

Attachment A: Contact Materials

Invitation

To: Primary contact

Cc: others normally included in survey contacts

From: NSF Higher Education R&D Survey

Re: HERD Survey: Tracking Impacts of the COVID-19 Pandemic on R&D ([[inst_id]])

Dear [[firstname]] [[lastname]]:

Thank you, again, for completing the FY 2019 Higher Education Research and Development (HERD) Survey. I appreciate your time and efforts.

I am writing today to request your assistance in our attempt to measure the impacts of the COVID-19 pandemic on higher education research and development (R&D). The National Center for Science and Engineering Statistics within the National Science Foundation is considering adding a few questions on this topic to the FY 2020 survey. Before we finalize the questionnaire, we would like to get feedback from current survey respondents about the questions and how impacts of the pandemic on research activities are being tracked at your institution.

If you are willing to help, we would ask you to do two things:

- 1) Review a draft of the COVID-19 questions and identify the best person(s) at your institution for us to interview.** Because these are not typical HERD survey questions, you may find that you are not able to answer these questions on your own. We will send you the questions to review before the interview, so you have time to discuss them with others at your institution.
- 2) Participate in a 30 minute virtual interview.** During the interview, we will ask you, and any others you would like to invite, about your ability to answer the potential survey questions and how your institution is tracking the impacts of the pandemic on research activities. We would like to complete the interviews by **[enter date]**.

If you, or someone else from your institution, is able to help, please contact Cameron Shanton from our survey staff at ICF at support@herdsurvey.org or 866-936-9376. If we do not hear from you by [date], we will contact you again. Cameron will send you the questions to review and follow-up later to schedule a time for the interview.

Thank you for your help and for your continued participation in the NSF HERD Survey.

Sincerely,

Michael Gibbons

Project Officer, Higher Education R&D Survey

National Center for Science and Engineering Statistics

National Science Foundation

Invitation Additional Information – Sending Questions to Confirm Participation

To: Person(s) who volunteered to participate

Cc:

From: NSF Higher Education R&D Survey

Re: HERD Survey: COVID-19 Pandemic test questions ([[inst_id]])

Dear [[firstname]] [[lastname]]:

Thank you for agreeing to participate in a brief interview on potential new questions for the FY 2020 Higher Education Research and Development (HERD) Survey about the impacts of the COVID-19 pandemic on R&D activity.

The questions we'll be discussing during the interview are attached to this email. During the interview, we'll ask about your ability to answer the questions and your general understanding of the questions. We will also ask some questions about how the impacts of the pandemic on research activities are being tracked at your institution.

Please review the questions, discuss with your colleagues, and contact me to schedule a 30minute follow-up interview. We would like to complete the interviews by [enter date]. You can contact me at support@herdsurvey.org or 866-936-9376.

If you are not the best person to answer these questions, we ask that you invite that person to the interview, or ask them to contact me to schedule an interview.

Thank you for your help and for your continued participation in the NSF HERD Survey.

Sincerely,

Cameron Shanton
Data Collection Specialist
Higher Education R&D Survey
ICF

Invitation – Reminder Phone Call Script

Hello, my name is Cameron Shanton. I'm calling on behalf of the Higher Education Research and Development (HERD) Survey. We sent you an e-mail on [date] saying that NSF is considering adding some questions to the FY 2020 survey about the impacts of the COVID-19 pandemic on research activity. In the e-mail, we asked if you would be willing to review the questions and provide some feedback during a 30-minute interview.

Did you recall that e-mail?
[If no]

In the email, we said if you were willing to help we would ask you to do two things. **First**, we would ask you to review a draft of the COVID-19 questions and identify the best person or persons at your institution for us to interview. Because these are not typical HERD survey questions, you may find that you are not able to answer these questions on your own. I would send you the questions to review before the interview, so you have time to discuss them with others at your institution.

Second, we would ask you to participate in a 30-minute interview—a teleconference or video conference, whichever you prefer. During the interview, we will ask you, and any others you would like to invite, about your ability to answer the proposed survey questions and how your institution is currently tracking the impacts of the pandemic on research activities.

We would like to finalize the questions soon, so we can share the final questionnaire with all of the HERD respondents. So, we would like to complete the interviews by **[enter date]**.

Are you interested and able to participate?

[If yes]

Great! I will send you the questions we're considering adding once I'm off the phone. Please reply back to that e-mail with whether you and/or someone else should participate in the interview and send me your availability before [enter date] and I will schedule an interview. Would you like to participate via video or teleconference only?

[If no]

Thank you for your time in speaking with me today. We won't contact you further about this but will let you know as soon as we can what new questions may appear on the FY 2020 HERD Survey. Thank you for your continued participation in the NSF HERD Survey.

Message

Hello, my name is Cameron Shanton. I'm calling on behalf of the Higher Education Research and Development (HERD) Survey. We sent you an e-mail on **[date]** saying that NSF is considering adding some questions to the FY 2020 survey about the impacts of the COVID-19 pandemic on research activity. In the e-mail, we asked if you would be willing to review the questions and provide some feedback during a 30-minute interview. Could you please respond to that e-mail or call me back at 866-936-9376 and let me know if you would be willing to help? Thank you for your consideration and for your continued participation in the NSF HERD Survey.

Invitation – Reminder E-Mail

To: Primary contact
Cc: others normally included in survey contacts
From: NSF Higher Education R&D Survey
Re: Please reply: Tracking Impacts of the COVID-19 Pandemic on R&D in the NSF-NCSES HERD Survey ([[inst_id]])

Dear [[firstname]] [[lastname]]:

A few days ago, we sent you an e-mail asking for your assistance. We are considering adding a few questions to the FY 2020 Higher Education Research and Development (HERD) Survey about the impacts of the COVID-19 pandemic on R&D activity. We want to be sure we understand the impacts of the pandemic on the research endeavor and the abilities of universities to track these impacts. We would greatly appreciate your input on our question development.

If you would like to speak with us about the effects of the pandemic on R&D at your institution, we would ask you to do two things:

- 1) Review a draft of the COVID-19 questions and identify the best person(s) at your instituton for us to interview.** Because these are not typical HERD survey questions, you may find that you are not able to answer these questions on your own. We will send you the questions to review before the interview, so you have time to discuss them with others at your instituton.
- 2) Participate in a 30 minute virtual interview.** During the interview, we will ask you, and any others you would like to invite, about your ability to answer the potential survey questions and how your institution is tracking the impacts of the pandemic on research activities. We would like to complete the interviews by **[enter date]**.

If you, or someone else from your instituton, is able to help, please contact Cameron Shanton from our survey staff at ICF at support@herdsurvey.org or 866-936-9376. If we do not hear from you by [date], we will contact you again. Cameron will send you the questions to review and follow-up later to schedule a time for the interview.

Thank you for your help and for your continued participation in the NSF HERD Survey.

Sincerely,

Michael Gibbons
Project Officer, Higher Education R&D Survey
National Center for Science and Engineering Statistics
National Science Foundation

Confirmation of Interview

To: Person(s) who volunteered to participate
CC: other attendees, including relevant NCSES and ICF staff
From: NSF Higher Education R&D Survey
Re: Confirming interview ([[inst_id]])

Dear [[firstname]] [[lastname]]:

Thank you for agreeing to talk to us about possibly adding questions to measure the effects of the COVID-19 pandemic on R&D for the FY 2020 Higher Education R&D (HERD) Survey.

The [teleconference/video conference] is scheduled for **DayoftheWeek, Month XX, at X:XX AM/PM (EDT/CDT/MDT/PDT)**. At that time please [*call our conference line at 1-855-423-6338, conference ID is 450349/click on the link below to join the Skype meeting*]. Sherri Mamon will be leading the interview. I would be happy to send you a Microsoft Outlook invitation, if you prefer.

In advance of the interview, we would like to request your agreement with the attached informed consent. Please either return a signed copy of the attachment or reply to this e-mail stating your consent.

If you have further questions or need to reschedule, you may reach me by email at support@HERDSurvey.org or call toll-free at (866) 936-9376.

Thank you very much for your help.

Sincerely,
Cameron Shanton
Data Collection Specialist
Higher Education R&D Survey
ICF

Reminder of Interview

This will be sent to institutions one business day before their scheduled interview, but only if they received the first confirmation at least 2 days before the scheduled interview.

To: Person(s) who volunteered to participate
CC: other attendees, including relevant ICF staff
From: NSF Higher Education R&D Survey
Re: Interview Reminder ([[inst_id]])

Dear [[firstname]] [[lastname]]:

This is just a reminder about our interview scheduled for **DayoftheWeek, Month XX, at X:XX AM/PM (EDT/CDT/MDT/WDT)**. At that time please *[call our conference line at 1-855-423-6338, conference ID is 450349/click on the link below to join the Skype meeting]*.

You do not need to do anything to prepare for this meeting. *[add in if informed consent has not yet been received, However, please return a signed copy of the attached informed consent or reply to this e-mail that you consent.]*

If you have any questions or need to reschedule, you may reach me by email at support@HERDSurvey.org or call toll-free at (866) 936-9376.

Thank you very much for your help.

Sincerely,
Sherri Mamon
Qualitative Researcher
Higher Education R&D Survey
ICF