LAUNCH PILOT SURVEY INVITATION EMAIL

Dear [NAME OF LAUNCH PILOT PERSONNEL],

I am writing on behalf of 2M Research (2M) to invite you to participate in a brief survey regarding your launch pilot's engagement with NSF INCLUDES technical assistance (TA). Because you are listed as personnel of this project, NSF is requesting that you complete the NSF INCLUDES TA Survey for Launch Pilots.

NSF has contracted 2M to provide developmental evaluation support for continuous learning during the NSF INCLUDES program. As part of its evaluation efforts, 2M will be conducting a brief survey of launch pilot personnel. **The survey is voluntary, but will provide NSF with critical information** about how launch pilots learn about NSF INCLUDES TA offerings, who participates, launch pilot TA needs, and how those are being met. The survey will also collect information about how launch pilots connect with one another, and how TA could be improved.

The survey will take about 10 minutes to complete and your responses will be confidential. Although 2M will collect names of organizations and your role within those organizations, your responses will not be associated with you, your organization, or your grant when aggregated results are reported to NSF.

When you click on this link, you will be directed to the NSF INCLUDES TA Survey for Launch Pilots. Please complete your survey by [MONTH, DAY, YEAR].

Please contact [NAME AND AFFILIATION] via email at [EMAIL ADDRESS] with questions or concerns about this study.

Sincerely,
Ashley Simpkins
Senior Research Analyst
2M Research

9-11-2018

Title of Launch Pilot: [TITLE OF LAUNCH PILOT]

The National Science Foundation (NSF) seeks to understand your experiences related to technical assistance (TA) offered through Inclusion Across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (NSF INCLUDES). Because you are listed as a [ROLE] of this program, NSF is requesting that you complete the NSF INCLUDES TA Survey for Launch Pilots.

Data from this survey will provide NSF with critical information about how launch pilots learn about NSF INCLUDES TA offerings, who participates, launch pilot TA needs, and how those are being met. The survey will also collect information about how launch pilots connect with one another, and how TA could be improved.

1. **Duration:** The survey takes about 10 minutes to complete.

2. **Your responses will be confidential:** NSF has contracted with 2M Research (2M) to conduct this survey. Although 2M will collect names of organizations and your role within those organizations, your responses will not be associated with you, your organization, or your grant when aggregated results are reported to NSF. During the study, the data will be stored and secured in a password-protected file. Your anonymity will be kept to the degree permitted by the technology used.

3. **Right to ask questions:** Please contact [NAME AND AFFILIATION] via email at [EMAIL ADDRESS] with questions or concerns about this study.

4. **Voluntary participation:** Your decision to be included in this research study is voluntary. You can stop at any time. You do not have to answer any questions you do not want to answer.

5. **Deadline:** Please complete your survey study by [MONTH, DAY, YEAR].

6. **Next steps:** When you click on this link, you will be directed to the NSF INCLUDES TA Survey for Launch Pilots.

Please print this form to keep for your records.

NSF INCLUDES TA Survey for Launch Pilots

Instructions: As you answer the questions, think about your typical participation in TA. TA activities include affinity groups, webinars (e.g., the "Crafting NSF INCLUDES Annual Reports" webinar), the evaluator and affinity group breakout sessions at the NSF INCLUDES PI Meeting, and other services delivered via the Trellis NSF INCLUDES DDLP Online Community (e.g., webchats and virtual office hours). Conferences, the NSF INCLUDES Open Forum, and other sessions at the NSF INCLUDES PI Meeting are not considered a part of TA. **Please exclude those experiences from your answers.**

Use the Next and Back buttons at the bottom of the screen to navigate this survey.

1. Please confirm that the title of your launch pilot is [LAUNCH PILOT TITLE].

   o Yes
   o No [ENTER LAUNCH PILOT TITLE]

2. What is your role within the launch pilot?

   ○ Principal Investigator
   ○ Co-Principal Investigator
   ○ Launch Pilot Evaluator
   ○ Project Manager
   ○ Research Assistant
   ○ Other [ENTER ROLE]

3. To the best of your knowledge, who on your launch pilot team *most often* participates in TA activities?

   Select all that apply:
   ☐ Principal Investigator
   ☐ Co-Principal Investigator
   ☐ Launch Pilot Evaluator
   ☐ Project Manager
   ☐ Research Assistant
   ☐ Other [ENTER ROLE]

4. How do you learn about NSF INCLUDES TA activities?

Select all that apply:

- ☐ Trellis post or announcement
- ☐ Email from NSF INCLUDES TA
- ☐ TA webinars
- ☐ Affinity group activities on Trellis
- ☐ Other launch pilot team member
- ☐ NSF staff member
- ☐ Other [ENTER TEXT]
- ☐ Don't know

5. What are your launch pilot's priority needs for TA?

Select up to three:

- ☐ Creating a shared vision
- ☐ Building partnerships
- ☐ Creating a shared measurement system
- ☐ Effective leadership
- ☐ Effective communication
- ☐ Scaling our launch pilot
- ☐ Sustaining our launch pilot
- ☐ Other [ENTER TEXT]

6. To what extent would you say NSF INCLUDES TA is meeting your launch pilot's priority needs?

- ○ Does not meet our needs at all
- ○ Somewhat meets our needs
- ○ Meets all of our needs
- ○ Exceeds our needs
- ○ Far exceeds our needs
- ○ Don't know

7. In which of the following ways do you connect with the NSF INCLUDES TA team about your launch pilot?

Select all that apply:

- ☐ Email
- ☐ Trellis discussions
- ☐ Trellis posts
- ☐ Webchats
- ☐ Webinars
- ☐ Phone
- ☐ Social media (e.g., Facebook, Twitter)
- ☐ Other [ENTER TEXT]
- ☐ I have not connected with the TA team about my launch pilot

8. What TA activities or topics would you like to see offered by the NSF INCLUDES TA team to help you meet the goals of your launch pilot?

List up to three.

[ENTER TEXT]
[ENTER TEXT]
[ENTER TEXT]

9. How often do you or someone from your team share resources within your launch pilot? For example, distributing an article shared on Trellis with your launch pilot team.

- ○ Never
- ○ Rarely
- ○ Sometimes
- ○ Often
- ○ Always

10. To what extent would you say you are satisfied with NSF INCLUDES TA?

- ○ Very dissatisfied
- ○ Somewhat dissatisfied
- ○ Neither satisfied nor dissatisfied
- ○ Somewhat satisfied
- ○ Very satisfied

11. Does your launch pilot communicate with other launch pilots?

○ Yes
○ No [SKIP TO QUESTION 13]
○ Don't know [SKIP TO QUESTION 13]

12. In which of the following ways does your launch pilot communicate with other launch pilots?

Select all that apply:

☐ Email
☐ Trellis
☐ Phone
☐ Document collaboration (e.g., Google Docs, SharePoint)
☐ Online Calendars
☐ NSF INCLUDES conferences
☐ Other [ENTER TEXT]

13. Are you willing to participate in a focus group in October that will more deeply explore launch pilots' engagement in and needs for TA?

○ Yes
○ No [SKIP TO CLOSING]

14. Please enter your email address and we will follow up with you. [ENTER EMAIL ADDRESS]

Your contact information will only be used to invite you to a focus group exploring engagement in and needs for TA. It will not be used to identify you, your organization, or your responses.

CLOSING: Thank you for completing our survey!