Attachment 3

2016 GSS Pilot Institution Contact Materials

Dear <COORDINATOR NAME>:

We greatly appreciate your past assistance in the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation and the National Institutes of Health. As you know, the GSS collects national data on graduate students, postdoctoral appointees (postdocs), and nonfaculty researchers (NFR) in science, engineering, and health fields that are used by the federal, state, and local governments, and the academic community.

For the 2016 GSS, your institution have been selected to participate in a GSS Pilot data collection, which differs from the way the institutions have been providing GSS data in the past. The Pilot data collection is designed to reduce the institution's reporting burdens while improving the quality and usefulness of the GSS data.

As a Pilot institution, your institution will benefit from special access to technical support resources and advanced notification of the changes considered in the 2017 survey. The GSS Pilot data collection differs from the past GSS data collection in several ways, as follows:

- Report the same data on graduate student enrollment and financial support as in the past but report them separately for master's and doctoral students
- Use Classification of Instructional Programs (CIP) codes for graduate student data. Postdoc and NFR data can be reported using either CIP or GSS codes
- Use file upload feature for GSS data submission instead of manual entry into the GSS web survey system

Your participation and experience in the 2016 GSS Pilot is absolutely crucial and valuable in helping us to shape these changes before they are implemented. A representative from RTI International, GSS contractor for NSF, will be contacting you by phone within the next week to provide you with further information about the Pilot and work out the details. The deadline for the 2016 GSS Pilot data submission is March 31, 2017.

Meanwhile, you can contact the GSS helpdesk at gss@rti.org or 866-558-0781 with any questions. You can also contact me at kkang@nsf.gov with any concerns.

We are fully committed to working with you to find ways to reduce the reporting burden to GSS. Your participation and assistance in this effort will greatly enhance the value of GSS data. We thank you in advance.

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 FOLLOW-UP TO GSS PILOT SURVEY INVITATION LETTER

Subject: Important Changes in the 2016 Survey of Graduate Students and Postdocs (GSS) Data Collection

Dear <COORDINATOR NAME>:

I have recently sent you a letter about your institution's selection for the GSS Pilot data collection for the 2016 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

The GSS Pilot data collection is designed to reduce the institution's reporting burdens while improving the quality and usefulness of the GSS data. Your participation and experience in the 2016 GSS Pilot is absolutely crucial and valuable in helping us to shape these changes before they are implemented.

As a Pilot institution, your institution will receive special technical support resources and the benefit of advance knowledge of the changes considered for the 2017 survey. The GSS Pilot data collection differs from past GSS data collections in several ways, as follows:

- Report the same data on graduate student enrollment and financial support as in the past but report them separately for master's and doctoral students
- Use Classification of Instructional Programs (CIP) codes for graduate student data. Postdoc and other-doctorate nonfaculty researcher data can be reported using either CIP or GSS codes
- Use file upload feature for GSS data submission instead of manual entry into the GSS web survey system

The 2016 GSS Pilot website available at {URL OF GSS PILOT WEBSITE} provides details on the pilot data collection, file upload formatting, and frequently asked questions.

A representative from RTI International, GSS contractor for NSF, will be contacting you by phone within the next week to provide you with further information about the Pilot and work out the details. The deadline for the 2016 GSS Pilot data submission is March 31, 2017.

Meanwhile, if you have any questions or concerns, please contact the GSS helpdesk at gss@rti.org or 866-558-0781. You can also contact Jon Gordon, GSS Pilot survey task leader at jgordon@rti.org.

We are fully committed to working with you to find ways to reduce the reporting burden to GSS. Your participation and assistance in this effort will greatly enhance the value of GSS data. We thank you in advance.
Sincerely,

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