

Alumni survey correspondence and phone nonresponse questionnaire

Pre-notification

Dear [Insert First and Last Name],

The National Oceanic and Atmospheric Administration (NOAA) supports recognizes outstanding scholarship and encourages independent graduate level research – particularly by female and underrepresented students – in ocean and atmospheric science and policy careers through its postsecondary scholarships, fellowships, and training programs. In order to help the agency determine the effectiveness of the programs in achieving the intended outcomes, NOAA is gathering information from alumni of these programs.

Within the next couple of days you will be receiving an email with a link to a brief questionnaire. We would greatly appreciate it if you could take a few moments to complete it. By doing so you will help ensure that we have the best information possible.

If you have any questions, feel free to contact [Program Manager Name] at [Program Manager email] or by phone at [Program Manager Phone]. Thank you in advance for your cooperation.

Sincerely,

[Program Manager Name]

[Program Manager Title]

National Oceanic and Atmospheric Administration

Request

Dear [Insert First and Last Name],

Here is the brief questionnaire about the pursuit and completion of degrees, employment, and involvement in other programs due to NOAA-funded education and training, which I notified you about via email a few days ago. Your participation and feedback will be of great help to NOAA. The data will be treated as confidential and will be reported only in statistical summaries so that individual members cannot be identified. Here is a link to the questionnaire: [shortened link to web survey]

If you wish to participate, we need your reply by [Date of Deadline].

If you have any questions, feel free to contact me at [Program Manager email] or by phone at [Program Manager Phone]. Thank you so much for your help!

Sincerely,

[Program Manager Name]

[Program Manager Title]

National Oceanic and Atmospheric Administration

Follow-up reminder1

Dear [Insert First Name],

Just a friendly reminder to fill out the alumni form if you did not get a chance to do so yet. We need your reply by [Date of Deadline].

Here is a link to the questionnaire: [shortened link to web survey]

The alumni form gathers information about the pursuit and completion of degrees, employment, and involvement in other programs due to NOAA-funded education and training. Your participation and feedback will be of great help to NOAA. The data will be treated as confidential and will be reported only in statistical summaries so that individual members cannot be identified.

If you have any questions, feel free to contact me at [Program Manager email] or by phone at [Program Manager Phone]. Thank you so much for your help!

Sincerely,

[Program Manager Name]

[Program Manager Title]

National Oceanic and Atmospheric Administration

Follow-up reminder2

Dear [Insert First Name],

One last reminder to fill out the alumni form if you did not get a chance to do so yet. We need your reply by [Date of Deadline].

Here is a link to the questionnaire: [shortened link to web survey]

The alumni form gathers information about the pursuit and completion of degrees, employment, and involvement in other programs due to NOAA-funded education and training. Your participation and feedback will be of great help to NOAA. The data will be treated as confidential and will be reported only in statistical summaries so that individual members cannot be identified.

If you have any questions, feel free to contact me at [Program Manager email] or by phone at [Program Manager Phone]. Thank you so much for your help!

Sincerely,

[Program Manager Name]

[Program Manager Title]

National Oceanic and Atmospheric Administration

Phone questionnaire

Thank you for agreeing to participate in this phone survey. You have been selected to speak with me today because you have been identified as an alumnus of one NOAA's postsecondary scholarship, fellowship, or training programs.

I will ask you a series about the degrees, employment, and involvement in other programs due to NOAA-funded education and training.

1. Please confirm the following information:

1a. You are an alumnus of:

- Educational Partnership Program Graduate Sciences Program
- Dr. Nancy Foster Scholarship Program
- Educational Partnership Program Undergraduate Scholarship Program
- Ernest F. Hollings Undergraduate Scholarship Program
- National Marine Fisheries Service Recruiting, Training, and Research Program.

1b. Your Last Name is: [while in program] [if changed]

1c. Your First Name is:

1d. Your E-mail Address is:

1e. You completed the program on [Month] [Year]

Post-program information:

2. Please confirm the following information about the institution you attended while in the program:

2a. Institution Name:

2b. State:

2c. Degree (Bachelors, Masters, Ph.D)

2d. Degree Earned (Yes or No)

2e. If yes, confirm graduation date(s).

2f. Field of Study

2g. Area of Discipline (major)

3. Did you attend any other higher education institutions? [If yes, then repeat #2]

Current employment information:

4. Are you currently a student, a professional, or not employed?

[If student, then #10]

[If professional, then #5]

[If not employed, then #8]

5. What is your field of work? [Read following options]

- Engineering
- Atmospheric Science
- Biology

- Other

6. What is your area of work? [Read following options]

- In NOAA related field
- In other STEM field
- Not in STEM

7. What industry sector best describes your employer?

- NOAA
- NOAA Contractor
- Other Federal, State, Local, or Tribal Government
- Foundation or other Non-Government Organization (NGO)
- Academia
- Private Industry
- Other

8. Are you seeking employment? (Yes or No)

[If Yes, then #9]

[If no, then #10]

9. What area of work are you seeking employment?

- In a NOAA related field
- Other STEM
- Not in STEM

Demographic information

The following questions are strictly optional.

10. Gender: Male or Female.

11. Race: [Read OMB options]

12. Ethnicity: [Read OMB options]

Thank you for taking the time to provide us your information.