

# Memorandum

United States Department of Education  
Institute of Education Sciences  
National Center for Education Statistics

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DATE: June 10, 2016

TO: Robert Sivinski, OMB

THROUGH: Kashka Kubzdela, OMB Liaison, NCES

FROM: Tracy Hunt-White, Team Lead, Postsecondary Longitudinal and Sample Surveys, NCES  
Ted Socha, B&B:16/17 Project Officer, NCES

SUBJECT: 2016-17 Baccalaureate and Beyond Longitudinal Study (B&B:16/17) Field Test Informed Consent Change Request (OMB# 1850-0926 v.2)

The 2016/17 Baccalaureate and Beyond Longitudinal Study (B&B:16/17) Field Test request was approved by OMB on May 24, 2016 (OMB# 1850-0926 v.1). This memorandum requests a wording change to the informed consent statement, located at the beginning of the student survey, to clarify the total incentive amount offered to sample members who are in the prepaid data collection incentive condition. This change does not introduce changes to survey content, respondent burden, or the cost to the federal government.

Per Part B of the approved OMB package, the B&B-eligible sample will be placed into four groups based on their NPSAS:16 field test interview response status:

- Group 1: Randomly-selected half of the NPSAS:16 field test interview nonrespondents
- Group 2: Randomly-selected half of the NPSAS:16 field test interview nonrespondents
- Group 3: NPSAS:16 field test (late) interview respondents
- Group 4: NPSAS:16 field test early interview respondents (responded in the first three weeks of the NPSAS:16 field test interview data collection effort)

Also, as described in Part B of the approved OMB package, an “aggressive” data collection protocol will be used only with Group 1, and includes a \$10 prepaid incentive as part of the early completion phase. A PayPal prepaid incentive notice will be sent to Group 1 via email and will state that, if preferred, the prepaid \$10 amount can be paid to the sample member in the form of a check, which is expected to take approximately 4 weeks to process. Those members of Group 1 who accept the prepaid incentive will receive \$20 upon completion of the survey. Any Group 1 member who accepts neither the PayPal prepaid incentive offer nor the amount prepaid by check, but who still completes the survey, will receive the full \$30 incentive upon completion of the survey. Other features of Group 1’s aggressive data collection protocol include CATI interviewing beginning in the early completion phase (two weeks after data collection begins), and a 10-minute abbreviated interview beginning in the production phase of data collection.

The change being requested with this memorandum is intended to clarify the total incentive amount to be received by sample members in Group 1, as specified in question INFCON1 on page D-19 of the approved Appendix D. The wording change is as follows:

**Original wording (all groups):**

The survey takes about 35 minutes and as a token of our appreciation, you will receive \$ [INCENTIVE AMOUNT] for participating.

**Revised wording for Group 1 when \$10 prepaid amount has been received:**

You've already received \$10 via PayPal or check. The survey takes about [if abbreviated interview 10 {else} 35] minutes and as a token of our appreciation, you will receive an additional \$20 for participating.

**Revised wording for Group 1 when receipt of \$10 prepaid amount is unknown or when \$10 check is still being processed/mailed:**

We've already offered you \$10 via PayPal or check. If you have not received the \$10, please check your email for notification from PayPal or call our Help Desk toll-free at 877-287-3782 if you have not already requested a check. The survey takes about [if abbreviated interview 10 {else} 35] minutes and as a token of our appreciation, you will receive an additional \$20 for participating.

**Revised wording (all other groups\*):**

The survey takes about [if abbreviated interview 10 {else} 35] minutes and as a token of our appreciation, you will receive \$[INCENTIVE\_AMOUNT] for participating.

\*Prepaid incentives sent via PayPal, if left unclaimed, will be refunded to the contract after a period of 30 days. At that point, (effectively at the start of the "Production Phase," referenced in Part B), members of Group 1 who have *not* claimed the PayPal payment or requested a check will receive the above language indicated for "all other groups."