

Attachment D. Debriefing Interview Correspondence

Contact 2b: NPRA Debriefing Interview with Non-respondents/Partial Completers
Recruitment Script

NPO Name: [insert name]

Address: [insert address]

City and State: [insert city/state]

Contact Person: [insert point of contact]

Phone number: [insert phone]

E-mail address: [insert address]

Hello, my name is [recruiter's name]. I am calling from ICF for the National Science Foundation. May I speak to [insert name].

If a receptionist/gatekeeper asks, "What is this in regards to?" say: Recently Mr./Ms./Dr. [name] was asked to complete a survey for the National Science Foundation. We are conducting follow up interviews with some select nonprofit organizations.

Yes [Continue]

No [If the person is unavailable. Do not leave a message. If someone other than the person answers, ask when can I call back? _____]

If you are transferred to the person by a gatekeeper/receptionist, say:

Hello, my name is [recruiter's name]. I am calling from ICF for the National Science Foundation. Thank you for taking my call. Recently, we invited you to participate in the Survey of Nonprofit Research Activities. ***For non-respondents say:*** While we did not receive a response from your organization and we respect your decision not to respond, we would like to understand your reasons for not responding. ***For partial completers say:*** Thank you for answering a few of the questions on the survey. We would like to better understand your reasons for not responding to the entire survey.

Your input is valuable to us because you will represent nonprofit organizations of similar size and interests. The interview would take no more than a half an hour of your time and would be conducted over the phone.

We would specifically be asking your reasons for not participating and a couple of questions about our communications to your organization.

We would like to schedule for some time between [Month, day] and [Month, day]. As I mentioned, the interview will take 20 to 30 minutes hour and it will be conducted over the phone.

Can we schedule an interview with you or other representatives from your organization?

- Yes [Continue to the end to schedule meeting and verify contact information.]
- No [Say: "Thank you for your time. Good-bye."]

Great! I would like to set up a date and time for our meeting.

Appointment Information:
Year

Date: [insert date]

Time: [insert time]

Confirm the following information:

Phone number: [insert phone]

E-mail address: [insert e-mail]

Name of individual(s) we will meet: [insert name of interviewee]

I will send you an e-mail confirming the date and time of our meeting.

Finally, just a reminder this research is being conducted by the National Science Foundation to examine the Survey of Nonprofit Research Activities and, if needed, make any changes to it before we field the survey again this year. Your participation is completely voluntary. Your name and the name of your organization will remain confidential.

Our discussion should last no more than 30 minutes. If you have any questions, please contact me at:

[State your name again, phone number, and e-mail address.]

Again, thank you very much for your time and for agreeing to participate in this research. We look forward to talking with you on [insert date and time].

Contact 3a: Confirmation Letter for Respondents who Submitted

Dear [Name],

This e-mail serves as confirmation of the date and time for our telephone interview to discuss the National Science Foundation's (NSF) Survey of Nonprofit Research Activities that your organization recently completed.

Interview Date and Time:	[Day of week], [Month] [date], 2018, [time] a.m./p.m. [EST/CST/MST/PST]
Name/Title	[Name/title of Interviewee]
Conference Phone Number:	[Toll-free line and passcode]

As I mentioned, you will also need access to your computer and the Internet when we talk. About 15 minutes before the interview, our interviewer will send you an e-mail. The subject line will say "Please join.me." You will be given a URL to click on. Once you click on it you will be able to see the interviewer's screen. Our interviewer will be sharing your completed survey with you.

The interview will take no more than 60 minutes to complete. We will walk through your completed survey together and I will ask for your experience interacting with the survey and about the survey content. For example, we are interested in

- what your experience was navigating through the survey online;
- whether the questions were clear and concise; and
- how easy or difficult it was to answer the questions.

One or two members of the ICF team [and an observer from NSF] will be present at the interview. If you need to reschedule, please contact me by telephone at [telephone number] or by e-mail at name@icfi.com as soon as possible.

Thank you for your time and we look forward to talking to you.

[Recruiter's name]
NSF Survey of Nonprofit Research Activities
ICF
[Telephone number]

Contact 3b: Non-respondents and Partial Completer Confirmation Letter

Dear [Name]:

This e-mail serves as confirmation of the time for our interview to discuss the National Science Foundation's (NSF) Survey of Nonprofit Research Activities.

Interview Date and Time: [Day of week], [Month] [date], 2018, [time]
a.m./p.m. [EST/CST/MST/PST]
Name/Title [Name/title of Interviewee]
Conference Phone [Toll-free line and passcode]
Number:

The interview will take no more than 30 minutes to complete. We will talk about your organization's decision not to complete the full survey and any information we could include that would encourage your organization to participate in the future.

One or two members of the ICF team, and possibly a representative from NSF, will be calling in for this interview. If you need to reschedule, please contact me by telephone at [insert phone] or by e-mail at name@icfi.com soon as possible.

Thank you for your time and we look forward to talking with you.

[Recruiter's name]
NSF Survey of Nonprofit Research Activities
ICF
[Telephone number]

Contact 4a: Respondent who Submitted Electronic Meeting Invitation
Note – interviewer sends this email

To: Participant's e-mail address
Subject: Interview to Discuss the National Science Foundation's (NSF) Survey of Nonprofit Research Activities you recently completed
Location: Toll-free conference line: 1-855-XXX-XXXX, Passcode XXXXXX
Start time: [Date and time]
End time: [Date and time]

Just as a reminder, you will need access to your computer/Internet during the interview. I will be sharing my screen with you using join.me. You will receive an e-mail from me just before the start of the interview. The subject line will say "Please join.me"—once you access this, you will be able to see the interviewer's computer screen.

The interview will take no more than 60 minutes to complete. I'll walk through your completed survey together and ask for your experience interacting with the survey and about the survey content. For example, we are interested in

- what your experience was navigating through the survey online;
- whether the questions were clear and concise; and
- how easy or difficult it was to answer the questions.

Please e-mail or call me if you have any questions.

[Interviewer's name]
[Telephone number]
[E-mail address]

Contact 4b: Non-respondent/Partial Complete Electronic Meeting Invitation
Note: this will be sent by the interviewer

To: Participant's e-mail address
Subject: Interview to Discuss the National Science Foundation's (NSF) Survey of Nonprofit Research Activities
Location: Toll-free conference line: 1-855-XXX-XXXX, Passcode XXXXXX
Start time: Date and time
End time: Date and time

The interview will take no more than 30 minutes to complete. We will talk about your organization's decision not to complete the survey and any information we could include that would encourage your organization to participate in the future.

For your reference, I have also attached a copy of the prenotification letter and screener card that we sent to [Name] in January 2018.

Please e-mail or call me if you have any questions.

[Interviewer's name]
[Telephone number]
[E-mail address]

[Month] [day], 2018

Dear [Name],

We greatly appreciate your participation in the interview on [Month] [day], 2018. We appreciated your willingness to share your thinking and experiences about the National Science Foundation's Survey of Nonprofit Research Activities. Your thoughtful feedback will help us determine if we make to make any revisions to the survey before we conduct it again later this year.

If you have any questions about his survey, please do not hesitate to contact me.

Sincerely,

Ronda Britt
Project Officer
Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
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