

NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS)

2014 GSS Data Collection Plan

DRAFT

Revised: January 2014

2014 GSS Communications to Schools

Page	Type	To	From	Content	Date
3	Email	School Coordinator (SC)/ Postdoc Coordinator (PC)	NSF Survey Manager (SM)	Confirm SC and contact info	9/16/2014
4	Email	SC/PC	NSF SM	NR follow-up prompt to confirm SC	9/30/2014
5, 6, 7	Telephone Call	SC/PC	GSS Call Center (CC) Staff	NR follow-up prompt to confirm SC	10/8/2014
8	Email	SC/PC	NSF SM	Survey launch with GSS web access info	10/14/2014
9	Letter	SC/PC	NSF/NIH	Hard Copy Launch Materials (coordinator)	10/22/2014
10	USPS Letter	Presidents of 2013 responding schools	NSF/NIH	Thank you and please participate again this year	10/31/2014
11	USPS Letter	Presidents of 2013 non-responding schools	NSF/NIH	Please participate this round	10/31/2014
12	Email	SC/PC	GSS Data Collection Task Leader (DTL)	Reminder for upcoming Part 1 due date	11/13/2014
Part 1 Due Date: 11/28/2014					
13	Email	SC/PC	GSS DTL	Prompt for past due Part 1 data	12/3/2014
14, 15	Telephone Call	SC/PC	GSS CC Staff	Prompt for past due Part 1 data and prompt for Part 2	12/9/2014 and on-going
16	Email	SC/PC	GSS DTL	Reminder of upcoming Part 2 due date	1/27/2015
17	Telephone Call	SC/PC	GSS CC Staff	Reminder prompt of upcoming Part 2 due date	2/3/2015 - 2/27/2015
18	Email	SC/PC	GSS CC Staff	Extension granted	Ongoing
Part 2 Due Date: 2/27/2015					
19	Email	SC/PC	NSF SM	Missed part 2 due date	3/3/2015
20	Telephone Call	SC/PC	GSS CC staff	Prompt to complete Part 2 mentioning President letter	3/10/2015
21	Email	SC/PC	NSF SM	Upcoming Extension due date reminder	3/13/2015
22	Fed Ex	Non-responding 2014 SC/PC	NSF SM	Letter mentioning president letter	3/25/2015
23	Fed Ex	Presidents of NR 2014 schools	NSF/NIH	Letter asking school to respond to the GSS	4/6/2015
24	USPS	Presidents of Responding schools	NSF/NIH	Thank you Letter	4/28/2015
25	Email	SC/PC	GSS DTL	Thank you Email	5/5/2015

Survey Close Out: 4/30/2015

EMAIL TO CONFIRM SC AND CONTACT INFO – September 16, 2014

Subject: Verification of the coordinator for the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering

Dear <2013 COORDINATOR NAME>,

The fall 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will soon begin! This important survey is co-sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

You are currently listed as the GSS coordinator for your institution based on your institution's participation status in the 2013 survey. Please take a moment to let us know whether you can still serve as the GSS coordinator again this year and update your contact information below as necessary.

Name: <Coordinator Name>
Title: <Coordinator Job Title>
School Name: <School Name>
Institution Name: <Institution Name>
Address: <Coordinator Address 1>
Address: <Coordinator Address 2>
Address: <Coordinator Address 3>
City: <Coordinator City>
State: <Coordinator State>
ZIP Code: <Coordinator Zip Code>
Phone: <Coordinator Phone Number>
E-Mail: <Coordinator Email>

If someone other than you will be serving as the GSS coordinator for your institution this year, please provide us with contact information so that we can amend our contact list.

As you may know, the GSS is an annual national survey started in 1966 that is used to estimate the present and future size of the labor force in science and engineering, and provides reliable national data on graduate students and postdocs in science, engineering, and health fields.

Please reply to this email (gss@rti.org) or call the GSS Help Desk at (866) 558-0781 to confirm the information, or if you have additional questions regarding the survey. Our survey contractor, RTI International, will contact your institution when the survey data collection begins in October.

Thank you for your help.

Sincerely,

Kelly H. Kang
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

EMAIL NR FOLLOW-UP PROMPT TO CONFIRM SC – September 30, 2014_

Subject: Follow-up on verification of the school coordinator for the NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering

Dear <2012 COORDINATOR NAME>,

The 2014 Survey of Graduate Students and Postdoctorates (GSS) will begin soon. Please confirm if you will continue as the coordinator for <School Name> or if someone else should be contacted for this year's survey.

Please reply to this email (gss@rti.org) or contact the GSS Help Desk at (866) 558-0781. If you have additional questions or concerns about the survey, please contact Ms. Jamie Friedman at jfriedman@rti.org.

We appreciate your assistance and look forward to your institution's participation in the 2014 GSS.

Sincerely,

Patricia Green, Ph.D.
GSS Project Director
RTI International

SC PROMPTING (LOCATING) SCRIPT TO CONFIRM CONTACT INFORMATION – October 8, 2014 onward

Hello, my name is (), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health.

The fall 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon and we want to make sure we have the correct contact information. We have you listed as the GSS coordinator for your institution...

[CONFIRM DATABASE COORDINATOR NAME FROM THE SYSTEM]

Is this correct?

IF YES: I'd like to confirm the contact information. Let me read it back to you.

[CONFIRM SPELLING OF NAME, TITLE, ADDRESS, EMAIL ADDRESS, AND PHONE NUMBERS.]

If you have any questions later, please contact us toll free on 866-558-0781. Thank you so much for your time.

IF NO: Can you tell me the name of a person who will be the new GSS coordinator for your institution?

[RECORD NAME.]

What the title, office, address, email, and phone number?

[RECORD CONTACT INFORMATION.]

IF NEW GSS COORDINATOR IS UNKNOWN:

What is the name of the person who is now handling <<Previous GSS Coordinator's name>>'s work?

IF POSSIBLE, ASK TO BE TRANSFERRED TO THAT PERSON OR ASK FOR THEIR PHONE NUMBER, SO WE CAN CALL THEM LATER.

Thank you so much for your time.

NEW COORDINATOR CONTACT SCRIPT:

Hello, my name is (), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health. We are getting ready to contact your institution for the 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering, and noticed that the person who has handled the survey in the past is no longer at your institution. Are you now handling <<Previous Coordinator name>>'s responsibilities?

IF YES:

[READ AS NECESSARY:] **The Survey of Graduate Students and Postdoctorates in Science and Engineering, also known as GSS, is an annual national survey sponsored by the National Science Foundation and the National Institutes of Health. The survey has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering, and health fields.**

The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdoctoral appointees (postdocs) and doctorate-holding non-faculty researchers employed by the academic institutions.

[CONFIRM/COLLECT NEW COORDINATOR NAME, TITLE, OFFICE, ADDRESS, EMAIL, PHONE NUMBERS.]

Let me give you our contact information in case you have any questions later. Our email address is gss@rti.org and our phone number is (866) 558-0781.

IF R WANTS SPONSOR INFO: **The NSF Project Officer for GSS is Kelly Kang (kkang@nsf.gov).**

IF NO:

Can you tell me the name of a person who is?

[IF KNOWN, RECORD CONTACT INFORMATION.]

[IF UNKNOWN OR NO NEW COORDINATOR: THANK THEM AND END CALL. FLAG SCHOOL FOR FOLLOW-UP WITH PRESIDENTS OFFICE.]

Thank you so much for your time.

IF COORDINATOR WANTS MORE INFORMATION ABOUT GSS:

The GSS has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering and health fields. The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdoctoral appointees (postdocs) and doctorate-holding non-faculty researchers employed by the academic institutions.

VOICE MAIL MESSAGE SCRIPT (TO BE USED ONLY AFTER SEVERAL CALL ATTEMPTS ON DIFFERENT DAYS AND DIFFERENT TIMES):

Hello, this is (), calling on behalf of the National Science Foundation and the National Institutes of Health, about the Graduate Student Survey. The fall 2014 survey will begin soon and we are trying to find out if you are still the best person to contact for the 2014 survey. Please call us at 866-558-0781. Again, our number is 866-558-0781. Thank you for your help.

DRAFT

REGULAR LAUNCH E-MAIL – October 14, 2014

Dear [COORD_NAME],

The 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is now available on the web for all coordinators to complete.

Please go to the GSS website to complete Part 1 by verifying, updating, and submitting your institution's list of the organizational units (departments, programs, research centers, and health-care facilities) in all eligible fields as listed in the 2014 GSS Code List.

Please note the following instructions for completing the 2014 GSS:

- 1) Verify the correct assignment of GSS codes for all organizational units based on the GSS Code List and CIP/GSS code crosswalk provided in the instrument;
- 2) Pay particular attention to instructions on ineligible degrees to be excluded in your institution's reporting of GSS data, wherever appropriate; and
- 3) If your organizational unit has postdocs, report as much information about the postdocs as possible, such as the primary mechanism and source of financial support, type, or origin of a doctorate.

Your login information is:

GSS Web: <http://gss2014.org>
User ID: [USERID]
Password: [PASSWORD]
Institution: [SCHOOL_NAME]
Due Dates: Part 1: [PART1_DUE_DATE]
Part 2: [PART2_DUE_DATE]

If you have any questions, or you are not the right contact person for this survey, please contact Ms. Jamie Friedman at RTI International toll-free at (866) 558-0781 or by e-mail at gss@rti.org.

Thank you in advance for serving as the GSS Coordinator for the 2014 Survey. Your support and assistance is very much appreciated.

Sincerely,

Kelly H. Kang
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

DRAFT



**Survey of Graduate Students and Postdoctorates
in Science and Engineering**



Fall 2014

National Science Foundation and National Institutes of Health

<DATE>

<TITLE> <COORDINATOR NAME>

<INSTITUTION NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>:

The National Science Foundation (NSF) and the National Institutes of Health (NIH) request your assistance in completing the 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

You are listed as a GSS coordinator for <INSTITUTION NAME>. Please start the survey by visiting the GSS Web survey and update the information for <INSTITUTION NAME>.

GSS Web: <http://gss2014.org>

User ID: <USERID>

Password: <PASSWORD>

As the GSS coordinator for your school, you will use the GSS Web survey instrument to:

- Verify and update the organizational units in the fall 2014 enrollment period that have graduate students, postdocs, and/or other doctorate-holding nonfaculty researchers in science, engineering, and health fields.
- Designate and monitor the progress of staff who will report the survey data for these organizational units.
- Ensure all GSS data are reported to NSF.

Please note the following due dates:

November 28, 2014 Part 1: Submit updated list of organizational units and unit respondent information

February 27, 2015 Part 2: Submit completed survey data for all organization units

If you are not the coordinator, or if you have questions about the survey, please contact Ms. Jamie Friedman, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Kelly Kang, NSF Project Officer, at (703) 292-7796 or kkang@nsf.gov.

Thank you in advance for your efforts to provide timely and accurate data to NSF and NIH.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and Engineering Statistics
National Science Foundation

Handwritten signature of Sherry Mills in black ink.

Sherry Mills, M.D., M.P.H
Director, Office of Extramural Programs
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781

Letter to the president of responding schools – October 31, 2014



**Survey of Graduate Students and Postdoctorates
in Science and Engineering**



Fall 2014

National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>, < TITLE>

<INSTITUTION NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

<INSTITUTION NAME> is one of approximately 600 postsecondary institutions in the U.S. that participate in the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH) since 1966. The GSS collects national data on graduate students, postdoctoral appointees (postdocs), and nonfaculty researchers in science, engineering, and health fields that are used by the federal, state, and local governments, and the academic community.

The deadline for the 2014 GSS data submission is February 27, 2015. We have contacted <COORDINATOR NAME>, the GSS coordinator(s) at your institution to help us with the GSS. We very much appreciated your institution's participation last year and we are looking forward to receiving your institution's response to the 2014 survey.

RTI International is the NSF contractor for the GSS. If you have any questions, please contact Ms. Jamie Friedman at RTI at gss@rti.org or (312) 456-5262. You can also contact Kelly Kang, NSF Project Officer at kkang@nsf.gov or (703) 292-7796. Thank you in advance for your contribution to these important national statistics.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and Engineering Statistics
National Science Foundation

Handwritten signature of Sherry Mills, M.D., M.P.H. in black ink.

Sherry Mills, M.D., M.P.H.
Director, Office of Extramural Programs
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781



**Survey of Graduate Students and Postdoctorates
in Science and Engineering**

Fall 2014

National Science Foundation and National Institutes of Health



<DATE>

<PRESIDENT NAME>, <TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

Every year, we ask approximately 600 postsecondary institutions to complete the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation and the National Institutes of Health.

Typically, about 99 percent of institutions complete the survey. This exceptional level of participation enables us to produce reliable statistics for use by federal, state, and local governments. Academic researchers and planners use GSS data to compare their institution's characteristics to those of their peer institutions.

<INSTITUTION NAME>'s data are important in ensuring the accuracy and validity of the critical information resource that measures the graduate enrollment and workforce trends in the United States. Your institution's graduate enrollment and/or postdoc data have not been included in the recent GSS data because we did not receive the complete data from your institution, despite multiple contacts with <2013 COORDINATOR NAME> last year.

The 2014 GSS has recently opened. Would you consider designating someone other than <2013 COORDINATOR NAME> who can help us with this year's survey?

Please contact Ms. Jamie Friedman at RTI at gss@rti.org or (312) 456-5262. If you have questions or concerns, you can also contact Kelly Kang, NSF Project Officer at kkang@nsf.gov or (703) 292-7796.

We hope we can count on your institution's participation and support of the 2014 GSS.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and Engineering Statistics
National Science Foundation

Handwritten signature of Sherry Mills, M.D., M.P.H. in black ink.

Sherry Mills, M.D., M.P.H.
Director, Office of Extramural Programs
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781

REMINDER PART 1 DUE EMAIL – November 13, 2014

Subject: Reminder - NSF-NIH Survey of Graduate Students and Postdocs (GSS) Part 1 due date of November 28, 2014

Dear <COORDINATOR NAME>,

This is a reminder of the upcoming due date of November 28th for completing the Part 1 data of the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

Below is the access information on the GSS Web survey:

GSS Web: <http://gss2014.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

The confirmation of the units in your school is in Part 1 of the web survey under "Update Your Unit List". If you have any questions about the survey, please do not hesitate to contact us at gss@rti.org, or toll-free at (866) 558-0781.

Thank you for your assistance and your institution's participation in the GSS.

Sincerely,

Ms. Jamie Friedman, RTI International
GSS Data Collection Manager

EMAIL TO NON RESPONDING COORDINATORS WHO MISSED PART 1 DEADLINE – December 3, 2014

Subject: NSF-NIH GSS Part 1 Data Submission Past Due

Dear <COORDINATOR NAME>,

I would like to remind you that November 28, 2014 was the deadline for completing Part 1 of the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

At this time, we request that you complete and submit Part 1 of the GSS (listing of eligible organizational units) as soon as possible.

Below is the access information on GSS Web survey:

GSS Web: <http://gss2014.org>

User ID: <USERID>

Password: <PASSWORD>

Institution: <SCHOOL NAME>

The confirmation of the units in your school can be done in the Part 1 section of the GSS web survey under "Update Your Unit List." If you have any questions about the survey, please contact us at gss@rti.org, or toll free at (866) 558-0781.

Thank you for your assistance.

Sincerely,

Jamie Friedman
GSS Data Collection Manager
RTI International

TELEPHONE SCRIPT FOR PROMPTING PART 1: NO ACTIVITY CASES – December 9, 2014 and on-going

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH). We are calling you about the 2014 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We had asked all schools to confirm their lists of units by November 28. I wanted to check with you to make sure you received the materials we sent. Did you receive the emails we sent in October and November?

IF YES:

As we mentioned in those mailings, we have asked all institutions to confirm their list of GSS-eligible units (IF APPLICABLE: and notify the unit respondents) by the 28th of November.

At this time, we are asking you to submit part 1 as soon as possible. Thank you very much for your participation in the Survey of Graduate Students and Postdocs in Science and Engineering. If you need to contact us, you may do so by emailing us at gss@rti.org or by calling our toll-free number at 866-558-0781.

Thank you for your participation.

IF NO:

Let me confirm your email and mailing addresses. Are they [confirm using the ICS and update if necessary]. We will send you this information within 24 hours and we ask that you submit Part 1 as soon as possible. Thank you very much for your participation in the Survey of Graduate Students and Postdocs in Science and Engineering. If you need to contact us, you may do so by emailing us at gss@rti.org or by calling our toll-free number at 866-558-0781.

TELEPHONE SCRIPT FOR PROMPTING PART 1: LOGGED IN CASES – December 9, 2014 and on-going

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH). We are calling you about the 2014 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We have noticed that you have started Part 1 – thank you. The deadline to complete Part 1 was November 28 and at this time we asking institutions to confirm their list of GSS-eligible units (IF APPLICABLE: and notify the unit respondents) as soon as possible. Do you have any questions at this time?

Thank you very much for your participation in the Survey of Graduate Students and Postdocs in Science and Engineering. If you need to contact us, you may do so by emailing us at gss@rti.org or by calling our toll-free number at 866-558-0781.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH). We are calling you about the 2014 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

Please call us at toll-free 866-558-0781. Thank you

REMINDER EMAIL TO SCS OF UPCOMING END OF DATA COLLECTION: PART 2 NOT COMPLETE
— January 27, 2015

Subject: Reminder of the Survey of Graduate Students in Science and Engineering (GSS) due date - February 27, 2015

Dear [COORD_NAME],

This is a friendly reminder that the February 27, 2015 deadline for completing the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is only a month away.

Below is information for accessing the GSS web survey for [SCHOOL_NAME]:

GSS Web: <http://gss2014.org>
User ID: [USERID]
Password: [PASSWORD]
School: [SCHOOL_NAME]

If there is anything we can do to help you, please contact us at gss@rti.org, or toll-free at (866) 558-0781. We can help send reminder notices to other unit respondents at your school or provide more information on the survey.

We look forward to the opportunity to assist you. Thank you for your continued support of the GSS.

Sincerely,

Ms. Jamie Friedman
GSS Data Collection Manager
RTI International

SCRIPT: REMINDER CALL TO SCS OF UPCOMING END OF DATA COLLECTION: PART 2 NOT COMPLETE - February 3, 2015 and ongoing

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH) regarding the 2014 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We just wanted to remind you that the deadline to complete the 2014 GSS is February 27, 2015.

Is there anything we could do to help you meet this deadline, such as resending the user ID and password to you or your Unit Respondents? Do you have any questions regarding the GSS?

If you need to contact us, you can email us at gss@rti.org or call our toll-free number at 866-558-0781. Thank you for your time.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation and the National Institutes of Health regarding the 2014 Survey of Graduate Students and Postdocs in Science and Engineering.

We wanted to remind you that the survey is due on February 27. If you have any questions, please email us at gss@rti.org or call us at 866-558-0781.

Thank you.

EMAIL GRANTING DUE DATE EXTENSION TO SC – Ongoing until March 23, 2015

Subject: <SCHOOL NAME>'s 2014 GSS Due Date Extension Request

Dear <COORDINATOR NAME>:

On behalf of NSF, <SCHOOL NAME> is granted an extension to March 23, 2015 to submit the 2014 GSS data. We hope this extension will help you to do everything possible to submit the GSS data by the 23rd.

The GSS data from <SCHOOL NAME> are very important to NSF and NIH, and the amount of time and hard work it takes on the part of you and your staff to collect and submit this information are very much appreciated.

If you have any questions, problems with the GSS web survey or need any other assistance, please call me at (312) 456-5262, or the GSS Help Desk's toll free number, (866) 558-0781. We will do everything we can to assist you.

We look forward to receiving your institution's data. Thank you again for your contribution to this important research effort.

Sincerely,

Jamie Friedman
GSS Data Collection Manager
RTI International

EMAIL TO SCS - MISSED ORIGINAL DEADLINE (2/27) – March 3, 2015

Subject: Important request from NSF and NIH

Dear <COORDINATOR NAME>,

As of today, we still need your institution's complete response to the 2014 Survey of Graduate Students in Science and Engineering (GSS). Please finish your survey response as soon as possible. The survey deadline was February 27, 2015.

Please login to:

GSS Web: <http://gss2014.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

As you may know, your institution is one of only 600 institutions in the United States that are included in our annual statistics on the future science and engineering labor force. The soundness of decisions that draw on these data depends on receiving complete and accurate information from all survey participants.

If you have any questions, please send an email to the GSS Help Desk at gss@rti.org or call them toll-free at (866) 558-0781.

We very much appreciate your assistance and support of this national effort.

Kelly H. Kang
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

REMINDER EMAIL TO SCS OF UPCOMING EXTENSION DUE DATE – March 13, 2015

Subject: The final due date of March 23, 2015 for submitting 2014 GSS data

Dear <COORDINATOR NAME>,

The extended deadline is March 23, 2015 for submitting the 2014 Survey of Graduate Students in Science and Engineering (GSS). We would appreciate your commitment to complete and submit your institution's survey response by that date.

For institutions that miss this deadline, we will be sending letters to the institution Presidents to let them know that the survey responses are incomplete and to enlist their assistance. Your response by the 23rd will help us minimize that follow-up effort.

As we near the final stage of the 2014 GSS data collection, we want to make sure to include <SCHOOL NAME> counts of graduate student, postdoc and nonfaculty researcher in our annual reports and databases.

Please login to the GSS web survey and complete the survey by March 23, 2015:

GSS Web: <http://gss2014.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

If you have any questions or need assistance, please call the GSS Help Desk toll free at (866) 558-0781 or send an email to gss@rti.org.

We appreciate your efforts and look forward to receiving your response soon.

Sincerely,

Kelly H. Kang
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation



**Survey of Graduate Students and Postdoctorates
in Science and Engineering**

Fall 2014

National Science Foundation and National Institutes of Health



<DATE>

Dear <COORDINATOR NAME>,

In early-April, we will begin the final survey follow-up efforts that include sending a letter to the President of your institution requesting assistance and cooperation in obtaining the current data from your institution for the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). Although the survey deadline has passed, we are reluctant to close this year's survey without your institution's data. We are offering you the final opportunity to respond to the 2014 GSS.

As you know, your institution is one of 600 institutions that contribute to our annual estimates on the present and future size of the science and engineering labor force. The soundness of decisions that draw on these statistics depends on the GSS data being complete and accurate.

One of the most important uses of the GSS data is the preparation of NSF's congressionally mandated *Science & Engineering Indicators* report (see <http://www.nsf.gov/statistics/seind12/>). Another important use of the GSS data is in the Women, Minorities and Persons with Disabilities in Science and Engineering report (see <http://www.nsf.gov/statistics/wmpd/2013/>). GSS data are also used in the Academic Institution Profiles (see <http://webcaspar.nsf.gov/profiles/>).

Please help us by submitting <SCHOOL NAME>'s GSS data as soon as possible. Information to access the web survey is below.

GSS Web: <http://gss2014.org>

User ID: <USERID>

Password: <PASSWORD>

Ms. Jamie Friedman of RTI will be contacting you in the next week or so to find out whether you will be able to submit the 2014 GSS before a letter is sent to your president's office. You can also email her at gss@rti.org, or call her at (312) 456-5262 or toll-free at (866) 558-0781.

We look forward to your institution's continued participation in this important national study.

Sincerely,

A handwritten signature in black ink that reads 'Kelly H. Kang'.

Kelly H. Kang
Project Officer

Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

School ID: <school id>

RTI International, Contractor for GSS

3040 Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781



**Survey of Graduate Students and Postdoctorates
in Science and Engineering**

Fall 2014

National Science Foundation and National Institutes of Health



<DATE>

<PRESIDENT NAME>, < TITLE>

<INSTITUTION NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

As cosponsors of the 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), we are writing to enlist your help. As of today, we have not received your institution's response to the GSS, and we are reluctant to close this year's survey without the data from <INSTITUTION NAME>.

<COORDINATOR NAME> serves as your institution's GSS coordinator. We would appreciate anything you can do to help <COORDINATOR NAME> provide the requested information.

If we receive your institution's response by April 21, 2015, we can include your institution in our annual report of trends for approximately 600 colleges and universities. Otherwise, your institution will be left out of the GSS report that displays institution-level data.

The GSS is the only national survey that collects department-level information about graduate enrollment, postdoc appointments, and nonfaculty research positions in science, engineering, and health fields. The soundness of policy and other decisions based on the GSS results depends heavily on the efforts of your staff to provide complete and accurate data.

If you have any questions, please contact Kelly Kang, the NSF Project Officer, at (703) 292-7796 or kkang@nsf.gov.

We value your support of the GSS and the efforts of your staff in responding to the survey.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and Engineering Statistics
National Science Foundation

Handwritten signature of Sherry Mills in black ink.

Sherry Mills, M.D., M.P.H.
Director, Office of Extramural Programs
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

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**Survey of Graduate Students and Postdoctorates
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<DATE>

<PRESIDENT NAME>, < TITLE>

<INSTITUTION NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

On behalf of the National Science Foundation and the National Institutes of Health, we want to recognize the efforts of <COORDINATOR NAME> as <INSTITUTION NAME>'s school coordinator(s) for the 2014 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

Without the accurate and timely work of our GSS coordinators at approximately 600 postsecondary institutions nationwide, we would not be able to compile our annual statistics on graduate enrollment, post-docs, and nonfaculty researchers in science, engineering, and health fields. We appreciate the extra efforts of your staff outside of their assigned workloads.

Thank you so much for your continuing support of the NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering.

Sincerely,

A handwritten signature in black ink, appearing to read 'John R. Gawalt'.

John R. Gawalt
Director
National Center for Science and Engineering Statistics
National Science Foundation

A handwritten signature in black ink, appearing to read 'Sherry Mills, M.D., M.P.H.'.

Sherry Mills, M.D., M.P.H.
Director, Office of Extramural Programs
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

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THANK YOU EMAIL TO COORDINATORS – May 5, 2015

Subject: Thank you for your participation in 2014 GSS

Dear <COORDINATOR NAME>:

On behalf of the entire RTI International staff, we would like to thank you for your participation in the 2014 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). We know this survey is but one of your many duties and we appreciate the work you and your colleagues at <SCHOOL NAME> did in helping to make the 2014 GSS a success.

Thank you again and best regards,

The RTI GSS Team

gss@rti.org

866-558-0781

DRAFT