

**Protocol for Debriefing Interview with Non-respondents
Nonprofit Research Activities Pilot Survey**

Organization ID: _____

Performer: Yes No
Funder: Yes No

Thank you for agreeing to participate in this short call about the National Science Foundation's Nonprofit Research Activities Pilot Survey. The information you provide will help us to better understand why some nonprofit organizations did not complete the survey and how we can make the survey more appealing to these organizations.

Before we begin our interview I want to review some information with you.

- Your participation in this interview is voluntary
- The interview should last no more than 30 minutes
- There is another person on the phone with me who is taking notes. Her name is <name>.
- *If appropriate:* <Name>, from NSF is also listening to our discussion today. Is that okay? *If not or the answer is no, NSF staff member will hang up the phone and end his/her join.me session.*
- I would like to audio record this interview so that I get all of your comments. Is that okay with you?
- Before we continue with the interview, I need your consent to be interviewed. I'm going to read a short consent form to you, then ask for your verbal consent.

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 interview session will be audio taped. We plan to use the audio tape to improve the survey. NSF and ICF staff directly involved in this research project will have access to the tape. In addition, a transcription service may have access to the audio tape, to provide us with a written version of your comments.

This study is authorized by law (42 U.S.C. 1862 Section 3.a.6). The OMB control number for this study is XXXX-XXXX.

I have volunteered to participate in this study, and I give permission for my tape to be used for the purposes stated above.

If you consent to participate in this interview, please state you name and that you consent.

We noticed that although we invited your organization to participate, you did not. The following few questions ask about your reasons for not responding and will help us be more precise in inviting nonprofit organizations to participate in the full implementation of the survey next year.

1. What was your initial reaction to NSF's request for your organization to complete this survey?

ICF will e-mail an electronic copy of the original prenotification letter and handout to the non-response participant.

When I sent you the e-mail confirming our discussion today, I attached two documents: (1) the letter that was sent to <organization's name> and, (2) a handout that included the topics that were in the survey and a definition of research.

Depending on who is interviewed, ask:

2. Did you review the letter and handout when it was initially sent to you?

- Yes
- No, why not?

OR

Did <Name> forward the letter and handout to you?

- No
- Yes. If yes ask:

Did you remember reading the letter and handout?

- Yes
- No, why not?

3. Why did your organization decide not to complete the survey?

Were there any other reasons you did not complete it?

4. Who made the decision not to complete the survey? ***Enter the name and title of the person(s) who made the decision. If the respondent has trouble remembering, read the first 3 positions listed below.***

Possible options:

- Chief Executive Officer (CEO)/President/Executive Director/Chief Operating Officer (COO)
- Chief Financial Officer
- Board of Trustees
- Respondent (if different from positions listed above) _____
- Other, please list title of who made the decision:

5. Does your organization perform any research? This includes research performed by your organization's employees or consultants. Research includes creative and systematic work to increase the stock of knowledge, OR devise new applications of available knowledge (including technology).

- Yes
- No

6. Does your organization fund any research performed outside your organization? This includes all grants, contracts, subcontracts, and sub-awards awarded by your organization to external recipients to perform research. ***If necessary, read:*** Research includes creative and systematic work to increase the stock of knowledge, OR devise new applications of available knowledge (including technology).

- Yes
- No

Ask Questions 7–9 below only if the organization logged onto the survey and **did not** complete Q5 (Performer) and Q6 (Funder). Otherwise, skip to Question 10.

Interviewer, if you are not speaking to the person who logged onto the survey, skip to Q10.

Our records indicated that you logged onto the survey.

7. Was there anything about the survey that influenced your decision not to respond?

Yes (please explain)

No

8. Did you have any problems accessing the web survey?

Yes (please explain)

No

9. Do you have any problems navigating within the web survey?

Yes (please explain)

No

10. What would increase your interest in completing this survey?

11. Are there particular professional associations whose endorsements might have influenced you to participate?

- No
- Yes. If yes, which ones?

12. Are there particular topics that you think should be covered by the survey?

- No
- Yes. If yes, which ones?

If these topics were included, would this influence your decision to participate in the survey?

- No
- Yes. If yes, how so?

13. Before we conclude this interview, I'd like to ask you if there is anything else we haven't discussed that you would like to share?

On behalf of the National Science Foundation thank you for your time and assistance.