

Attachment A: DIS Pilot Study Communication Materials

Mail - Invitation (DIS Pilot Study)

{DATE}, 2020

Dr. {FIRST NAME} {MIDDLE INITIAL} {LAST NAME}, {ORGNAME}
{STREET ADDRESS 1}
{STREET ADDRESS 2}
{CITY}, {STATE} {ZIP CODE}

Dear Dr. {LAST NAME},

{IF RESPONDENTS: **Thank you for participating in the 2019 Survey of Doctorate Recipients (SDR).**/IF NON RESPONDENTS: As you may recall, you participated in the {2015/2017} **Survey of Doctorate Recipients (SDR).** The SDR is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). Westat is the survey contractor conducting SDR on our behalf.}

We would like to **invite you** to participate in a special pilot study to help us identify potential improvements for the 2021 SDR cycle. It will take about 15 minutes. As a token of appreciation, we included a \$30 debit card.

As you may know, the SDR is conducted every two years. Between cycles, we evaluate possible improvements to the survey based on feedback we receive from our sample members. Additionally, we test modifications that reflect changes in the doctorate population and the world.

The focus of this pilot study is to test some new items on the coronavirus and to streamline how employment data are collected on the SDR to help reduce the burden on survey participants.

Please complete the survey online using the access information below.

<https://www.NSFsdr.org>

PIN: {WEBPIN}

For your convenience, we are also sending you this information via email if we have your email address.

Thank you in advance for your contribution in improving future cycles of the SDR.

Sincerely,
Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
National Science Foundation

Your data will be kept strictly confidential and safeguarded in accordance with the Privacy Act of 1974 and the Confidential Information Protection and Statistical Efficiency Act of 2002.

{IF RESPONDENTS: The SDR is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). Westat is the survey contractor conducting SDR on our behalf./}



1-855-460-5324 (toll free in the U.S.)

SDR@westat.com

Mail – Reminder postcard (folder) (DIS Pilot Study)

Dr. {FIRST NAME} {MIDDLE INITIAL} {LAST NAME}, {ORGNAME}
{STREET ADDRESS 1}
{STREET ADDRESS 2}
{CITY}, {STATE} {ZIP CODE}

Dear Dr. {LAST NAME},

It's time to respond!

Don't miss your opportunity to participate in the SDR pilot study!

Please go online in the next few days to participate. As a reminder, we sent you a \$30 debit card as a token of appreciation with our first letter to you.

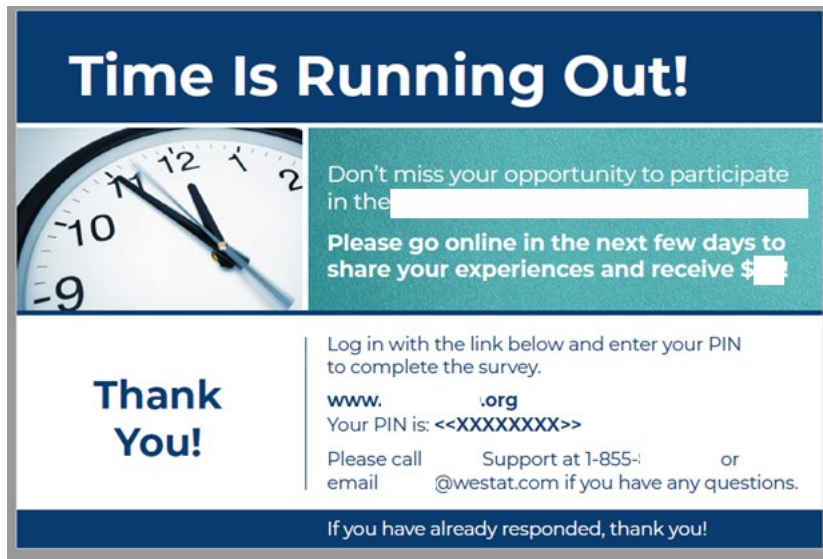
Log in to the website below and enter your PIN to complete the survey.

<https://www.NSFsdr.org>
PIN: {WEBPIN}

Questions? Email SDR@westat.com or call 1-855-460-5324 (toll free in the U.S.).

If you already responded, thank you!

EXAMPLE:



Mail – Non-response follow-up letter (DIS Pilot Study)

{DATE}, 2020

Dr. {FIRST NAME} {MIDDLE INITIAL} {LAST NAME}, {ORGNAME}

{STREET ADDRESS 1}

{STREET ADDRESS 2}

{CITY}, {STATE} {ZIP CODE}

Dear Dr. {LAST NAME},

This is your final reminder to complete the SDR pilot study.

Your participation is important!

We still want your help with the SDR pilot study! Your participation is very important to help us improve the SDR for the 2021 cycle, so we are reaching out one last time to ask you to complete the 15-minute web survey. (If you have already completed your survey, thank you! You do not need to fill this out again.)

As a reminder, we sent you a \$30 debit card as a token of appreciation with our first letter.

What do you need to do?

Please go online in the next few days to complete the web survey.

Log in to the website below and enter your PIN to complete the survey.

<https://www.NSFsdr.org>

PIN: {WEBPIN}

For your convenience, we are also sending you this information via email if we have your email address.

How does this help?

As you may know the SDR is conducted every two years. Between cycles, we improve the survey based on feedback we receive, as well as in response to changes in the doctorate population and the world. **The goal of this pilot study is to test some new items on the coronavirus and to simplify how employment data are collected on the SDR.** We greatly appreciate your participation so that we can ensure these modifications can be successfully incorporated in the 2021 SDR.

Questions?

Email SDR@westat.com or call 1-855-460-5324 (toll free in the U.S.).

Thank you for your participation!

Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
National Science Foundation

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The SDR is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). Westat is the survey contractor conducting SDR on our behalf.



1-855-460-5324 (toll free in the U.S.)

SDR@westat.com

Email – Invitation (DIS Pilot Study)

Sender: SDR@westat.com

Email subject line: NSF invitation

Dear Dr. {LAST NAME},

{IF RESPONDENTS: **Thank you for participating in the 2019 Survey of Doctorate Recipients (SDR).**/IF NON RESPONDENTS: As you may recall, you participated in the {2015/2017} **Survey of Doctorate Recipients (SDR).** The SDR is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). Westat is the survey contractor conducting SDR on our behalf.}

We would like to **invite you** to participate in a special pilot study to help us identify potential improvements for the 2021 SDR cycle. It will take about 15 minutes. In the next few days, you will receive a letter accompanied by a \$30 debit card as a token of our appreciation.

As you may know, the SDR is conducted every two years. Between cycles, we evaluate possible improvements to the survey based on feedback we receive from our sample members. Additionally, we test modifications that reflect changes in the doctorate population and the world.

The focus of this pilot study is to test some new items on the coronavirus and to streamline how employment data are collected on the SDR to help reduce the burden on survey participants.

Please complete the survey online by clicking on the link below and entering your PIN.

<https://www.NSFsdr.org>

PIN: {WEBPIN}

Thank you in advance for your contribution in improving future cycles of the SDR.

Sincerely,
Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
National Science Foundation

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{IF RESPONDENTS: The SDR is sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). Westat is the survey contractor conducting SDR on our behalf./}

Questions?

Call 1-855-460-5324 (toll free in the U.S.)

Email SDR@westat.com

Email – Reminder email (DIS Pilot Study)

Sender: SDR@westat.com

Email subject line: SDR pilot study – reminder

Dear Dr. {LAST NAME},

Recently we invited you to participate in the SDR pilot study. If you have already responded, thank you! Otherwise, please go online in the next few days to complete the 15-minute survey.

<https://www.NSFsdr.org>

PIN: {WEBPIN}

As a reminder, we sent you a \$30 debit card as a token of appreciation with our first letter. If you did not receive it, you can request a new card by calling our helpdesk at 1-855-460-5324 or emailing SDR@westat.com.

Your participation is voluntary, but it is important. Your data will be kept strictly confidential to the extent permitted by law.

Thank you in advance for your contribution in improving future cycles of the SDR.

Email – Non-response follow-up email (DIS Pilot Study)

Sender: SDR@westat.com

Email subject line: **There's still time!** Complete the SDR pilot study

Dear Dr. {LAST NAME},

This is your final email reminder to complete the SDR pilot study.

We still want your help with the SDR pilot study! Your participation is very important to help us improve the SDR for the 2021 cycle, so we are reaching out one last time to ask you to complete the 15-minute web survey. (If you have already completed your survey, thank you! You do not need to fill this out again.)

As a reminder, we sent you a \$30 debit card as a token of appreciation with our first letter. If you did not receive it, you can request a new card by calling our helpdesk at 1-855-460-5324 or emailing SDR@westat.com.

Please go online in the next few days to complete the web survey. Log in to the website below and enter your PIN to complete the survey.

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PIN: {WEBPIN}

For your convenience, we are also mailing you a letter with this information.

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Thank you for your participation!

Sincerely,
Emilda B. Rivers, Director
National Center for Science and Engineering Statistics
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