

# ATTACHMENT 2: Survey Contact Materials

## 1. SURVEY INVITATION

July 11, 2016

To: [SC/UR EMAIL]

From: [GSS@RTI.ORG]

RE: Thank You and a Follow-up Request from the National Science Foundation

Dear [COORDINATOR NAME]:

On behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH), I would like to thank you for your assistance with the 2015 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). We know this survey is one of your many duties and we appreciate your contribution to the successful completion of the 2015 GSS.

This year, we would like to ask you to complete a short survey regarding your experiences with the 2015 GSS, and your feedback about potential changes. Your responses are extremely important to improving the GSS, and the type of data available at your institution as we consider making changes to make the data more useful. The survey will take approximately 20 minutes.

Your login information for this survey is provided below. If it's more convenient, you can start the survey and go back later to finish it at any time before August 8.

Website: [URL]

User ID: [USERID]

Password: [PASSWORD]

Institution: [SCHOOL NAME]

If you have any questions, please contact Chris Bennett at RTI International toll-free at (866) 558-0781 or by e-mail at [gss@rti.org](mailto:gss@rti.org).

Thank you in advance for your time and participation.

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

## 2. EMAIL FOLLOW-UP

July 18, 2016

To: [SC/UR EMAIL]

From: [GSS@RTI.ORG]

Re: GSS Follow-up Reminder

Dear [COORDINATOR NAME]:

This is a friendly reminder to complete the GSS Coordinator Survey that we sent you a week ago.

The survey should only take about 20 minutes to complete and your input will be invaluable to NSF as we consider potential changes to the GSS.

The login information for this short survey is provided below. Would you please take the time now to give us your input? We need your response before August 8.

Website: [URL]

User ID: [USERID]

Password: [PASSWORD]

Institution: [SCHOOL NAME]

If you have any questions, please contact Chris Bennett at RTI International toll-free at (866) 558-0781 or by e-mail at [gss@rti.org](mailto:gss@rti.org).

We very much look forward to hearing from you.

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

### 3. PHONE PROMPT TO COORDINATORS (beginning July 21)

[BOLDED TEXTS BELOW ARE VOICE MAIL MESSAGES]

**Hello, my name is ( \_\_\_\_\_ ) and I'm calling on behalf of the National Science Foundation regarding the GSS Coordinator Survey. We wanted to know if you have any questions about the survey and remind you that your response is needed by August 8th.**

Is there anything we could do to help you meet this deadline, such as sending you or the Unit Respondents the web survey access User ID/Passwords again? Do you have any questions about the GSS Coordinator Survey?

**If you need to contact us, you can send an email to [gss@rti.org](mailto:gss@rti.org) or call our toll-free number at (866) 558-0781.**

## 4. FINAL REMINDER

August 1, 2016

To: [SC/UR RESPONDENTS]

From: [GSS@RTI.ORG]

Re: GSS Follow-up Survey Reminder

Dear [COORDINATOR NAME]:

I'm e-mailing you today to remind you about the GSS Follow-up Survey. NSF and NIH are considering changes to the GSS in the future, and your input will help us determine which changes are reasonable, and which are too burdensome.

Please login using the information below. We would appreciate your response by August 8.

Website: [URL]  
User ID: [USERID]  
Password: [PASSWORD]  
Institution: [SCHOOL NAME]

If you have any concerns or questions, please either contact me at [kkang@nsf.gov](mailto:kkang@nsf.gov), or Chris Bennett at RTI International toll-free at (866) 558-0781 or by e-mail at [gss@rti.org](mailto:gss@rti.org).

Thank you in advance for your input and feedback.

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