

**ATTACHMENT E**

**DRAFT FAQ AND HELP TEXT FOR INTERVIEWERS**

**ERSR10 2011**  
**The National Survey of Business Competitiveness**  
**FAQs**

▶ **How did you get my name?**

The Economic Research Service (ERS) at the United States Department of Agriculture (USDA) provided us with a list of establishments throughout the nation. A professional from our research center called your company and inquired as to the name and telephone number of the person at your establishment who was knowledgeable about the topics covered in this survey. .

▶ **What is the purpose of this study?**

The main purpose of this study is to collect data over a 6-month period from up to 30,000 respondents in tradable business sectors such as manufacturing and professional services. The information will contribute to a better understanding of how increasing international competition and the increasing knowledge intensity of economic activity in the U.S. are affecting the economic vitality of businesses and what is being done to remain competitive.

▶ **Who is sponsoring this study?**

The study is funded by the Economic Research Service (ERS) of the United States Department of Agriculture. The Economic Research Service conducts research to inform public and private decision-making on economic and policy issues involving rural development. . However, the focus on rural America does not diminish the importance of collecting information from all areas of the country. The OMB control number for this survey is 0536-XXXX. Without this number, we would not be able to conduct this survey

▶ **Who is the person responsible for administering the survey?**

Danna Moore is responsible for the survey at Washington State University and Yi-Jen Wang is the Survey Director. You can reach either of them at 800-833-0867.

▶ **Who is the person responsible for the study?**

Tim Wojan is the economist at the Economic Research Service coordinating the study. He looks forward to hearing from you. You can reach him at 202-694-5419 or via email at [twojan@ers.usda.gov](mailto:twojan@ers.usda.gov).

▶ **How many people will be participating?**

We will be attempting to interview about 30,000 businesses across the United States. The interviews are being conducted from June through December.

▶ **What is the population for this study?**

The population of interest is establishments with at least 5 employees in tradable sectors (mining, manufacturing, wholesale trade, transportation and warehousing, information, finance and insurance, professional/scientific/technical services, arts, and management of businesses).

▶ **Who are you? Who is conducting this interview?**

I am a (student/resident of Pullman, Washington) working part-time for the Social and Economic Sciences Research Center (SESRC) at Washington State University. The Economic Research Service (ERS) at the United States Department of Agriculture (USDA) has contracted with us to conduct the actual interviews to collect necessary information for the study.

▶ **Who can I contact about my rights?**

This is a voluntary survey. If you have concerns about participating in this project, please contact 509-335-3668 and ask for the IRB Coordinator.

▶ **Is this confidential?**

Yes.

The information you provide to the National Survey of Business Competitiveness will be used for statistical research purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone outside of the research team. By law, every ERS and SESRC employee on the research team has taken an oath and is subject to a jail term of up to 5 years, a fine of up to \$250,000 or both if he/she discloses any identifiable information about you or your business.

▶ **How will the results be used? What will you do with my answers?**

The Economic Research Service (ERS) of the United States Department of Agriculture will share the results with other Federal and State agencies. These agencies will use the results to help develop programs that will benefit businesses in America. The results will be made available to the public.

▶ **Are the results of the survey going to be made available to me?**

A general report on the results of the survey will be prepared by the Economic Research Service in 2014 and sent to you.