a password.

[Once they are logged in, ask the following and observe and record what R clicks on.]

What are your thoughts on the login process?

Do you have any feedback on the links on the welcome page? Are they clear or confusing? Did you expect to see something different?

## **Begin Tasks**

### **General Information**

Using the information that you received about the R. B. Milford Foundation, please fill out questions 1-4.

Do you feel like any of the questions were difficult to fill out?

Now click on the tab, Research Performed and/or Funded

### **Research Performed and/or Funded (Needs to be Q5 No, Q6 YES)**

How would you answer these questions for the R. B. Milford Foundation?

Did you read the information above the questions? Do you feel like these questions fit with the guidance above or not?

Did the guidance above help you answer the questions or not?

Now go ahead and fill out the rest of the questions, and please remember to tell me what you are thinking as you fill them out. [Interviewer: observe and record how respondent is moving from question to question and from field to field within questions.]

### **Use these probes as appropriate:**

1. I noticed that you changed the number there. Can you tell me what you were thinking about?
2. I haven't heard you speak for a while. Can you tell me what you are thinking?
3. You clicked on X. What were you expecting to happen?

4. If you were to click on X right now, what do you think would happen?
5. [If errors are triggered], What are your thoughts on this message? Is it clear or confusing?

## Contact Information and Survey Time

Please fill out your contact information using an alias. For time to complete the survey you can put any number.

## Post-Test Questions

What are your thoughts about the survey?

What were your favorite things about it?

Is there anything you would change about it?

Did you get frustrated at any point?

*If not mentioned above ask:* What did you think of plus sign and drop-down information under each field in #14?

Do you think you would be likely to print or save a copy of the survey for your records? If so, how would you do that?

***Ask the final question below only during Round 2 testing.***

What are your thoughts on the auto-sum feature for the question totals? Is this helpful or not? What if you needed to change a total to something that did not equal the auto-sum (for instance if you could not break out all of the sub-totals.)

## Wrap-up

That concludes our test today. Thank you so much for your time today.

**Instructions:** You have agreed to participate in a usability test of the National Science Foundation's Nonprofit Research Activities Survey. The test will explore the ability of users to interact with our customized data collection system. In order to get an understanding of how different users respond to the survey, we are asking that you role play the part of an executive or financial officer within the R.B. Milford Foundation, a nonprofit organization. Please use the information below to respond to the items on the survey. If you have any questions, please ask your interviewer before you get started with the usability test.

<b>General Information</b>	
<b>Organization Name:</b>	R.B. Milford Foundation
The R. B. Milford Foundation is a leading supporter of social science, engineering, and medical research.	
<b>FY 2015 IRS Form 990-PF Total Expenses (line 26):</b>	\$65,984,000
<b>End of your 2015 Fiscal Year</b>	December 31, 2015
<b>Total number of Full Time Equivalent Employees:</b>	42
<b>Research Performance / Funding</b>	
This foundation does not perform any research, rather they fund other qualified individuals and organizations to do the work with funds from the foundation's endowment.	

<b>Research Funding</b>	
<b>Research Award and Sub-Award Funding</b>	
Research grants or contracts	\$21,500,000
<b>TOTAL</b>	\$21,500,000
<b>Research Funding by Type of Organization</b>	
Kirkland University (University)	\$15,000,000
Combination of funds provided to (For-profit businesses)	\$6,000,000
• Abalon Pharmaceutical	
• Green Climate Engineering, Inc.	
West Virginia Office of Economic Development (State government agency)	\$500,000
<b>TOTAL</b>	\$21,500,000

<b>Amount Funded By Specific Research Field</b>	
Oil fracking on coal industry (Natural resources)	\$500,000
Combination of funds provided to:	\$6,000,000
<ul style="list-style-type: none"> <li>• Nanorobots for medicine (Biotechnology)</li> <li>• Development of antibiotic treatments (Immunology)</li> </ul>	
Development of a prototype to clean carbon dioxide from the atmosphere (Chemical / mechanical engineering)	\$5,000,000
Family income and children's SES attainment (Economic)	\$10,000,000
<b>TOTAL</b>	<b>\$21,500,000</b>
<b>Research Funding by Source</b>	
Milford Foundation Endowment (Internal funds)	\$21,500,000
<b>TOTAL</b>	<b>\$500,000</b>
<b>Contact Information and Survey Time</b>	
<b>Use your own contact information</b>	
<b>Please provide an approximate time to complete</b>	





## NSF Survey of Nonprofit Research Activities

### Dear Nonprofit Executive/Research Director:

Nonprofit organizations are an integral part of our economy, and the National Science Foundation (NSF) wants to hear from you.

This survey focuses on research performed or funded by U.S. nonprofit organizations. Your answers will help policymakers understand the prevalence and landscape of research activities within the nonprofit community.

The types of information requested in the survey are generally available for nonprofits from the following offices within a nonprofit organization:

- Chief Financial Officer / Finance Department
- Human Resources
- Director of Research / Chief Science Officer / Research Department

Your participation in this survey helps NSF with its task to compile information on the national level of research and development activity across the government, business, academic, and nonprofit sectors. NSF is authorized to collect this information under the National Science Foundation Act of 1950, as amended. Your organization's response is voluntary.

### Questions?

#### Technical support:

ICF International  
Support@NPRAsurvey.org  
877-xxx-xxxx

#### Survey questions:

Ronda Britt, Project Officer  
National Science Foundation  
rbritt@nsf.gov

**Please submit your response by Month dd, 2016**

Thank you for contributing to this study of our Nation's nonprofit research activities!

Under the Paperwork Reduction Act of 1995, individuals do not have to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is displayed at the top right of this page.

The time required to complete these responses is estimated to be approximately 10 hours. This includes the initial identification of the research activities, contracts/grants, and personnel, as well as the final review and verification of your organization's response.

If you wish to comment on the time required to complete this survey, please contact Suzanne Plimpton of NSF at 703-292-7556, or e-mail splimpto@nsf.gov using "Survey of Nonprofit Research Activities" as the subject. Thank you for your participation.

## GENERAL INFORMATION

### 1 What is the name of the organization for which you are reporting?

For the purposes of this survey, your organization is defined as all units included in your Internal Revenue Service Form 990 filing.

The name of your organization listed in IRS Form 990-PF is:

**<R. B. Milford Foundation**

If this is correct, check here:

If this is incorrect, please provide the name of the organization for which you are reporting below.

### 2 What were your total expenses for Fiscal Year (FY) 2015 as (would be) reported on IRS Form 990-PF, line 26 (total expenses and disbursements)?

\$65,984,000 .00

### 3 In what month did your organization's Fiscal Year 2015 end?

	Month	Year
Fiscal Year End	12	2015

### 4 How many Full-Time Equivalent persons (FTEs) were employed by your organization in FY 2015?

FTEs are calculated as the total working (paid) hours during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule within the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week and a full-time schedule is 40 hours a week at your organization, your FTE calculation is  $(20 + 30 + 40)/40 = 2.25$  FTE.

42 FTEs

## RESEARCH DEFINITION AND GUIDANCE

Questions **5** and **6** ask about research performed and/or funded by your organization. Please read the information below before answering these questions.

### By research we mean ...

For the purposes of this survey, research includes research and experimental development.

Research and experimental development comprise creative and systematic work to:

- Increase the stock of knowledge, including knowledge of humankind, culture and society OR
- Devise new applications of available knowledge (including materials, products, devices, processes, systems, or services)

### Research activities *must be* ...

- **Novel:** projects that advance current knowledge or create new knowledge
- **Creative:** projects based on original concepts and hypotheses
- **Uncertain:** project outcomes are unable to be completely determined at the outset
- **Systematic:** projects are planned and budgeted
- **Transferable/Reproducible:** project methodology and results are transferable/reproducible to other situations and locations

### May meet the criteria for research

- Laboratory or animal studies
- Clinical trials
- Prototype development
- Outcomes research
- Development/measurement of new methods to deliver/measure social service outcomes
- Policy research
- Humanities research
- Research traineeships
- Other experimental studies

### Most likely do not meet the criteria for research

- Internal program monitoring or evaluation
- Public service grants or outreach programs
- Education or training programs
- Quality control testing
- Market research
- Management studies/efficiency surveys
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Feasibility studies, unless included as part of an overall research project

### **5** Considering the guidance above, did your organization perform research in FY 2015?

- Include research performed by your organization's employees or consultants. (Consultants are individuals hired on a temporary basis to provide additional expertise on projects.)
- Exclude research performed outside your organization by subcontractors or sub-awardees (report below in question 6).

Yes

No

### **6** Considering the guidance above, did your organization fund research performed outside your organization in FY 2015?

Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.

Yes

No

If No to **5** and **6**, skip to **16**.

## RESEARCH PERFORMANCE

If you responded **YES** to **5**, please answer the following questions about your organization's research activities in FY 2015. Refer to page 3 for guidance on what is included as research.

If you responded **NO** to **5**, skip to **12**.

### 7 In FY 2015, how much did your organization spend on research performed by your employees or consultants?

Include:

- Direct costs such as salaries and wages, travel, equipment, supplies, consulting, and other expenditures directly supporting your organization's research projects.
- Indirect costs *associated with research expenditures* such as general and administrative salaries and wages, fringe benefits, facility costs, depreciation, etc. These should be calculated using your organization's applicable fringe, overhead, and G&A or F&A rates.

Exclude:

- Capital expenditures (i.e., costs for construction or renovation of facilities).
- Payments/funds in excess of actual cost of the research work performed (e.g. fees).
- Payments made by your organization to subcontractors or sub-awardees performing research.

\$  .00

### 8 What were the sources of funding for research performed in FY 2015?

This total should equal the total reported in **7**.

<b>a.</b>	<b>Federal government</b> <i>Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.</i>	\$	.00
<b>b.</b>	<b>State &amp; local government</b> <i>Any state, county, municipality, or other local government entity in the United States.</i>	\$	.00
<b>c.</b>	<b>Businesses</b> <i>Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.</i>	\$	.00
<b>d.</b>	<b>Foundations</b> <i>Domestic or foreign nonprofit grant-making organizations.</i>	\$	.00
<b>e.</b>	<b>Universities</b> <i>Domestic or foreign degree-granting institutions.</i>	\$	.00
<b>f.</b>	<b>All other nonprofits</b> <i>Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.</i>	\$	.00
<b>g.</b>	<b>Internal funds</b> <i>Your organization's own funds from your endowment, general donations, or other unrestricted sources.</i>	\$	.00
<b>h.</b>	<b>Individual donors</b> <i>Gifts designated by the donors for research.</i>	\$	.00
<b>i.</b>	<b>Other, please specify:</b> <i>All other sources not reported above. Please list in the space below.</i>	\$	.00
<b>j.</b>	<b>TOTAL</b>	<b>\$</b>	<b>.00</b>

## RESEARCH PERFORMANCE

9

How much of the total FY 2015 research performed by your staff or consultants was in each field below? This total should equal the total reported in 7.

a. Agricultural sciences, natural resources, conservation

\$ .00

b. Biomedical and health sciences

\$ .00

c. Engineering

\$ .00

d. Geosciences (atmospheric, earth, and ocean sciences)

\$ .00

e. Mathematics and computer sciences

\$ .00

f. Physical sciences (astronomy, chemistry, and physics)

\$ .00

g. Psychology and social sciences (including policy research)

\$ .00

h. Humanities

\$ .00

i. All other fields

\$ .00

j. TOTAL

\$ .00

## RESEARCH PERFORMANCE

10

### Approximately how many (paid) full-time equivalents (FTEs) worked on research activities in FY 2015?

FTE research personnel are calculated as the total working (paid) hours spent working on research during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule within the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week on research activities and a full-time schedule is 40 hours a week at your organization, your research FTE calculation is  $(20 + 30 + 40)/40 = 2.25$  FTE.

**a. Researchers**

*Professionals engaged in the conception or creation of new knowledge.*

**b. Technicians and other support personnel**

*Staff who work under the supervision of researchers to conduct research activities or who provide direct support services for the research project.*

**c. TOTAL**

11

### Did any volunteers work on your research activities in FY 2015?

Volunteers are unpaid workers contributing appreciable and essential activity to research performed by your organization. Their research skills should be comparable to those of your employees.

No

Yes → **Approximately how many volunteers worked on your research activities during FY 2015?**

**Volunteers**

## RESEARCH FUNDING

If you responded **YES** to **6**, please answer the following questions about funding research activities outside your organization in FY 2015. Refer to page 3 for guidance on what is included as research.

If you responded **NO** to **6**, skip to **16**.

**12**

**In FY 2015, how much funding did your organization provide to others to perform research activities?**

- Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.
- For multi-year awards, include only the amount paid to the external recipient in FY 2015.

**a. Research grants or contracts**

*Include grants and contracts awarded by your organization to external recipients to perform independent research.*

\$ 21,500,000.00

**b. Subcontracts and sub-awards**

*Include subcontracts and sub-awards awarded by your organization to external recipients to support your research activities.*

\$ .00

**c. TOTAL**

**\$21,500,000 .00**

**13**

**Of the amount reported in **12**, how much was provided to the following types of organizations?**

**a. Universities or other educational entities**

*Domestic or foreign degree-granting institutions.*

\$15,000,000.00

**b. Other nonprofit organizations**

*Domestic or foreign nonprofit foundations and organizations.*

\$0.00

**c. Businesses**

*Domestic or foreign for-profit organizations.*

\$6,000,000 .00

**d. Other, please specify:**

*All other recipients not reported above. Please list in the space below.*

\$500,000 .00

**WVA State Government**

**e. TOTAL**

**\$21,500,000 .00**

## RESEARCH FUNDING

**14**

**How much of the research funding your organization provided to others in FY 2015 was in each field below?**

This total should equal the total reported in **12**.

<b>a. Agricultural sciences, natural resources, conservation</b>	\$500,000	.00
<b>b. Biomedical and health sciences</b>	\$6,000,000	.00
<b>c. Engineering</b>	\$5,000,000	.00
<b>d. Geosciences (atmospheric, earth, and ocean sciences)</b>	\$	0.00
<b>e. Mathematics and computer sciences</b>	\$	0.00
<b>f. Physical sciences (astronomy, chemistry, and physics)</b>	\$	0.00
<b>g. Psychology and social sciences (including policy research)</b>	\$10,000,000	.00
<b>h. Humanities</b>	\$	0.00
<b>i. All other fields</b>	\$	0.00
<b>j. TOTAL</b>	<b>\$21,500,000</b>	<b>.00</b>



## RESEARCH FUNDING

**15**

Of the amount reported in **12**, how much came from each of the following sources?

<b>a. Federal government</b> <i>Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.</i>	\$0.00
<b>b. State &amp; local government</b> <i>Any state, county, municipality, or other local government entity in the United States.</i>	\$0.00
<b>c. Businesses</b> <i>Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.</i>	\$0.00
<b>d. Foundations</b> <i>Domestic or foreign private and public grant-making organizations.</i>	\$0.00
<b>e. Universities</b> <i>Domestic or foreign degree-granting institutions.</i>	\$0.00
<b>f. All other nonprofits</b> <i>Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.</i>	\$0.00
<b>g. Internal funds</b> <i>Your organization's own funds from your endowment, general donations, or other unrestricted sources.</i>	\$21,500,000.00
<b>h. Individual donors</b> <i>Gifts designated by the donors for research.</i>	\$0.00
<b>i. Other, please specify:</b> <i>All other sources not reported above. Please list in the space below.</i>	\$0.00
<b>j. TOTAL</b>	<b>\$21,500,000.00</b>

## CONTACT INFORMATION AND SURVEY TIME

16

Please provide the contact information for the person responsible for the survey and an alternate contact.

### Your Information

Name:

Title:

Address:

City:

State:

ZIP Code:

Telephone:

E-mail:

### Alternate Contact

Name:

Title:

Telephone:

E-mail:

17

What was the total amount of staff time it took your organization to complete this questionnaire?

Include:

- The time spent reading the instructions, working on the questions, and obtaining information.
- The time spent by all employees in collecting and providing this information.

Hours

--	--

Minutes

--	--

Thank you for completing this survey.

National Science Foundation:  
Nonprofit Research Activities  
Usability Testing Round 1  
Performer-Funder

## Testing and Participant Information

Moderator

Observer

Date of Test

Time

Name/Participant ID

Gender

M F

# **NPRA Orientation Script (Performer-Funder)**

## **Log into Join.me Account**

**[Start video and audio recording]**

Hello, my name is Rebecca, and I'll be facilitating today's session. I work for ICF International and we are conducting this evaluation of a new survey about the research that nonprofit organizations perform or fund for the National Science Foundation. Today, I'm going to ask you to perform some tasks on a wireframe model of the survey that is running on my computer.

Yesterday, I sent you a reminder e-mail that included two attachments: (1) a letter about the survey asking for your participation and, (2) fictitious information that is presented in a scenario that you will use today to complete some tasks I'll give you. You'll need this information for our session today. As we go through the tasks, it's important to remember that **I'm not testing you**; rather I'm testing the survey and looking to see if there is anything you and others suggest that will improve the survey and your online experience.

I would like you to tell me what you are thinking as you perform the tasks. Don't worry about hurting my feelings if you don't like a particular section or a question frustrates you. I would really like to know when you feel this way because it will help us improve the design of the survey. If I have questions for you I'll ask you about them as we go along, and if you have questions for me, feel free to ask.

Before we begin, I'd like to review a couple of things and then ask for your consent to continue, and to record the session. The recording will help when I prepare my notes and share the results of our session. *[If necessary, remind participant that he/she received a consent form with their reminder e-mail.]*

First, during this usability test you agree to participate in an online session using your computer and telephone. During the session I will ask you to find information and complete some tasks. I will not be asking you for any information about your organization. Instead, I'll provide you with some fictitious information that you can use to complete the survey.

You understand and consent to the use of the recording by the National Science Foundation. The information and recording are for research purposes only and your name and organization's name will not be shared with anyone outside of this research team.

You understand that participation is voluntary and agree to immediately raise any concerns you might have.

**Do you agree to participate in this session?**

**Do I have permission to record your voice and your actions on screen? [If no, thank participant and end the interview.]**

Thank you. Do you have any questions before we begin?

## **Login**

Before you can login, you need to create a password. Using your 6-digit id number in the letter as your username, go ahead and create a password.

[Once they are logged in, ask the following and observe and record what R clicks on.]

What are your thoughts on the login process?

Do you have any feedback on the links on the welcome page? Are they clear or confusing? Did you expect to see something different?

## **Begin Tasks**

### **General Information**

Using the information that you received about the Draper Institute, please fill out questions 1-4.

Do you feel like any of the questions were difficult to fill out?

Now click on the tab, Research Performed and/or Funded.

### **Research Performed and/or Funded (Needs to be: Q5 Yes, Q6 Yes)**

How would you answer these questions for the Draper Institute?

Did you read the information above the questions? Do you feel like these questions fit with the guidance above or not?

Did the guidance above help you answer these questions or not?

Let's move on to the Total Spent on Research Performed

### **Total Spent on Research Performed**

Go ahead and fill out question 7

Now go ahead and answer the rest of the questions, and please remember to tell me what you are thinking as you fill them out. [Interviewer: observe and record how respondent is moving from question to question and from field to field within questions]

### **Use these probes as appropriate:**

1. I noticed that you changed the number there. Can you tell me what you were thinking about?
2. I haven't heard you speak for a while. Can you tell me what you are thinking?
3. You clicked on X. What were you expecting to happen?
4. If you were to click on X right now, what do you think would happen?
5. [If errors are triggered], What are your thoughts on this message? Is it clear or confusing?

### **Contact Information and Survey Time**

**If there is still time:** Go ahead and fill out number 16 and 17 using an alias. For the total time for the survey you can put any amount.

### **Post Test Questions**

What are your thoughts about the survey?

What were your favorite things about it?

Is there anything you would change about it?

Did you get frustrated at any point?

*If not mentioned above ask:* What did you think of the plus sign and drop-down information under each field in #9 and #14?

Do you think you would be likely to print or save a copy of the survey for your records? If so, how would you do that?

***Ask the final question below only during Round 2 testing.***

What are your thoughts on the auto-sum feature for the question totals? Is this helpful or not? What if you needed to change a total to something that did not equal the auto-sum (for instance if you could not break out all of the sub-totals.)

### **Wrap-Up**

That concludes our test today. Thank you so much for your time today.

**Instructions:** You have agreed to participate in a usability test of the National Science Foundation's Nonprofit Research Activities Survey. The test will explore the ability of users to interact with our customized data collection system. In order to get an understanding of how different users respond to the survey, we are asking that you role play the part of an executive or financial officer within the Draper Institute, a nonprofit organization. Please use the information below to respond to the items on the survey. If you have any questions, please ask your interviewer before you get started with the usability test.

<b>General Information</b>	
<b>Organization Name:</b>	Draper Institute
The Draper Institute is an independent nonprofit research institute dedicated to improving human health through biomedical and social science research.	
<b>FY 2015 IRS Form 990 Total Expenses (line 18):</b>	\$5,000,780
<b>End of your 2015 Fiscal Year</b>	December 31, 2015
<b>Total number of Full Time Equivalent Employees:</b>	160
<b>Research Performance / Funding</b>	
In 2015, Draper Institute's staff performed research in several areas and subcontracted to Kirkland University.	
<b>Research Performance</b>	
<b>Total Amount Spent on Research Performed :</b>	\$2,440,000
<b>Source of Funds for Research Performed</b>	
Combination of funds from Department of Health and Human Services (Federal): <ul style="list-style-type: none"> <li>• \$1,500,000 from the National Cancer Institute</li> <li>• \$190,000 from the National Heart, Lung, and Blood Institute</li> <li>• \$700,000 from The Substance Abuse and Mental Health Administration</li> </ul>	\$2,390,000
American Newborn Association (nonprofit organization)	\$50,000
<b>TOTAL</b>	\$2,440,000
<b>Field in which Research was Performed</b>	
Bioinformatics and molecular biology	\$2,440,000



<b>Professional and Research Support Staff</b>	
Researchers	50
Technicians / Support personnel	78
<b>TOTAL</b>	128
<b>Volunteer Research Staff</b>	22

<b>Research Funding</b>	
<b>Research Award and Sub-Award Funding</b>	
Subcontracts and sub-awards	\$500,000
<b>TOTAL</b>	\$500,000
<b>Research Funding by Type of Organization</b>	
Universities / Other educational entities	\$500,000
<b>TOTAL</b>	\$500,000
<b>Amount Funded By Specific Research Field</b>	
Molecular biology	\$500,000
<b>TOTAL</b>	\$500,000
<b>Research Funding by Source</b>	
Department of Health and Human Services, National Cancer Institute (Federal)	\$500,000
<b>TOTAL</b>	\$500,000
<b>Contact Information and Survey Time</b>	
<b>Use your own contact information</b>	
<b>Please provide an approximate time to complete</b>	



## NSF Survey of Nonprofit Research Activities

### Dear Nonprofit Executive/Research Director:

Nonprofit organizations are an integral part of our economy, and the National Science Foundation (NSF) wants to hear from you.

This survey focuses on research performed or funded by U.S. nonprofit organizations. Your answers will help policymakers understand the prevalence and landscape of research activities within the nonprofit community.

The types of information requested in the survey are generally available for nonprofits from the following offices within a nonprofit organization:

- Chief Financial Officer / Finance Department
- Human Resources
- Director of Research / Chief Science Officer / Research Department

Your participation in this survey helps NSF with its task to compile information on the national level of research and development activity across the government, business, academic, and nonprofit sectors. NSF is authorized to collect this information under the National Science Foundation Act of 1950, as amended. Your organization's response is voluntary.

### Questions?

#### Technical support:

ICF International  
Support@NPRAsurvey.org  
877-xxx-xxxx

#### Survey questions:

Ronda Britt, Project Officer  
National Science Foundation  
rbritt@nsf.gov

**Please submit your response by Month dd, 2016**

Thank you for contributing to this study of our Nation's nonprofit research activities!

Under the Paperwork Reduction Act of 1995, individuals do not have to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is displayed at the top right of this page.

The time required to complete these responses is estimated to be approximately 10 hours. This includes the initial identification of the research activities, contracts/grants, and personnel, as well as the final review and verification of your organization's response.

If you wish to comment on the time required to complete this survey, please contact Suzanne Plimpton of NSF at 703-292-7556, or e-mail splimpto@nsf.gov using "Survey of Nonprofit Research Activities" as the subject. Thank you for your participation.

## GENERAL INFORMATION

### 1 What is the name of the organization for which you are reporting?

For the purposes of this survey, your organization is defined as all units included in your Internal Revenue Service Form 990 filing.

The name of your organization listed in IRS Form 990 is:

**Draper Institute**

If this is correct, check here:



If this is incorrect, please provide the name of the organization for which you are reporting below.

### 2 What were your total expenses for Fiscal Year (FY) 2015 as (would be) reported on IRS Form 990, line 18?

\$5,000,780 .00

### 3 In what month did your organization's Fiscal Year 2015 end?

	Month	Year
Fiscal Year End	12	2015

### 4 How many Full-Time Equivalent persons (FTEs) were employed by your organization in FY 2015?

FTEs are calculated as the total working (paid) hours during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule within the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week and a full-time schedule is 40 hours a week at your organization, your FTE calculation is  $(20 + 30 + 40)/40 = 2.25$  FTE.

160 FTEs

## RESEARCH DEFINITION AND GUIDANCE

Questions **5** and **6** ask about research performed and/or funded by your organization. Please read the information below before answering these questions.

### By research we mean ...

For the purposes of this survey, research includes research and experimental development.

Research and experimental development comprise creative and systematic work to:

- Increase the stock of knowledge, including knowledge of humankind, culture and society OR
- Devise new applications of available knowledge (including materials, products, devices, processes, systems, or services)

### Research activities *must be* ...

- **Novel:** projects that advance current knowledge or create new knowledge
- **Creative:** projects based on original concepts and hypotheses
- **Uncertain:** project outcomes are unable to be completely determined at the outset
- **Systematic:** projects are planned and budgeted
- **Transferable/Reproducible:** project methodology and results are transferable/reproducible to other situations and locations

### May meet the criteria for research

- Laboratory or animal studies
- Clinical trials
- Prototype development
- Outcomes research
- Development/measurement of new methods to deliver/measure social service outcomes
- Policy research
- Humanities research
- Research traineeships
- Other experimental studies

### Most likely do not meet the criteria for research

- Internal program monitoring or evaluation
- Public service grants or outreach programs
- Education or training programs
- Quality control testing
- Market research
- Management studies/efficiency surveys
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Feasibility studies, unless included as part of an overall research project

### **5** Considering the guidance above, did your organization perform research in FY 2015?

- Include research performed by your organization's employees or consultants. (Consultants are individuals hired on a temporary basis to provide additional expertise on projects.)
- Exclude research performed outside your organization by subcontractors or sub-awardees (report below in question 6).

Yes

No

### **6** Considering the guidance above, did your organization fund research performed outside your organization in FY 2015?

Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.

Yes

No

If No to **5** and **6**, skip to **16**.

## RESEARCH PERFORMANCE

If you responded **YES** to **5**, please answer the following questions about your organization's research activities in FY 2015. Refer to page 3 for guidance on what is included as research.

If you responded **NO** to **5**, skip to **12**.

### 7 In FY 2015, how much did your organization spend on research performed by your employees or consultants?

Include:

- Direct costs such as salaries and wages, travel, equipment, supplies, consulting, and other expenditures directly supporting your organization's research projects.
- Indirect costs *associated with research expenditures* such as general and administrative salaries and wages, fringe benefits, facility costs, depreciation, etc. These should be calculated using your organization's applicable fringe, overhead, and G&A or F&A rates.

Exclude:

- Capital expenditures (i.e., costs for construction or renovation of facilities).
- Payments/funds in excess of actual cost of the research work performed (e.g. fees).
- Payments made by your organization to subcontractors or sub-awardees performing research.

\$2,440,000 .00

### 8 What were the sources of funding for research performed in FY 2015?

This total should equal the total reported in **7**.

<b>a. Federal government</b> <i>Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.</i>	\$2,390,000 .00
<b>b. State &amp; local government</b> <i>Any state, county, municipality, or other local government entity in the United States.</i>	\$0.00
<b>c. Businesses</b> <i>Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.</i>	\$0.00
<b>d. Foundations</b> <i>Domestic or foreign nonprofit grant-making organizations.</i>	\$0.00
<b>e. Universities</b> <i>Domestic or foreign degree-granting institutions.</i>	\$0.00
<b>f. All other nonprofits</b> <i>Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.</i>	\$50,000 .00
<b>g. Internal funds</b> <i>Your organization's own funds from your endowment, general donations, or other unrestricted sources.</i>	\$0.00
<b>h. Individual donors</b> <i>Gifts designated by the donors for research.</i>	\$0.00
<b>i. Other, please specify:</b> <i>All other sources not reported above. Please list in the space below.</i>	\$0.00
<b>j. TOTAL</b>	<b>\$2,440,000 .00</b>

## RESEARCH PERFORMANCE

**9**

**How much of the total FY 2015 research performed by your staff or consultants was in each field below?**  
 This total should equal the total reported in **7**.

<b>a. Agricultural sciences, natural resources, conservation</b>	\$	0.00
<b>b. Biomedical and health sciences</b>	\$2,440,000	.00
<b>c. Engineering</b>	\$	0.00
<b>d. Geosciences (atmospheric, earth, and ocean sciences)</b>	\$	0.00
<b>e. Mathematics and computer sciences</b>	\$	0.00
<b>f. Physical sciences (astronomy, chemistry, and physics)</b>	\$	0.00
<b>g. Psychology and social sciences (including policy research)</b>	\$	0.00
<b>h. Humanities</b>	\$	0.00
<b>i. All other fields</b>	\$	0.00
<b>j. TOTAL</b>	<b>\$2,440,000</b>	<b>.00</b>

## RESEARCH PERFORMANCE

10

### Approximately how many (paid) full-time equivalents (FTEs) worked on research activities in FY 2015?

FTE research personnel are calculated as the total working (paid) hours spent working on research during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule within the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week on research activities and a full-time schedule is 40 hours a week at your organization, your research FTE calculation is  $(20 + 30 + 40)/40 = 2.25$  FTE.

**a. Researchers**

*Professionals engaged in the conception or creation of new knowledge.*

50

**b. Technicians and other support personnel**

*Staff who work under the supervision of researchers to conduct research activities or who provide direct support services for the research project.*

78

**c. TOTAL**

128

11

### Did any volunteers work on your research activities in FY 2015?

Volunteers are unpaid workers contributing appreciable and essential activity to research performed by your organization. Their research skills should be comparable to those of your employees.

No

Yes → **Approximately how many volunteers worked on your research activities during FY 2015?**

22

**Volunteers**

## RESEARCH FUNDING

If you responded **YES** to **6**, please answer the following questions about funding research activities outside your organization in FY 2015. Refer to page 3 for guidance on what is included as research.

If you responded **NO** to **6**, skip to **16**.

**12**

**In FY 2015, how much funding did your organization provide to others to perform research activities?**

- Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.
- For multi-year awards, include only the amount paid to the external recipient in FY 2015.

**a. Research grants or contracts**

*Include grants and contracts awarded by your organization to external recipients to perform independent research.*

\$

**b. Subcontracts and sub-awards**

*Include subcontracts and sub-awards awarded by your organization to external recipients to support your research activities.*

.00

**c. TOTAL**

**.00**

**13**

**Of the amount reported in **12**, how much was provided to the following types of organizations?**

**a. Universities or other educational entities**

*Domestic or foreign degree-granting institutions.*

.00

**b. Other nonprofit organizations**

*Domestic or foreign nonprofit foundations and organizations.*

**c. Businesses**

*Domestic or foreign for-profit organizations.*

**d. Other, please specify:**

*All other recipients not reported above. Please list in the space below.*

**e. TOTAL**

**.00**



## RESEARCH FUNDING

**14**

**How much of the research funding your organization provided to others in FY 2015 was in each field below?**

This total should equal the total reported in **12**.

<b>a. Agricultural sciences, natural resources, conservation</b>	\$	.00
<b>b. Biomedical and health sciences</b>	\$500,000	.00
<b>c. Engineering</b>	\$	0.00
<b>d. Geosciences (atmospheric, earth, and ocean sciences)</b>	\$	0.00
<b>e. Mathematics and computer sciences</b>	\$	0.00
<b>f. Physical sciences (astronomy, chemistry, and physics)</b>	\$	0.00
<b>g. Psychology and social sciences (including policy research)</b>	\$	0.00
<b>h. Humanities</b>	\$	0.00
<b>i. All other fields</b>	\$	0.00
<b>j. TOTAL</b>	<b>\$500,000</b>	<b>.00</b>

## RESEARCH FUNDING

**15**

Of the amount reported in **12**, how much came from each of the following sources?

<b>a. Federal government</b>		\$500,000	.00
<i>Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.</i>			
<b>b. State &amp; local government</b>		\$0.00	
<i>Any state, county, municipality, or other local government entity in the United States.</i>			
<b>c. Businesses</b>		\$0.00	
<i>Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.</i>			
<b>d. Foundations</b>		\$0.00	
<i>Domestic or foreign private and public grant-making organizations.</i>			
<b>e. Universities</b>		\$0.00	
<i>Domestic or foreign degree-granting institutions.</i>			
<b>f. All other nonprofits</b>		\$0.00	
<i>Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.</i>			
<b>g. Internal funds</b>		\$0.00	
<i>Your organization's own funds from your endowment, general donations, or other unrestricted sources.</i>			
<b>h. Individual donors</b>		\$0.00	
<i>Gifts designated by the donors for research.</i>			
<b>i. Other, please specify:</b>		\$0.00	
<i>All other sources not reported above. Please list in the space below.</i>			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<b>j. TOTAL</b>		<b>\$500,000</b>	<b>.00</b>

## CONTACT INFORMATION AND SURVEY TIME

16

Please provide the contact information for the person responsible for the survey and an alternate contact.

### Your Information

Name:

Title:

Address:

City:

State:

ZIP Code:

Telephone:

E-mail:

### Alternate Contact

Name:

Title:

Telephone:

E-mail:

17

What was the total amount of staff time it took your organization to complete this questionnaire?

Include:

- The time spent reading the instructions, working on the questions, and obtaining information.
- The time spent by all employees in collecting and providing this information.

Hours

--	--

Minutes

--	--

Thank you for completing this survey.

# Screenshots of NPRA Survey for Usability Testing



## NSF Survey of Nonprofit Research Activities

Please create a password to access the Nonprofit Research Activities (NPRA) Survey

### About the NPRA Survey

The National Science Foundation, an independent agency of the Federal government, is seeking information to accurately measure the national level of research activity across all sectors of the U.S. economy. This survey collects data on research activities that nonprofit organizations performed and/or funded in FY 2015.

The National Science Foundation (NSF) is authorized to collect this information under the National Science Foundation Act of 1950, as amended. Your organization's response is voluntary.

For organizations that performed or funded research activities, response to this survey is estimated to require 10 hours. If you wish to comment on the time required to complete this survey, please contact Suzanne H. Plimpton of NSF at (703) 292-7556, or e-mail [splimpto@nsf.gov](mailto:splimpto@nsf.gov).

### Questions?

**Technical Support:**  
ICF International  
[support@NPRASurvey.org](mailto:support@NPRASurvey.org)  
877-xxxx-xxxx

**Survey questions:**  
Ronda Britt, Project Officer  
National Science Foundation  
[rbritt@nsf.gov](mailto:rbritt@nsf.gov)

Thank you for your participation.

### Enter Your Organization ID and E-mail Address to Set Your Password

Organization ID

E-mail Address

Set Password



## NSF Survey of Nonprofit Research Activities

Please create a password to access the NPRA Survey

### Password Requirements

Your password must be between 10 and 25 characters long and contain one of each of the following:

- Digit 0-9
- Lowercase a-z
- Uppercase A-Z
- Special Character: ~!@#\$%^&\*()\_+{}|!;

### Questions?

**Technical Support:**  
[support@NPRASurvey.org](mailto:support@NPRASurvey.org)  
(XXX) XXX-XXXX

Thank you for your participation.

### Enter a Password

Password

Confirm Password

Set Password



# NSF Survey of Nonprofit Research Activities

Please submit survey data by August 12, 2016

## About the NPRA Survey

The National Science Foundation, an independent agency of the Federal government, is seeking information to accurately measure the national level of research activity across all sectors of the U.S. economy. This survey collects data on research activities that nonprofit organizations performed and/or funded in FY 2015.

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## Questions?

**Technical Support:**  
ICF International  
[support@NPRASurvey.org](mailto:support@NPRASurvey.org)  
877-xxx-xxxx

**Survey questions:**  
Ronda Britt, Project Officer  
National Science Foundation  
[rbritt@nsf.gov](mailto:rbritt@nsf.gov)

Thank you for your participation.

## Sign in to Access the Online Survey

Organization ID

Password

Sign In

[ID/Password Help](#)



# NSF Survey of Nonprofit Research Activities

## Welcome User

Nonprofit organizations are an integral part of our economy, and the National Science Foundation (NSF) wants to hear from you.

This survey focuses on research performed or funded by U.S. nonprofit organizations. Your answers will help policymakers understand the prevalence and landscape of research activities within the nonprofit community.

The types of information requested in the survey are generally available for nonprofits from the following offices within a nonprofit organization:

- Chief Financial Officer / Finance Department
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- Director of Research / Chief Science Officer / Research Department

Your participation in this survey helps NSF with its task to compile information on the national level of research and development activity across the government, business, academic, and nonprofit sectors. NSF is authorized to collect this information under the National Science Foundation Act of 1950, as amended. Your organization's response is voluntary.

### Questions?

**Technical support:**  
ICF International  
[Support@NPRASurvey.org](mailto:Support@NPRASurvey.org)  
877-xxxx-xxxx

**Survey questions:**  
Ronda Britt, Project Officer  
National Science Foundation  
[rbritt@nsf.gov](mailto:rbritt@nsf.gov)

**Please submit your response by August 12, 2016**

Thank you for contributing to this study of our Nation's nonprofit research activities!

Under the Paperwork Reduction Act of 1995, individuals do not have to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is displayed at the top right of this page.

The time required to complete these responses is estimated to be approximately 10 hours. This includes the initial identification of the research activities, contracts/grants, and personnel, as well as the final review and verification of your organization's response.

If you wish to comment on the time required to complete this survey, please contact Suzanne Plimpton of NSF at 703-292-7556, or e-mail [splimpto@nsf.gov](mailto:splimpto@nsf.gov) using "Survey of Nonprofit Research Activities" as the subject. Thank you for your participation.

[Open Your FY 2015 NPRA Survey](#)

### FY 2015 Survey Tools

- **Manage Login Accounts**  
Designate individuals who can request survey passwords.
- **Survey Preview & Instructions (PDF)**  
Contains instructions, definitions, and a printable preview of all survey questions.

### Your Data

- **Print Your FY 2015 Data (PDF)**  
This is a printable report of all the data you have entered for this year's survey so far.
- **Download Your FY 2015 Data (XLS)**  
This Excel spreadsheet contains all the data you have entered for this year so far. It contains a worksheet for each question in the survey.

### Reference Materials



# NSF Survey of Nonprofit Research Activities

[Home](#) [FY 2015 Survey](#)

Due Date	August 12, 2016	Progress	0 out of 17 questions completed
Survey Status	Not Submitted	Errors	None

[Submit Final Survey](#) When all questions are completed without errors your survey will be ready to submit.

= not started  = completed  = errors

**Instructions**

Please report data for your organization's 2015 fiscal year.

Questions can be viewed by clicking on the ► to the left of the question number or hidden (once the question is open) by clicking ▼.

It is not necessary to answer the questions in order, with the exception of questions 1-6. Questions 1-6 should be answered first in order to accurately filter the remaining questions. When you answer a question or set of questions you will see a  on the right side of the question bar. If the questions have yet to be answered you will see an , and if there is an error you will see a  on the question bar. Please note that when you are entering data into a specific question all other questions will be locked so that you cannot inadvertently change a previously entered response.

At the top of the screen, you will see a summary of your organization's progress through the survey and a "Submit Final Survey" button that will be accessible once all questions are answered.

Finally, we recognize that you might need other individuals from your organization to help you complete the survey. If you return to the Welcome, or Home page, you can select "Manage Accounts" on the right side of the page. This link will allow you to identify two other individuals from your organization that will be able to log in and assist you in completing the survey. If you have additional questions or need further assistance, please contact our helpdesk at [support@NPRASurvey.org](mailto:support@NPRASurvey.org) or call 877-xxx-xxxx.

- 1-4. General Information
- 5-6. Research Performed and/or Funded
- 7. Total Spent on Research Performed
- 8. Research Expenses by Source
- 9. Research Expenses by Field
- 10. Professional and Research Support Staff
- 11. Volunteer Research Staff
- 12. Research Award and Sub-Award Funding
- 13. Research Funding by Type of Organization Funded
- 14. Research Funding by Field
- 15. Research Funding by Source
- 16. Primary and Alternate Contact Information
- 17. Organization's Time to Complete

The screen shots that follow show what you see when you click on each of the tabs.

1.4. General Information

While you are editing questions 1-4, all other questions will display as read-only.

1. For the purposes of this survey, your organization is defined as all units included in your Internal Revenue Service Form 990 filing.

**The Name of your organization listed in IRS Form 990 is:**  
**Draper Institute**

Is this correct?

Yes

No

2. **What were your total expenses for Fiscal Year (FY) 2015 as (would be) reported on IRS Form 990, line 18?**

3. **In what month did your organization's Fiscal Year 2015 end?**

Choose the Month that FY 2015 ended.

4. **How many Full-Time Equivalent persons (FTEs) were employed by your organization in FY 2015?**

FTEs are calculated as the total working (paid) hours during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule with the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week and a full-time schedule is 40 hours a week at your organization, your FTE calculation is  $(20+30+40)/40 = 2.25$  FTEs.

FTEs



5-6. Research Performed and/or Funded

Questions 5 and 6 ask about research performed and/or funded by your organization. Please read the information below before answering these questions.

**By research we mean ...**

For the purposes of this survey, research includes research and experimental development.

Research and experimental development comprise creative and systematic work to:

- Increase the stock of knowledge, including knowledge of humankind, culture and society OR
- Devise new applications of available knowledge (including materials, products, devices, processes, systems, or services)

**Research activities must be ...**

- **Novel:** projects that advance current knowledge or create new knowledge
- **Creative:** projects based on original concepts and hypotheses
- **Uncertain:** project outcomes are unable to be completely determined at the outset
- **Systematic:** projects are planned and budgeted
- **Transferable/Reproducible:** project methodology and results are transferable/reproducible to other situations and locations

**May meet the criteria for research**

- Laboratory or animal studies
- Clinical trials
- Prototype development
- Outcomes research
- Development/measurement of new methods to deliver/measure social service outcomes
- Policy research
- Humanities research
- Research traineeships
- Other experimental studies

**Most likely do not meet the criteria for research**

- Internal program monitoring or evaluation
- Public service grants or outreach programs
- Education or training programs
- Quality control testing
- Market research
- Management studies/efficiency surveys
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Feasibility studies, unless included as part of an overall research project

**5. Considering the guidance above, did your organization perform research in FY 2015?**

- Include research performed by your organization's employees or consultants. (Consultants are individuals hired on a temporary basis to provide additional expertise on projects.)
- Exclude research performed outside your organization by subcontractors or sub-awardees (reported in question 6).

Yes

No

**6. Considering the guidance above, did your organization fund research performed outside your organization in FY 2015?**

Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.

Yes

No

Other questions are not available until data are saved.

Cancel

Save

7. Total Spent on Research Performed

**In FY 2015, how much did your organization spend on research performed by your employees or consultants?**

Include:

- Direct costs such as salaries and wages, travel, equipment, supplies, consulting, and other expenditures directly supporting your organization's research projects.
- Indirect costs *associated with research expenditures* such as general and administrative salaries and wages, fringe benefits, facility costs, depreciation, etc. These should be calculated using your organization's applicable fringe, overhead, and G&A or F&A rates.

Exclude:

- Capital expenditures (i.e., costs for construction or renovation of facilities).
- Payments/funds in excess of actual cost of the research work performed (e.g., fees).
- Payments made by your organization to subcontractors or sub-awardees performing research.

\$ .00

8. Research Expenses by Source

**What were the sources of funding for research performed in FY 2015?**

This total should equal the total reported in Question 7.

- |   |   |
|---|---|
| <b>a. Federal government</b><br><i>Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.</i> | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>b. State &amp; local government</b><br><i>Any state, county, municipality, or other local government entity in the United States.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>c. Businesses</b><br><i>Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.</i>   | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>d. Foundations</b><br><i>Domestic or foreign nonprofit grant-making organizations.</i>   | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>e. Universities</b><br><i>Domestic or foreign degree-granting institutions.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>f. All other nonprofits</b><br><i>Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>g. Internal funds</b><br><i>Your organization's own funds from your endowment, general donations, or other unrestricted sources.</i>   | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>h. Individual donors</b><br><i>Gifts designated by the donors for research.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| <b>i. Other, please specify:</b><br><i>All other sources not reported above. Please list in the space below.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| <input type="text"/>  |   |
| <b>j. TOTAL</b>   | \$ .00  |

Other questions are not available until data are saved.

Cancel

Save

When the subfields are not expanded the page looks like this:

9. Research Expenses by Field

How much of the total FY 2015 research performed by your staff or consultants was in each field below? (Click on the + symbol next to each field for examples of subfields.)  
This total should equal the total reported in Question 7.

a. Agricultural sciences, natural resources, conservation +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
b. Biomedical and health sciences +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
c. Engineering +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
d. Geosciences (atmospheric, earth, and ocean sciences) +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
e. Mathematics and computer sciences +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
f. Physical sciences (astronomy, chemistry, and physics) +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
g. Psychology and social sciences (including policy research) +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
h. Humanities +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
i. All other fields +	\$ <input type="text" value=""/> .00 <input type="checkbox"/> Not Applicable
j. TOTAL	\$ <input type="text" value=""/> .00

Below is a screenshot when a-c subfields are expanded:

9. Research Expenses by Field

How much of the total FY 2015 research performed by your staff or consultants was in each field below? (Click on the + symbol next to each field for examples of subfields.)  
This total should equal the total reported in Question 7.

a. Agricultural sciences, natural resources, conservation -   Not Applicable

Agricultural sciences	Forestry
Animal sciences	Plant Sciences
Applied horticulture	Soil sciences
Fishing and fisheries science	Natural resources and conservation
Food science and technology	Other agricultural science or natural resources and conservation fields

b. Biomedical and health sciences -   Not Applicable

Botany and plant biology	Medical sciences
Bioinformatics, biomathematics	Microbiology
Biochemistry, biophysics, molecular biology	Neuroscience
Biotechnology	Nursing
Cell biology	Pharmacology
Epidemiology	Public health
Genetics	Zoology
	Other biomedical and health sciences

c. Engineering -   Not Applicable

Aeronautical / Astronautical	Electrical
Bioengineering / Biomedical engineering	Industrial
Chemical	Mechanical
Civil	Metallurgical / Materials
	Other engineering

d. Geosciences (atmospheric, earth, and ocean sciences) -

▼ 10. Professional and Research Support Staff

**Approximately how many (paid) full-time equivalents (FTEs) worked on research activities in FY 2015?**

FTE Researchers and Support Staff are calculated as the total working (paid) hours spent working on research during a specific reference period (usually a calendar year) divided by the number of hours representing a full-time schedule within the same period. Include your employees and consultants.

For example, if you have 3 people working 20, 30, and 40 hours in a week on research activities and a full-time schedule is 40 hours a week at your organization, your research FTE calculation is  $(20 + 30 + 40)/40 = 2.25$  FTE.

- a. **Researchers**  FTEs  
*Professionals engaged in the conception or creation of new knowledge.*
- b. **Technicians and other support staff**  FTEs  
*Staff who work under the supervision of researchers to conduct research activities or who provide direct support services for the research project.*
- c. **TOTAL**  FTEs

▼ 11. Volunteer Research Staff

**Did any volunteers work on your research activities in FY 2015?**

Volunteers are unpaid workers contributing appreciable and essential activity to research performed by your organization. Their research skills should be comparable to those of your employees.

No

Yes

Approximately how many volunteers worked on your research activities during FY 2015?

**Volunteers**

Other questions are not available until data are saved.

Cancel

Save

12. Research Award and Sub-Award Funding

In FY 2015, how much funding did your organization provide to others to perform research activities?

- Include all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research.
- For multi-year awards, include only the amount paid to the external recipient in FY 2015.

- |  |   |
|--|---|
| a. <b>Research grants or contracts</b><br><i>Include grants and contracts awarded by your organization to external recipients to perform independent research.</i>           | \$ .00<br><input type="checkbox"/> Not Applicable |
| b. <b>Subcontracts and sub-awards</b><br><i>Include subcontracts and sub-awards awarded by your organization to external recipients to support your research activities.</i> | \$ .00<br><input type="checkbox"/> Not Applicable |
| c. <b>TOTAL</b>  | \$ .00  |

13. Research Funding by Type of Organization Funded

Of the amount reported in Question 12, how much was provided to the following types of organizations?

- |   |   |
|---|---|
| a. <b>Universities or other educational entities</b><br><i>Domestic or foreign degree-granting institutions.</i>    | \$ .00<br><input type="checkbox"/> Not Applicable |
| b. <b>Other nonprofit organizations</b><br><i>Domestic or foreign nonprofit foundations and organizations.</i>      | \$ .00<br><input type="checkbox"/> Not Applicable |
| c. <b>Businesses</b><br><i>Domestic or foreign for-profit organizations.</i>  | \$ .00<br><input type="checkbox"/> Not Applicable |
| d. <b>Other, please specify:</b><br><i>All other recipients not reported above. Please list in the space below.</i> | \$ .00<br><input type="checkbox"/> Not Applicable |
| <input type="text"/>  |   |
| e. <b>TOTAL</b>   | \$ .00  |

Please refer to Question 9 to see the top of Question 14. Below the Psychology and social sciences (including policy research), Humanities, and All other fields are expanded.

14. Research Funding by Field

e. Mathematics and computer sciences +	\$ .00												
	<input type="checkbox"/> Not Applicable												
f. Physical sciences (astronomy, chemistry, and physics) +	\$ .00												
	<input type="checkbox"/> Not Applicable												
g. Psychology and social sciences (including policy research) -	\$ .00												
	<input type="checkbox"/> Not Applicable												
<table border="1"> <tr> <td>Anthropology</td> <td>Political science and government</td> </tr> <tr> <td>Archaeology</td> <td>Psychology</td> </tr> <tr> <td>City, urban, community and regional planning</td> <td>Public policy analysis</td> </tr> <tr> <td>Criminology</td> <td>Sociology</td> </tr> <tr> <td>Economic Sciences</td> <td>Other psychology</td> </tr> <tr> <td>Geography</td> <td>Other social sciences</td> </tr> </table>		Anthropology	Political science and government	Archaeology	Psychology	City, urban, community and regional planning	Public policy analysis	Criminology	Sociology	Economic Sciences	Other psychology	Geography	Other social sciences
Anthropology	Political science and government												
Archaeology	Psychology												
City, urban, community and regional planning	Public policy analysis												
Criminology	Sociology												
Economic Sciences	Other psychology												
Geography	Other social sciences												
h. Humanities -	\$ .00												
	<input type="checkbox"/> Not Applicable												
<table border="1"> <tr> <td>English Language and Literature, Letters</td> <td>Philosophy and Religious Studies</td> </tr> <tr> <td>Foreign Languages and Literatures</td> <td>Theology and Religious Vocation</td> </tr> <tr> <td>History</td> <td></td> </tr> </table>		English Language and Literature, Letters	Philosophy and Religious Studies	Foreign Languages and Literatures	Theology and Religious Vocation	History							
English Language and Literature, Letters	Philosophy and Religious Studies												
Foreign Languages and Literatures	Theology and Religious Vocation												
History													
i. All other fields -	\$ .00												
	<input type="checkbox"/> Not Applicable												
<table border="1"> <tr> <td>Business and Management</td> <td>Library Science</td> </tr> <tr> <td>Communication and Journalism</td> <td>Social Work</td> </tr> <tr> <td>Education</td> <td>All other fields</td> </tr> <tr> <td>Law</td> <td></td> </tr> </table>		Business and Management	Library Science	Communication and Journalism	Social Work	Education	All other fields	Law					
Business and Management	Library Science												
Communication and Journalism	Social Work												
Education	All other fields												
Law													
j. TOTAL	\$ .00												



15. Research Funding by Source

Of the amount reported in Question 12, how much came from each of the following sources?

- a. **Federal government**  
*Any agency of the United States government. Include subcontract or sub-award funds your organization received for research activities on federal projects.*   
 Not Applicable
- b. **State & local government**  
*Any state, county, municipality, or other local government entity in the United States.*   
 Not Applicable
- c. **Businesses**  
*Domestic or foreign for-profit organizations. Report funds from a company's nonprofit foundation in row d.*   
 Not Applicable
- d. **Foundations**  
*Domestic or foreign nonprofit grant-making organizations.*   
 Not Applicable
- e. **Universities**  
*Domestic or foreign degree-granting institutions.*   
 Not Applicable
- f. **All other nonprofits**  
*Domestic or foreign public charities and other nonprofit organizations not reported in rows d or e.*   
 Not Applicable
- g. **Internal funds**  
*Your organization's own funds from your endowment, general donations, or other unrestricted sources.*   
 Not Applicable
- h. **Individual donors**  
*Gifts designated by the donors for research.*   
 Not Applicable
- i. **Other, please specify:**  
*All other sources not reported above. Please list in the space below.*   
 Not Applicable
- i. **TOTAL**

▼ 16. Primary and Alternate Contact Information

Please provide the contact information for the person responsible for the survey and an alternate contact.

Primary Contact Information

Name

Title

Address 1

Address 2

City

State

 

ZIP Code

Telephone

E-mail Address

Alternate Contact Information

Name

Title

Telephone

E-mail Address

17. Organization's Time to Complete

**What was the total amount of staff time it took your organization to complete this questionnaire?**

Include:

- The time spent reading the instructions, working on the questions, and obtaining information.
- The time spent by all employees in collecting and providing this information.

Hours      Minutes

    

OMB No. XXXX-XXXX, Expiration Date: XX/XX/20XX



## NSF Survey of Nonprofit Research Activities

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### Survey Summary

Thank you for submitting the 2015 NPRA Survey. Your responses have been successfully recorded. You may download or print your survey using the buttons below.

If you have any questions about your submission, please contact  
Technical Support:  
[support@NPRAsurvey.org](mailto:support@NPRAsurvey.org)  
(XXX) XXX-XXXX

Download  
(PDF X.X mb)

Print