

NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS)

2017 GSS Data Collection Plan

Revised: May 22, 2017

2017 GSS Communications to Schools

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3	USPS Letter	SC/PC of no longer eligible Schools	NSF/NIH	Schools that are no longer eligible due to new frame	9/8/2017
4	Email	School Coordinator (SC)/ Postdoc Coordinator (PC)	NSF Survey Manager (SM)	Confirm SC and contact info	10/2/2017
5	Email	SC/PC	NSF SM	NR follow-up prompt to confirm SC	10/16/2017
6, 7, 8	Phone Call	SC/PC	GSS Staff	NR follow-up prompt to confirm SC	10/23/2017
9	Letter	President/School Coordinator of new 2016 schools	NSF/NIH	New school welcome letter	10/27/2017
10	Email	SC/PC	NSF SM	Survey launch with GSS web access info	10/30/2017
11	Letter	SC/PC	NSF/NIH	Hard Copy Launch Materials (new coordinators)	11/3/2017
12	USPS Letter	President of 2016 responding schools	NSF/NIH	Thank you and please participate again this year	11/10/2017
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14	Email	SC/PC	GSS DTL	Prompt for no activity	12/4/2017
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19	Email	SC/PC	NSF SM	Missed part 2 due date	3/3/2018
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21	Email	SC/PC	NSF SM	Upcoming Extension due date reminder	3/13/2018
22	Fed Ex	Non-responding 2017 SC/PC	NSF SM	Letter mentioning president letter	3/23/2018
23	Fed Ex	Presidents of NR 2017 schools	NSF/NIH	Letter asking school to respond to the GSS	4/6/2018
24	USPS	Presidents of 2017 Responding schools	NSF/NIH	Thank you Letter	4/27/2018
Survey Close Out: 5/5/2018					

LETTER TO SC OF SCHOOLS NO LONGER ELIGIBLE



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**



National Science Foundation and National Institutes of Health

<DATE>

<TITLE> <COORDINATOR NAME>
<SCHOOLNAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>:

The National Science Foundation (NSF) and the National Institutes of Health (NIH) would like to thank you for your participation in the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) in recent years.

We have recently revisited our eligibility requirements for the schools that participate in the GSS. Because of this some schools will be removed from the GSS while others will be added. Unfortunately, your school is no longer eligible to be included in the GSS. As such, we will not be requesting your participation in the 2017 GSS data collection.

If you have questions about your school no longer being eligible to participate in the GSS survey, please contact Jennifer Pauli, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Michael Yamaner, NSF Project Officer, at (703) 292-7815 or myamaner@nsf.gov.

Thank you again for your participation and we look forward to the possibility of working with your school in the future.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

School ID: <SCHOOL ID>

RTI International, Contractor for GSS
3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781

EMAIL TO CONFIRM SC AND CONTACT INFO

Subject: Coordinator verification for the 2017 NSF-NIH Survey of Graduate Students and Postdoctorates

Dear <2016 COORDINATOR NAME>,

The fall 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will soon begin! This important survey is co-sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

You are currently listed as the GSS coordinator for your institution based on your institution's participation status in the 2016 survey. Please take a moment to let us know whether you can still serve as the GSS coordinator again this year and update your contact information below as necessary.

Name: <Coordinator Name>
Title: <Coordinator Job Title>
School Name: <School Name>
Institution Name: <Institution Name>
Address: <Coordinator Address 1>
Address: <Coordinator Address 2>
Address: <Coordinator Address 3>
City: <Coordinator City>
State: <Coordinator State>
ZIP Code: <Coordinator Zip Code>
Phone: <Coordinator Phone Number>
E-Mail: <Coordinator Email>

If someone other than you will be serving as the GSS coordinator for your institution this year, please provide us with contact information so that we can update our contact list.

As you may know, the GSS is an annual national survey started in 1966 that is used to estimate the present and future size of the labor force in science and engineering, and provides reliable national data on graduate students and postdocs in science, engineering, and health fields.

Please reply to this email (gss@rti.org) or call the GSS Help Desk at (866) 558-0781 to confirm the information, or if you have additional questions regarding the survey. Our survey contractor, RTI International, will contact your institution when the survey data collection begins in October.

Thank you for your help.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

EMAIL NR FOLLOW-UP PROMPT TO CONFIRM SC

Subject: Follow-up on coordinator verification for the NSF-NIH Survey of Graduate Students and Postdoctorates

Dear <2016 COORDINATOR NAME>,

The 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon. Please confirm if you will be serving as the coordinator for <SCHOOL NAME> or if someone else should be contacted for this year's survey.

Please reply to this email (gss@rti.org) or contact the GSS Help Desk at (866) 558-0781. If you have additional questions or concerns about the survey, please contact Jennifer Pauli at jpauli@rti.org.

We appreciate your assistance and look forward to your institution's participation in the 2016 GSS.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

SC PROMPTING (LOCATING) SCRIPT TO CONFIRM CONTACT INFORMATION

Hello, my name is (), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health.

The fall 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon and we want to make sure we have the correct contact information. We have you listed as the GSS coordinator for your institution...

[CONFIRM DATABASE COORDINATOR NAME FROM THE SYSTEM]

Is this correct?

IF YES: I'd like to confirm the contact information. Let me read it back to you.

[CONFIRM SPELLING OF NAME, TITLE, ADDRESS, EMAIL ADDRESS, AND PHONE NUMBERS.]

Are you aware of the changes to the GSS this year?

IF YES: Do you have any questions about the changes? (ANSWER QUESTIONS)

If you have any questions later, please contact us toll free on 866-558-0781. Thank you so much for your time.

IF NO: Do you have a minute for me to discuss them with you?

IF YES: (GO OVER CHANGES)

IF NO: Okay. Thank you for your time and if you have any questions later, please contact us toll free on 866-558-0781. Thank you so much for your time.

IF NO: Can you tell me the name of a person who will serve as the new GSS coordinator for your institution?

[RECORD NAME.]

What the title, office, address, email, and phone number?

[RECORD CONTACT INFORMATION.]

IF NEW GSS COORDINATOR IS UNKNOWN AND NOT A NEW INSTITUTION:

What is the name of the person who is now handling <<Previous GSS Coordinator's name>>'s work?

IF POSSIBLE, ASK TO BE TRANSFERRED TO THAT PERSON OR ASK FOR THEIR PHONE NUMBER, SO WE CAN CALL THEM LATER.

IF NEW INSTITUTION AND NEW GSS COORDINATOR IS STILL UNKNOWN:

- We continue to work the case until a coordinator is identified.
- Call around to different offices – starting with institutional research office, but the graduate office is another good prospect.

Thank you so much for your time.

NEW COORDINATOR CONTACT SCRIPT:

Hello, my name is (), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health. We are getting ready to contact your institution for the 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering, and noticed that the person who has handled the survey in the past is no longer at your institution. Are you now handling <<Previous Coordinator name>>'s responsibilities?

IF YES:

[READ AS NECESSARY:] **The Survey of Graduate Students and Postdoctorates in Science and Engineering, also known as GSS, is an annual national survey sponsored by the National Science Foundation and the National Institutes of Health. The survey has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering, and health fields.**

The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdocs and doctorate-holding non-faculty researchers employed by the academic institutions.

[CONFIRM/COLLECT NEW COORDINATOR NAME, TITLE, OFFICE, ADDRESS, EMAIL, and PHONE NUMBERS.]

Let me give you our contact information in case you have any questions later. Our email address is gss@rti.org and our phone number is (866) 558-0781.

IF R WANTS SPONSOR INFO: The NSF Project Officer for GSS is Michael Yamaner (myamaner@nsf.gov).

IF NO:

Can you tell me the name of a person who is?

[IF KNOWN, RECORD CONTACT INFORMATION.]

[IF UNKNOWN OR NO NEW COORDINATOR: THANK THEM AND END CALL. FLAG SCHOOL FOR FOLLOW-UP WITH PRESIDENTS OFFICE.]

Thank you so much for your time.

IF COORDINATOR WANTS MORE INFORMATION ABOUT GSS:

The GSS has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering and health fields. The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdocs and doctorate-holding non-faculty researchers employed by the academic institutions.

VOICE MAIL MESSAGE SCRIPT (TO BE USED ONLY AFTER SEVERAL CALL ATTEMPTS ON DIFFERENT DAYS AND DIFFERENT TIMES):

Hello, this is (), calling on behalf of the National Science Foundation and the National Institutes of Health, about the Graduate Student Survey. The fall 2017 survey will begin soon and we are trying to find out if you are still the best person to contact for the 2017 survey. Please call us at 866-558-0781. Again, our number is 866-558-0781. Thank you for your help.

LETTER TO THE PRESIDENT OF NEW INSTITUTIONS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**



National Science Foundation and National Institutes of Health

<DATE>

<TITLE> <COORDINATOR NAME>
<SCHOOLNAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>:

A few weeks ago, we contacted your institution regarding the Survey of Graduate Students and Postdoctorates in Science, Engineering (GSS) for the National Science Foundation (NSF) and the National Institutes of Health (NIH). After reviewing the information provided by «COORDINATOR NAME» at your institution, «SCHOOL NAME» was determined to be eligible for the 2017 GSS. Your university will join the other 700 institutions that are asked each year to participate in the GSS.

The 2017 survey round will begin soon. We will be contacting your school coordinator, «COORDINATOR_NAME» again for the survey. If there is someone else who can help us with this year's survey, please let us know. We need your institution's participation in this survey to ensure the accuracy and validity of important national estimates. The deadline for submission for the 2017 GSS data is February 28, 2018.

The GSS, conducted annually since the 1960s, is a national survey of all postsecondary institutions in the U.S. and its territories that grant graduate degrees in science (including some social sciences), engineering and health fields (SEH). The results of this survey are used to assess shifts in graduate enrollment, postdoctoral appointments and trends in financial support. Last year, over 99% of institutions provided the requested information. This exceptional level of participation enables us to produce reliable statistics for use by federal, state, and local governments. Academic researchers and planners use GSS data to compare their institution's characteristics to those of their peer institutions.

If you have questions about the survey, please contact Ms. Jennifer Pauli, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Michael Yamaner, NSF Project Officer at myamaner@nsf.gov or (703) 292-7815.

Thank you in advance for your institution's participation in GSS and contribution to these important national statistics.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

SchoolID: «SCHOOL ID»

REGULAR LAUNCH E-MAIL

Subject: 2017 NSF-NIH Survey of Graduate Students in Science and Engineering (GSS)

Dear [COORDINATOR NAME],

The 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is now available on the web for all coordinators to complete.

Please go to the GSS website to review the instructions and other materials for the 2017 GSS data collection and download the templates for uploads.

Please note the following instructions for completing the 2017 GSS:

- 1) Verify the correct assignment of GSS codes for all organizational units based on the GSS Code List and CIP/GSS code crosswalk provided in the instrument;
- 2) Pay particular attention to instructions on ineligible degrees to be excluded in your institution's reporting of GSS data, wherever appropriate; and
- 3) If your organizational unit has postdocs, report as much information about the postdocs as possible, such as the primary mechanism and source of financial support, type, or origin of a doctorate.

Your login information is:

GSS Web: <https://gss2017.org>

User ID: [USERID]

Password: [PASSWORD]

Institution: [SCHOOL NAME]

Due Date: February 28, 2018

If you have any questions, or you are not the right contact person for this survey, please contact Ms. Jennifer Pauli at RTI International toll-free at (866) 558-0781 or by e-mail at gss@rti.org.

Thank you in advance for serving as the GSS Coordinator for the 2017 Survey. Your support and assistance is very much appreciated.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

SURVEY LAUNCH LETTER TO 2017 GSS INSTITUTION COORDINATORS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**

National Science Foundation and National Institutes of Health



<DATE>

<TITLE> <COORDINATOR NAME>

<SCHOOLNAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>:

The National Science Foundation (NSF) and the National Institutes of Health (NIH) request your assistance in completing the 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

You are listed as a GSS coordinator for <INSTITUTION NAME>. Please start the survey by visiting the GSS Web survey and update the information for <INSTITUTION NAME>.

GSS Web: <https://gss2017.org>

User ID: <USERID>

Password: <PASSWORD>

As the GSS coordinator for your school, you will use the GSS Web survey to:

- Verify and update the organizational units in the fall 2017 enrollment period that have graduate students, postdocs, and/or other doctorate-holding nonfaculty researchers in science, engineering, and health fields.
- Designate and monitor the progress of staff who will report the survey data for these organizational units.
- Ensure all GSS data are reported to NSF.

Please note the following due date:

February 28, 2018 Submit completed survey data for all organization units

If you are not the best contact person for the GSS, or if you have questions about the survey, please contact Jennifer Pauli, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Michael Yamaner, NSF Project Officer, at (703) 292-7815 or myamaner@nsf.gov.

Thank you in advance for your efforts to provide timely and accurate data to NSF and NIH.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781

LETTER TO THE PRESIDENT OF 2016 RESPONDING SCHOOLS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**

National Science Foundation and National Institutes of Health



<DATE>

<PRESIDENT NAME>, < TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

<INSTITUTION NAME> is one of approximately 700 postsecondary institutions in the U.S. that participate in the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH) since 1966. The GSS collects national data on graduate students, postdoctoral appointees (postdocs), and nonfaculty researchers in science, engineering, and health fields that are used by the federal, state, and local governments, and the academic community.

We have contacted <COORDINATOR NAME>, the GSS coordinator(s) at your institution to help us with the GSS. We very much appreciated your institution's participation last year and we are looking forward to receiving your institution's response to the 2017 survey.

RTI International is the NSF contractor for the GSS. If you have any questions, please contact Jennifer Pauli at RTI at gss@rti.org or (312) 456-5262. You can also contact Michael Yamaner, NSF Project Officer at myamaner@nsf.gov or (703) 292-7815. Thank you in advance for your contribution to these important national statistics.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

LETTER TO THE PRESIDENT OF 2016 GSS NONRESPONDING INSTITUTIONS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**



National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>, <TITLE>

<SCHOOL NAME>

<SCHOOL ADDRESS LINE 1>

<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

Every year, approximately 700 postsecondary institutions are asked to complete the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH). Over 99 percent of these institutions choose to respond to the survey. This level of participation enables us to produce reliable statistics for use by federal, state, and local governments.

I would like to ask for your help with your institution's participation in this year's survey. The 2017 GSS began earlier this month. In the past, we contacted <2015 COORDINATOR NAME> to complete the GSS for <SCHOOL NAME> but did not receive a response. If there is someone else who can help us with this year's survey, please let us know. The deadline for submission for this year's GSS data is February 28, 2018. Please note that the published GSS report that displays the institution-level data will not list the institutions that do not respond to the GSS.

One of the most important uses of the GSS data is the preparation of NSF's congressionally mandated *Science & Engineering Indicators* report. Another important use of the GSS data is in *Women, Minorities and Persons with Disabilities in Science and Engineering* report. <SCHOOL NAME>'s response to the GSS is important in maintaining the integrity and validity of this critical information resource that measures enrollment and workforce trends in the fields of science, engineering, and health.

If you have any questions, please contact Jennifer Pauli at RTI at gss@rti.org or (919) 485-5598. You can also contact Michael Yamaner NSF Project Officer at myamaner@nsf.gov or (703) 292-7815.

We hope we can count on your institution's participation and support of the GSS this year.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

EMAIL TO NO ACTIVITY COORDINATORS

Subject: NSF-NIH Survey of Graduate Students and Postdocs (GSS)

Dear <COORDINATOR NAME>,

This is a friendly reminder to log into the 2017 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) and review the materials and download upload templates for the data collection.

Please start the survey by visiting the GSS Web survey:

GSS Web: <http://gss2017.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

If you have any questions about the survey, please do not hesitate to contact us at gss@rti.org, or toll-free at (866) 558-0781.

Thank you for your assistance and your institution's continued participation in the GSS.

Sincerely,

Ms. Jennifer Pauli
GSS Data Collection Manager
RTI International

TELEPHONE SCRIPT FOR PROMPTING NO ACTIVITY CASES

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation and the National Institutes of Health. We are calling you about the 2017 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

I wanted to check with you to make sure you received the GSS materials we sent. Did you receive the emails we sent in October and November?

IF YES:

Great! Do you have any questions about this year's data collection. As a reminder there were a number of changes to the GSS and we encourage you to log in at your earliest convenience and review the materials available to you.

If you need to contact us, please email us at gss@rti.org or call our toll-free number at 866-558-0781.

Thank you for your time.

IF NO:

Let me confirm your email and mailing addresses. Are they [confirm using the ICS and update if necessary]? We will send you this information within 24 hours and we ask that you log in and review the materials as soon as possible. Thank you in advance for your time. If you need to contact us, please email us at gss@rti.org or call our toll-free number at 866-558-0781.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation and the National Institutes of Health. We are calling you about the 2017 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

Please call us at toll-free 866-558-0781. Thank you.

REMINDER EMAIL TO SCS OF UPCOMING DEADLINE: SURVEY NOT COMPLETE

Subject: Reminder of the Survey of Graduate Students in Science and Engineering (GSS) Due Date - February 28, 2018

Dear <COORDINATOR NAME>,

This is a friendly reminder that the February 28, 2018 deadline for completing the 2016 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is only a month away.

Below is information for accessing the GSS Web survey for <SCHOOL NAME>:

GSS Web: <https://gss2017.org>
User ID: <USERID>
Password: <PASSWORD>
School: <SCHOOL NAME>

If there is anything we can do to help you, please contact us at gss@rti.org, or toll-free at (866) 558-0781. We can help send reminder notices to other unit respondents at your school or provide more information on the survey.

We look forward to the opportunity to assist you. Thank you for your continued support of the GSS.

Sincerely,

Ms. Jennifer Pauli
GSS Data Collection Manager
RTI International

SCRIPT: REMINDER CALL TO SCS OF UPCOMING DEADLINE: SURVEY NOT COMPLETE

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH) regarding the 2017 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We just wanted to remind you that the deadline to complete the 2017 GSS is February 28, 2018.

Is there anything we could do to help you meet this deadline, such as resending the user ID and password to you or your Unit Respondents? Do you have any questions regarding the GSS?

If you need to contact us, you can email us at gss@rti.org or call our toll-free number at 866-558-0781. Thank you for your time.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation and the National Institutes of Health regarding the 2017 Survey of Graduate Students and Postdocs in Science and Engineering.

We wanted to remind you that the survey is due on February 28. If you have any questions, please email us at gss@rti.org or call us at 866-558-0781.

Thank you.

EMAIL GRANTING DUE DATE EXTENSION TO SC

Subject: <SCHOOL NAME>'s 2017 GSS Due Date Extension Request

Dear <COORDINATOR NAME>:

On behalf of NSF, <SCHOOL NAME> is granted an extension to March 21, 2018 to submit the 2016 GSS data. We hope this extension will help you to do everything possible to submit the GSS data by the 21st.

The GSS data from <SCHOOL NAME> are very important to NSF and NIH, and the amount of time and hard work it takes on the part of you and your staff to collect and submit this information are very much appreciated.

If you have any questions, problems with the GSS Web survey or need any other assistance, please call me at (919) 485-5598, or the GSS Help Desk's toll free number, (866) 558-0781. We will do everything we can to assist you.

We look forward to receiving your institution's data. Thank you again for your contribution to this important research effort.

Sincerely,

Jennifer Pauli
GSS Data Collection Manager
RTI International

EMAIL TO SCs - MISSED ORIGINAL DEADLINE

Subject: Important request from NSF and NIH

Dear <COORDINATOR NAME>,

As of today, we still need your institution's complete response to the 2017 Survey of Graduate Students in Science and Engineering (GSS). Please finish your survey response as soon as possible. The survey deadline was February 28, 2018.

For institutions that miss this deadline, we need to send letters to the institution Presidents to let them know that the survey responses are incomplete so we can enlist their assistance. Your response by the March 14th will help us minimize that follow-up effort.

As we near the final stage of the 2017 GSS data collection, we want to make sure <SCHOOL NAME>'s counts of graduate students, postdocs and nonfaculty researcher are included in our annual reports and databases.

Please login to the GSS Website and complete the survey by March 14, 2018.

GSS Web: <https://gss2017.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

If you have any questions or need assistance, please send an email to the GSS Help Desk at gss@rti.org or call them toll-free at (866) 558-0781.

We very much appreciate your assistance and look forward to receiving your response soon.

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

REMINDER EMAIL TO SCs OF UPCOMING EXTENSION DUE DATE

Subject: The final due date of March 21, 2018 for submitting 2017 GSS data

Dear <COORDINATOR NAME>,

The extended deadline is March 21, 2018 for submitting the 2016 Survey of Graduate Students in Science and Engineering (GSS). We would appreciate your commitment to complete and submit your institution's GSS data by that date.

For institutions that miss this deadline, we need to send letters to the institution Presidents to let them know that the survey responses are incomplete so we can enlist their assistance. Your response by the 19th will help us minimize that follow-up effort.

As we near the final stage of the 2017 GSS data collection, we want to make sure to include <SCHOOL NAME> counts of graduate student, postdoc and nonfaculty researcher in our annual reports and databases.

Please login to the GSS web survey and complete the survey by March 21, 2018:

GSS Web: <http://gss2017.org>

User ID: <USER ID>

Password: <PASSWORD>

School: <SCHOOL NAME>

If you have any questions or need assistance, please call the GSS Help Desk toll free at (866) 558-0781 or send an email to gss@rti.org.

We appreciate your efforts and look forward to receiving your response soon.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

FEDEX LETTER TO NON-RESPONDING SCs: LETTER MENTIONING PRESIDENT LETTER



NATIONAL SCIENCE FOUNDATION
4201 WILSON BOULEVARD
ARLINGTON, VIRGINIA 22230

<DATE>

<COORDINATOR NAME>, <TITLE>
<SCHOOL NAME>
<SCHOOL ADDRESS LINE 1>
<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>,

In early April, we will begin the final survey follow-up efforts that include sending a letter to the President of your institution requesting assistance and cooperation in obtaining the current data from your institution for the 2017 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). Although the survey deadline has passed, we are reluctant to close this year's survey without your institution's data. We are offering you the final opportunity to respond to the 2017 GSS.

As you know, your institution is one of over 700 institutions that contribute to our annual estimates on the present and future size of the science and engineering labor force. The soundness of decisions that draw on these statistics depends on the GSS data being complete and accurate.

One of the most important uses of the GSS data is the preparation of NSF's congressionally mandated *Science & Engineering Indicators report*. Another important use of the GSS data is in the *Women, Minorities and Persons with Disabilities in Science and Engineering* report. GSS data are also used in the *Academic Institution Profiles*.

Please help us by submitting <SCHOOL NAME>'s GSS data as soon as possible. Information to access the web survey is below.

GSS Web: <http://gss2017.org>
User ID: <USERID>
Password: <PASSWORD>

Jennifer Pauli of RTI will be contacting you in the next week or so to find out whether you will be able to submit the 2017 GSS before a letter is sent to your president's office. You can also email her at gss@rti.org, or call her at (919) 485-5598 or toll-free at (866) 558-0781.

We look forward to your institution's continued participation in this important national study.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics

SchoolID: «SCHOOL ID»

FOLLOW-UP LETTER TO PRESIDENTS OF 2017 GSS NONRESPONDING INSTITUTIONS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**



National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>

<JOB TITLE>

<INSTITUTION NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>:

We are writing to enlist your help for the 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). As of today, we have not received your institution's response to the GSS, and we are reluctant to close this year's survey without the data from <INSTITUTION NAME>.

<COORDINATOR NAME> serves as your institution's GSS coordinator. We would appreciate anything you can do to help <COORDINATOR NAME> provide the requested information.

If we receive your institution's response by April 21, 2018, we can include your institution in our annual report of trends for approximately 700 colleges and universities. Otherwise, your institution will be left out of the GSS report that displays institution-level data.

The GSS is the only national survey that collects department-level information about graduate enrollment, postdoc appointments, and nonfaculty research positions in science, engineering, and health fields. The soundness of policy and other decisions based on the GSS results depends heavily on the efforts of your staff to provide complete and accurate data.

If you have any questions, please contact Michael Yamaner, NSF Project Officer, at myamaner@nsf.gov or (703) 292-7815.

We value your support of the GSS and the efforts of your staff in responding to the survey.

Sincerely,

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

3040 East Cornwallis Road, P.O. Box 12194, Research Triangle Park, NC 27709-2194 • gss@rti.org • toll-free: (866) 558-0781

THANK YOU LETTER TO THE PRESIDENT OF 2017 GSS RESPONDING INSTITUTIONS



**Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2017**

National Science Foundation and National Institutes of Health



<DATE>

<PRESIDENT NAME>
<JOB TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIP CODE>

Dear <PRESIDENT NAME>:

On behalf of the National Science Foundation and the National Institutes of Health, we want to recognize the efforts of <COORDINATOR NAME> as <INSTITUTION NAME>'s school coordinator(s) for the 2017 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

Without the accurate and timely work of our GSS coordinators at approximately 800 postsecondary institutions nationwide, we would not be able to compile our annual statistics on graduate enrollment, postdocs, and nonfaculty researchers in science, engineering, and health fields. We appreciate the extra efforts of your staff outside of their assigned workloads.

Thank you so much for your continuing support of the NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering.

Sincerely,

Handwritten signature of John R. Gawalt in black ink.

John R. Gawalt
Director
National Center for Science and
Engineering Statistics
National Science Foundation

Handwritten signature of P. Kay Lund in black ink.

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

RTI International, Contractor for GSS

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