Attachment I. Communications with Nonprofit Organizations of Known Eligibility

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

The National Science Foundation (NSF) needs your help with a brief survey. In a couple of days, you will receive an e-mail invitation to participate in the FY 2016 Survey of Nonprofit Research Activities.

The purpose of this survey is to document the important research contributions that nonprofit organizations make to U.S. society and the economy. NSF will make the data from this survey available to the public through data tools and other resources on our website, though your organization will have a voice in how your information is released.

We need your participation to provide a complete picture of the scope and breadth of research activities within the nonprofit community.

You can access the survey now at www.nprasurvey.org using the following information:

Your organization's ID:	[ID]
E-mail address:	[E-mail address]
Password:	You create it when you register.
Due date:	**May 4, 2018**

You can also preview the questionnaire on NSF's website at www.nsf.gov/statistics/srvynpra.

*If your organization does **not** perform or fund research, please contact ICF, our survey contractor, toll-free at 844-592-6268 or support@nprasurvey.org.*

More information about the survey is provided in the attached information sheet. Answers to frequently asked questions are provided on the other side of this letter.

If you have any questions about the survey, please contact Ronda Britt, Project Officer, National Science Foundation, at rbritt@nsf.gov or 703-292-7765.

Thank you for your participation in this important effort.

Sincerely,

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

NSF Nonprofit Research Activities Survey
Frequently Asked Questions

Who is NSF?

The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense…" We have an annual budget request of $7.96 billion (FY 2017), and provide over 12,000 new awards each year for research and science and engineering education.

In addition to providing grants for research and science education, NSF houses the National Center for Science and Engineering Statistics (NCSES). NCSES is a federal statistical agency that, by law, serves as a central federal clearinghouse for the collection, interpretation, analysis, and dissemination of objective data on science, engineering, technology, and research and development.

Why is NSF collecting this information?

To fulfill our mission to collect and disseminate information on the U.S. research enterprise, NSF (through NCSES) conducts surveys to measure the national level of research activity across all sectors of the U.S. economy. Currently, we have ongoing surveys of the government, business, and higher education sectors, but we have not conducted a national survey of nonprofit organizations since 1997. We need your help to gather more current information.

How was my organization selected?

Your organization was selected to participate in this survey based on a statistical sample of organizations to represent nonprofits at a national level.

How will the data be used?

The primary objective of the new survey is to fill data gaps in the *National Patterns of R&D Resources* (http://www.nsf.gov/statistics/natlpatterns/) in such a way that it is a) compatible with data collected on the business, government, and higher education sectors of the U.S. economy and b) appropriate for international comparisons.

Will my organization's data be made public?

Yes. Statistics at varying levels of detail will be produced. Some tables will show organization-level results, which allows nonprofits to compare themselves to each other. Other tables will show aggregated totals, which will not display names of nonprofits participating in the survey. Your organization may choose to opt-out of public release of identifiable data via question 24 on the survey.

NSF Nonprofit Research Activities Survey

Below you will find a list of topics covered in the NSF Nonprofit Research Activities Survey. The types of information requested are generally available from the following offices within a nonprofit organization:

- Chief Financial Officer / Finance Department
- Human Resources
- Director of Research / Chief Science Officer / Research Department

The survey also requests information from your 2016 IRS Form 990 or Form 990-PF.

On the reverse side of this sheet is the definition that NSF is using to identify research activities, as well as some general examples of activities that should be included and excluded from your responses.

❖ **General Information About Your Organization**

  ➢ Total expenses

  ➢ Fiscal year dates

  ➢ Number of Full-Time Equivalent Employees (FTEs)

  ➢ Contact information

❖ **Research Performed**

  ➢ Financial expenditures on research activities

  ➢ Sources of funding for research activities

  ➢ Type of research activities performed

  ➢ Staff working on research activities

  ➢ Volunteers working on research activities

❖ **Research Funded**

  ➢ Amount of funding provided to external organizations for research

  ➢ Types of organizations funded

  ➢ Types of research funded

  ➢ Source of your research funding

RESEARCH DEFINITION AND GUIDANCE

By research, we mean …

For the purposes of this survey, research includes research and experimental development.

Research and experimental development comprise creative and systematic work to:

- Increase the stock of knowledge, including knowledge of humankind, culture, and society OR
- Devise new applications of available knowledge (including materials, products, devices, processes, systems, or services).

Research activities *must* be …

- **Novel**: projects that advance current knowledge or create new knowledge
- **Creative**: projects focused on original concepts and hypotheses
- **Uncertain**: project outcomes are unable to be completely determined at the outset
- **Systematic**: projects are planned and budgeted
- **Transferable/Reproducible**: project methodology and results are transferable/ reproducible to other situations and locations

Examples of projects that …

<u>May meet</u> the criteria for research

- Laboratory or animal studies
- Clinical trials
- Prototype development
- Outcomes research
- Development/measurement of new methods to deliver/measure social service outcomes
- Policy research
- Humanities research
- Research traineeships
- Other experimental studies

<u>Most likely do not meet</u> the criteria for research

- Internal program monitoring or evaluation
- Public service grants or outreach programs
- Education or training programs
- Quality control testing
- Market research
- Management studies/efficiency surveys
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Feasibility studies, unless included as part of an overall research project

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

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We need your participation to provide a complete picture of the scope and breadth of research activities within the nonprofit community.

You can access the survey now at www.nprasurvey.org using the following information:

Your organization's ID:	[ID]
Password:	You create it when you register.
Due date:	**May 4, 2018**

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If your organization does **not** *perform or fund research, please contact ICF, our survey contractor, toll-free at 844-592-6268 or support@nprasurvey.org.*

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National Science Foundation

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On the reverse side of this sheet is the definition that NSF is using to identify research activities, as well as some general examples of activities that should be included and excluded from your responses.

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  ➢ Types of research funded

  ➢ Source of your research funding

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Examples of projects that …

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- Prototype development
- Outcomes research
- Development/measurement of new methods to deliver/measure social service outcomes
- Policy research
- Humanities research
- Research traineeships
- Other experimental studies

<u>**Most likely do not meet**</u> the criteria for research

- Internal program monitoring or evaluation
- Public service grants or outreach programs
- Education or training programs
- Quality control testing
- Market research
- Management studies/efficiency surveys
- Literary, artistic, or historical projects, such as films, music, or books and other publications
- Feasibility studies, unless included as part of an overall research project

NSF Letterhead
Contact 1c: Unknown Prenotification Letter with an e-mail address (did not respond to Phase 1)

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

Why am I getting this letter?

The National Science Foundation (NSF) needs your help with a brief survey. In a couple of days, you will receive an e-mail invitation to participate in the FY 2016 Survey of Nonprofit Research Activities.

NSF is collecting information on the amount and type of research in which U.S. nonprofit organizations have invested during their fiscal year that ended in 2016. The survey also asks about the number of personnel engaged in the research activities. A copy of the complete survey can be found on NSF's website at www.nsf.gov/statistics/srvynpra.

What are you asking me to do?

Access the survey at www.nprasurvey.org and complete the survey using the following information:

Your organization's ID:	[ID]
E-mail address:	[E-mail address]
Password:	You create it when you register.
Due date:	**May 4, 2018**

My organization does not do research, what should I do?

If your organization does **not** perform or fund research, please contact ICF, our survey contractor, toll-free at 844-592-6268 or support@nprasurvey.org. Once we know, your organization will be removed from our contact list.

How do I get more information about the survey?

More information about the survey questionnaire is provided in the attached information sheet. Answers to frequently asked questions are provided on the other side of this letter. If you have further questions, feel free to contact:

- ICF (NSF's Survey Contractor):   844-592-6268 (toll-free) or support@nprasurvey.org
- Ronda Britt (NSF Project Officer):   703-292-7765 or rbritt@nsf.gov

Thank you for your participation in this important effort.

Sincerely,

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

Contact 1d: Unknown Prenotification Letter without an e-mail address
(did not respond to Phase 1)

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

Why am I getting this letter?

The National Science Foundation (NSF) needs your help with a brief survey. We need your participation to provide a complete picture of the scope and breadth of research activities within the nonprofit community.

The NSF Nonprofit Research Activities survey will collect information on the amount and types of research spending during your fiscal year that ended in 2016. It also asks about the number of personnel engaged in the research activities. A copy of the complete survey can be found on NSF's website at www.nsf.gov/statistics/srvynpra.

What are you asking me to do?

Access the survey at www.nprasurvey.org and complete it using the following information:

Your organization's ID:	[ORG ID]
Password:	You create it when you register
Due date:	**May 4, 2018**

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Thank you for your participation in this important effort.

Sincerely,

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

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Please complete the NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

Why am I getting this e-mail?

Recently, we mailed you a letter inviting you to participate in the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. This email provides the log-in information to access the survey. Your organization's participation is important in providing a complete picture of the breadth of research activities within the nonprofit community.

How do I participate?

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

How was my organization selected for the survey?

Your organization …

- performed or funded research activities in FY 2016,
- has IRS 501(c) status, and
- is not part of a university or other higher education institution

If these do not apply, please contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org to determine your organization's eligibility to complete this survey.

When is the deadline?

The survey deadline is **May 4, 2018**.

What if I have questions about the survey?

NSF has contracted with ICF to conduct the survey. If you have any questions about the survey, please contact survey support toll-free at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for completing the survey.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Reminder to complete the NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

A few weeks ago we invited you to participate in the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. We need your help to create national estimates of research and development spending among nonprofit organizations in the U.S.

We greatly appreciate your efforts to fit the survey response into your busy schedule and respond by the survey deadline: **May 4, 2018**.

The survey is available online. Please use the following information to respond:

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If your organization—

- did not perform or fund research activities in FY 2016,
- no longer has 501(c) status, or
- is part of a university or other higher education institution—

please contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org to determine your organization's eligibility to complete this survey.

If you would like someone else within your organization to be the primary contact for this survey for future notifications, please reply to this e-mail with their name and contact information.

NSF has contracted with ICF to conduct the survey. If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Reminder to complete the NSF Survey of Nonprofit Research Activities [ORG ID]

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A few weeks ago we invited you to participate in the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. We need your help to create national estimates of research and development spending among nonprofit organizations in the U.S.

We recognize and appreciate your efforts to complete the survey. We encourage you to finalize it at your earliest convenience. Please be aware that we need your response by **May 4, 2018**.

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

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Toll-free: 844-592-6268
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Contact 4: Mailing 2 [Letter] with paper survey

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

In February we sent you a letter via Priority Mail informing you that your organization was selected for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. The purpose of this survey is to document the important research contributions that nonprofit organizations make to U.S. society and the economy. Please review the other side of this letter for more details on the survey effort.

We would greatly appreciate your participation. There are two ways you can complete the survey. You can:

(1) Access the survey online at www.nprasurvey.org or by contacting ICF, our survey contractor, toll free at **844-592-6268** or at **support@NPRAsurvey.org**.

- Organization Name: [Org name]
- Organization ID: [ID]

(2) Complete the enclosed survey and mail it to us in the provided postage-paid envelope.

We are asking for your survey response by May 4, 2018.

If your organization does not perform or fund research, please contact ICF, our survey contractor, toll-free at 844-592-6268 or support@nprasurvey.org.

If you have any questions about the survey, please contact me at rbritt@nsf.gov or 703-292-7765.

Thank you for your participation in this important effort.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities Survey
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

NSF Nonprofit Research Activities Survey
Frequently Asked Questions

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To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Log-in to complete the NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

We still need your participation in the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities and would greatly appreciate your response by the survey deadline: **May 4, 2018**.

The survey is available online. Please use the following information to respond to the Survey of Nonprofit Research Activities.

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If you have any questions regarding the survey please contact our help desk at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

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Contact 6: Follow-Up Calls (logged in and non-responders)

Call primary contact at organizations that are non-respondents or have logged but have not submitted the survey.

Issues to be highlighted during a telephone call to *non-respondents of known organizations* are presented below.

Talking directly to the primary contact

1. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.

2. Indicate we have tried to contact them to participate in the survey and that we have not yet heard from them. Ask if there are any questions you can answer about the survey and encourage the participant to take the survey. Tell the participant we can resend the survey link if needed. Confirm e-mail address (or obtain if not on file) and other contact information.

3. Remind the participant of the survey deadline, **May 4, 2018**. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact

Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:

1. Indicate the primary contact should have received a mailing and an e-mail informing them of the survey. Inform them we have not yet heard from them and are following up to see if they have any questions.
2. If possible when talking to the gatekeeper confirm the mailing address and obtain primary contact e-mail address.

Leaving a message

1. If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

    > Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. We have been trying to contact you about completing this survey. To date, we have not heard from you. We would appreciate you taking the time to complete the survey. If you have questions or need the survey link resent, please call us at 844-592-6268 or e-mail at support@NPRAsurvey.org.
    > A similar message, with needed revisions, can be left with an administrative assistant or coworker.

2. During a call cycle, leave only one message but continue to try to contact respondents at different times throughout the cycle.

Issues to be highlighted during a telephone call for *unknown non-responders* are presented below.

Talking directly to the primary contact

1. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.
2. Indicate they should have received a mailing informing them of the survey.
3. Indicate we have not received any contact from them so you are following up to: 1) make sure they received the mailing and 2) find out if their organization funded and/or performed research.
   a. If the organization does not recall receiving the mailing, confirm the contact information (primary contact, mailing address, and e-mail address). Also, confirm the name of the organization and the Employer Identification Number (EIN). Record this information. If either the name of the organization or the EIN are incorrect, thank the contact for the information and end the call. Please notify ICF immediately.

   If the information is correct continue the call and find out if the organization funded and/or performed research in FY 2016.

   b. Ask the respondent the following two questions:
      (1) Did your organization perform research in FY 2016?
      (2) Did your organization fund research performed outside your organization in FY 2016?
         a. If the answer to BOTH questions is NO, record this information, thank the respondent for their time, and inform them they will not receive further contact about this effort.
         b. If YES to one or both questions, record this information, and encourage them to take the survey and let them know we will resend the e-mail invitation. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact

Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:

1. Indicate the primary contact should have received a mailing informing them of the survey. The mailing included the survey that we wanted them to complete and return. Inform them we have not received any contact from the primary contact regarding the survey or whether the organization funds and/or performs research so you are following up to: 1) make sure they received the mailing and 2) find out if their organization performed or funded research in 2016.
2. If the gatekeeper tells you the organization does not fund and/or perform research, read the definition of research to confirm.
   a. If it seems to meet the definition, indicate you would like to speak with the primary contact regarding the survey. If you cannot get the primary contact on the phone immediately, leave a message for him/her to call us at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

b. If it does not seem to meet the definition, obtain the gatekeeper's name and title if possible and record this information. Flag call for ICF staff to try and call primary contact to confirm organization is out-of-scope.

Leaving a message

If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

> Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. A few weeks ago we sent a survey for you to complete and return in the postage paid envelope. To date, we have not received your survey or had any contact from you. We would appreciate you taking the time to complete the information card or letting us know if you do not fund or perform research. Please call us at 844-592-6268 or email us at support@NPRAsurvey.org at your earliest convenience."
> A similar message, with needed revisions, can be left with an administrative assistant or coworker.

Issues to be highlighted during a telephone call to *known organizations that have logged in* but not submitted the survey are presented below.

Talking directly to the primary contact

1. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.

2. Point out the latest activity on the survey by someone in their organization. For example: "It looks like you logged on to the survey back in **Month**, but there are a couple of questions that have not been completed. Can you take a few minutes to complete the survey? Do you still have the survey information?" Tell the participant we can resend the survey link if needed. Confirm e-mail address (or obtain if not on file) and other contact information. Let them know they will need to set up a new password through the website, if they have forgotten theirs.

3. Remind the participant of the survey deadline, **May 4, 2018**. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact

Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:

1. Indicate the primary contact began completing the survey but to date has not submitted the survey and you are following up to see if the contact has questions.

Leaving a message

1. If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. It looks like you logged on to the survey in

Month, but have not yet submitted the survey. Can you take a few minutes to complete the survey? The survey deadline is **May 4, 2018**. If you have any questions or need the survey link sent to you again, please call us at 844-592-6268 or e-mail at support@NPRAsurvey.org."

A similar message, with needed revisions, can be left with an administrative assistant or coworker.

During a call cycle, leave only one message but continue to try to contact respondents at different times throughout the cycle.

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Please complete the NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

We have not heard from you regarding the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. Your organization's participation is important in creating national estimates of research and development spending among nonprofit organizations.

Please respond by the survey deadline: **May 4, 2018**.

The survey is available online. Please use the following information to respond:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If you have questions regarding the survey please contact our help desk at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

If you would like someone else within your organization to be the primary contact for this survey for future notifications, please reply to this e-mail with their name and contact information.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Don't forget to complete the NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

Thank you for taking the time to log in to the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. Your organization's data is critical to our ability to create national estimates of the nonprofit community's contribution to U.S. research.

Please finalize your survey by **May 4, 2018**.

You can use the information below to access the survey for your organization:

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

We have been trying to contact you regarding the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. The purpose of this survey is to document the important research contributions that nonprofit organizations make to U.S. society and the economy.

We still need your participation! Please use the following information to respond to the Survey of Nonprofit Research Activities.

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

We are asking for your survey response by May 4, 2018.

If your organization—

- did not perform or fund research activities in FY 2016,
- no longer has 501(c) status, or
- is part of a university or other higher education institution

please contact us toll-free at 844-592-6268 or by e-mail at support@NPRAsurvey.org to determine your organization's eligibility to complete this survey.

If you have any questions about the survey, please contact me at rbritt@nsf.gov or 703-292-7765.

Thank you for your participation in this important effort.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Final Reminder: Login now to complete the NSF Survey of Nonprofit Research Activities
                [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

The deadline for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities is approaching! We haven't heard from you and need your participation. We greatly appreciate your efforts to respond by the survey deadline: **May 4, 2018**.

The survey is available online. Please use the following information to respond:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If you have questions regarding the survey please contact our help desk at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Final Reminder! Please submit your NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

The deadline for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities is approaching! We recognize and appreciate your efforts to complete the survey. Please finalize it by **May 4, 2018**.

You can use the information below to access the survey for your organization:

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for your participation. Your information is vital to helping us create national estimates of research and development spending in the U.S.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Deadline extended for the NSF Survey of Nonprofit Research Activities! [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

We have not heard from you regarding the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. NSF has extended the deadline for your response to **July 13, 2018**.

Please use the following information to respond to the Survey of Nonprofit Research Activities.

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If you did not perform or fund research in FY 2016 or if you have additional questions, please contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

Thank you for your cooperation with our effort to measure research activities within the U.S. nonprofit community.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Deadline extended for the NSF Survey of Nonprofit Research Activities! [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

Thank you for reviewing the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. To date, we have not received your completed survey. NSF has extended the deadline for your response to **July 13, 2018**.

You can use the information below to access the survey for your organization:

> Survey website: www.nprasurvey.org
> Your organization's name: [ORG name]
> Organization ID: [ID]

If you did not perform or fund research in FY 2016 or if you have additional questions, please contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

Thank you for your cooperation with our effort to measure research activities within the U.S. nonprofit community.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

NSF Letterhead

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

In February we sent you a letter via Priority Mail informing you that your organization was selected for the NSF's FY 2016 Survey of Nonprofit Research Activities. NSF will use the collected information to produce critical national estimates of spending on research and development. Please review the other side of this letter for more details on the survey effort.

We would still appreciate your participation. There are two ways you can complete the survey. You can:

(1) Access the survey online at www.nprasurvey.org or by contacting ICF, our survey contractor, toll free at **844-592-6268** or at **support@NPRAsurvey.org**.
   - Organization Name: [Org Name]
   - Organization ID: [ID]
(2) Complete the enclosed survey and mail it to us in the provided postage-paid envelope.

We have extended the survey deadline and are asking for your survey response by July 13, 2018.

If you have any questions about the survey, please contact me at rbritt@nsf.gov or 703-292-7765.

Thank you for your participation in this important effort.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities Survey
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

NSF Nonprofit Research Activities Survey
Frequently Asked Questions

Who is NSF?

The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense…" We have an annual budget request of $7.96 billion (FY 2017), and provide over 12,000 new awards each year for research and science and engineering education.

In addition to providing grants for research and science education, NSF houses the National Center for Science and Engineering Statistics (NCSES). NCSES is a federal statistical agency that, by law, serves as a central federal clearinghouse for the collection, interpretation, analysis, and dissemination of objective data on science, engineering, technology, and research and development.

Why is NSF collecting this information?

To fulfill our mission to collect and disseminate information on the U.S. research enterprise, NSF (through NCSES) conducts surveys to measure the national level of research activity across all sectors of the U.S. economy. Currently, we have ongoing surveys of the government, business, and higher education sectors, but we have not conducted a national survey of nonprofit organizations since 1997. We need your help to gather more current information.

How was my organization selected?

Your organization was selected to participate in this survey based on a statistical sample of organizations to represent nonprofits at a national level.

How will the data be used?

The primary objective of the new survey is to fill data gaps in the *National Patterns of R&D Resources* (http://www.nsf.gov/statistics/natlpatterns/) in such a way that it is a) compatible with data collected on the business, government, and higher education sectors of the U.S. economy and b) appropriate for international comparisons.

Will my organization's data be made public?

Yes. Statistics at varying levels of detail will be produced. Some tables will show organization-level results, which allows nonprofits to compare themselves to each other. Other tables will show aggregated totals, which will not display names of nonprofits participating in the survey. Your organization may choose to opt-out of public release of identifiable data via question 24 on the survey.

Call primary contact at known/unknown organizations that **have not submitted a survey or responded.**

Issues to be highlighted during a telephone call to *known organizations that have logged in* but not submitted the survey are presented below.

Talking directly to the primary contact
1. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.

2. Point out the latest activity on the survey by someone in their organization. For example: "It looks like you logged on to the survey back in **Month**. Can you take a few minutes to complete the survey? Do you still have the survey information?" Tell the participant we can resend the survey link if needed. Confirm e-mail address (or obtain if not on file) and other contact information. Let them know they will need to set up a new password through the website, if they have forgotten theirs.

3. Inform/remind the participant that the survey deadline was extended to **July 13, 2018**. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact
Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:
1. Indicate the primary contact began completing the survey but to date has not submitted the survey and you are following up to see if the contact has questions.

Leaving a message
If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. It looks like you logged on to the survey in **Month**, but have not yet submitted the survey. Can you take a few minutes to complete the survey? The survey deadline is **July 13, 2018**. If you have any questions or need the survey link sent to you again, please call us at 844-592-6268 or e-mail at support@NPRAsurvey.org."

A similar message, with needed revisions, can be left with an administrative assistant or coworker. During a call cycle, leave only one message but continue to try to contact respondents at different times throughout the cycle.

Issues to be highlighted during a telephone call to *non-respondents of known organizations* are presented below.

Talking directly to the primary contact

1. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.

2. Indicate we have tried to contact them to participate in the survey and that we have not yet heard from them. Ask if there are any questions you can answer about the survey and encourage the participant to take the survey. Tell the participant we can resend the survey link if needed. Confirm e-mail address (or obtain if not on file) and other contact information.

3. Inform/remind the participant the survey was extended to **July 13, 2018**. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact

Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:

1. Indicate the primary contact should have received mailings and e-mails informing them of the survey. Inform them we have not yet heard from them and are following up to see if they have any questions.

2. When talking to the gatekeeper confirm the mailing address and confirm and/or obtain primary contact e-mail address.

Leaving a message

1. If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

> Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. We have been trying to contact you about completing this survey. To date, we have not heard from you. We would appreciate you taking the time to complete the survey by **July 13, 2018**. If you have questions or need the survey link resent, please call us at 844-592-6268 or e-mail at support@NPRAsurvey.org.
> A similar message, with needed revisions, can be left with an administrative assistant or coworker.

2. During a call cycle, leave only one message but continue to try to contact respondents at different times throughout the cycle.

Issues to be highlighted during a telephone call for *unknown non-responders* are presented below.

Talking directly to the primary contact

4. Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities.

5. Indicate they should have received a mailing informing them of the survey.

6. Indicate we have not received any contact from them so you are following up to: 1) make sure they received the mailing and 2) find out if their organization funded and/or performed research.

   a. If the organization does not recall receiving the mailing, confirm the contact information (primary contact, mailing address, and e-mail address). Also, confirm the name of the organization and the Employer Identification Number (EIN). Record this information. If either the name of the organization or the EIN are incorrect, thank the contact for the information and end the call. Please notify ICF immediately.

      If the information is correct continue the call and find out if the organization funded and/or performed research in FY 2016.

   b. Ask the respondent the following two questions:
      (1) Did your organization perform research in FY 2016?
      (2) Did your organization fund research performed outside your organization in FY 2016?
         a. If the answer to BOTH questions is NO, record this information, thank the respondent for their time, and inform them they will not receive further contact about this effort.
         b. If YES to one or both questions, record this information, and encourage them to take the survey and let them know we will resend the e-mail invitation. Thank the respondent for their time and ask if they have any questions. Let them know they can contact us at 844-592-6268 or by e-mail at support@NPRAsurvey.org if they have additional questions.

Talking to a gatekeeper or other non-primary contact
Indicate that you are calling on behalf of the National Science Foundation regarding the Survey of Nonprofit Research Activities and ask for the primary contact. If you cannot get the primary contact immediately/gatekeeper is resistant or has questions:

3. Indicate the primary contact should have received a mailing informing them of the survey. Inform them we have not received any contact from the primary contact regarding the survey or whether the organization funds and/or performs research so you are following up to: 1) make sure they received the mailing and 2) find out if their organization performed or funded research in 2016.
4. If the gatekeeper tells you the organization does not fund and/or perform research, read the definition of research to confirm.

   a. If it seems to meet the definition, indicate you would like to speak with the primary contact regarding the survey. If you cannot get the primary contact on the phone immediately, leave a message for him/her to call us at 844-592-6268 or by e-mail at support@NPRAsurvey.org.
   b. If it does not seem to meet the definition, obtain the gatekeeper's name and title if possible and record this information. Flag call for ICF staff to try and call primary contact to confirm organization is out-of-scope.

Leaving a message

If the respondent cannot be reached, leave a voicemail identifying yourself and the survey, the purpose of the call, the date of the mailing referenced, and the action the respondent must take.

> Voicemail example: "Hello, my name is [SSI staff], and I'm calling on behalf of the National Science Foundation about the Survey of Nonprofit Research Activities. A few weeks ago we sent a paper survey for your completion. To date, we have not received the survey or any contact from you. We would appreciate you taking the time to complete the survey or letting us know if you do not fund or perform research. Please call us at 844-592-6268 or email us at support@NPRAsurvey.org at your earliest convenience."
>
> A similar message, with needed revisions, can be left with an administrative assistant or coworker.

During a call cycle, leave only one message but continue to try to contact respondents at different times throughout the cycle.

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Don't forget to Log-in and complete the NSF Survey of Nonprofit Research Activities
                [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

We have not heard from you regarding the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. Your organization's participation is important in creating national estimates of research and development spending among nonprofit organizations. We would greatly appreciate your survey response by the approaching survey deadline of: **July 13, 2018**.

Please use the following information to respond:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

If you have questions regarding the survey please contact our help desk at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Please finalize your NSF Survey of Nonprofit Research Activities [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

Thank you for taking the time to respond to the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. Please finalize your survey by the approaching survey deadline of: **July 13, 2018**.

You can use the information below to access the survey for your organization:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Last chance to submit your NSF Survey of Nonprofit Research Activities! [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

The deadline for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities is next week! We still need your participation. We greatly appreciate your efforts to respond by the extended survey deadline: **July 13, 2018**.

The survey is available online. Please use the following information to respond:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]
> Password: Create it when you register on the survey website

Once you create your password, you can return to the survey website at any time using this link: www.nprasurvey.org.

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Thank you for your time and participation.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

To: Primary contact e-mail
From: NSF Nonprofit Research Activities Survey
Subject: Last chance to submit your NSF Survey of Nonprofit Research Activities! [ORG ID]

Dear [Dr. /Mr. /Ms.] [Last name]:

The deadline for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities is next week! We recognize and appreciate your efforts to complete the survey. Please finalize it by **July 13, 2018**.

You can use the information below to access the survey for your organization:

> Survey website: www.nprasurvey.org
> Your organization's name: [organization name]
> Organization ID: [ID]

Once the survey deadline passes, we will use the responses you provided to produce national estimates of spending on research and development. You can select how you want your responses reported by responding to question 24 in the survey or by contacting survey support at support@NPRAsurvey.org by **July 13, 2018**.

If you have any questions about the survey, please contact survey support at 844-592-6268 or send an e-mail to support@NPRAsurvey.org.

Sincerely,

Ronda Britt
Project Officer, Survey of Nonprofit Research Activities
National Center for Science and Engineering Statistics
National Science Foundation
rbritt@nsf.gov

To: Primary contact e-mail
CC: Other e-mail contacts
From: NSF Nonprofit Research Activities Survey
Subject: Survey of Nonprofit Research Activities Submission Received!

Dear [Dr. /Mr. /Ms.] [Last name]:

We have received your organization's submission for the National Science Foundation's (NSF) FY 2016 Survey of Nonprofit Research Activities. Thank you very much for your help with this effort!

We will contact you if our data collection team needs to follow up with any questions in the next few weeks. If you have any questions or need further information, you may reach me toll-free at 844-592-6268 or by e-mail at support@NPRAsurvey.org.

Sincerely,

Meagan Canali
Data Collection Manager
NSF Survey of Nonprofit Research Activities
ICF
Toll-free: 844-592-6268
support@NPRAsurvey.org

[Date]

[Name]
[Title]
[Name of Nonprofit Organization]
[Address]
[City, State, ZIP Code]

Dear [Dr. /Mr. /Ms.] [Last Name]:

The National Science Foundation (NSF) thanks [organization name] for participating in the FY 2016 Survey of Nonprofit Research Activities. The information your organization provided for FY 2016 will be used to produce data tables showing the important contributions nonprofits make to the nation's research.

If you are interested in commenting on the survey or would like to discuss it further, please contact our survey administrator ICF via e-mail at support@NPRAsurvey.org. Again, thank you for your participation.

Sincerely,

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