

ATTACHMENT 7: SED Institution Contact Materials

EMAIL TO NOTIFY INSTITUTION CONTACT (IC) OF 2020 SED WEB LAUNCH

Subject: Launch of the 2020 Survey of Earned Doctorates

Dear <Salutation> <IC_Fname> <IC_Lname>:

Thank you for your continued support of the Survey of Earned Doctorates (SED) and welcome to the 2020 SED!

The 2020 SED survey is now available to all students using the web-based option. Your students may access the survey at <https://sed-ncses.org>, the same URL as you are currently using. The 2020 SED survey is for students who expect to graduate between July 1, 2019 and June 30, 2020.

The SED Institution Contact Administrative Tool (ICAT) website contains all the information necessary for you to manage the SED. To login to the ICAT go to <https://sedsurvey.org/Home/ICAT> and enter your username and password. If you do not know your password, click "forgot password" and your password will be emailed to you.

If you have updates to the Institution Contact (IC) and Graduate Dean contact information, please make the changes in the ICAT on the Current Dean and Institution Contact page.

1. Click on Data Collection Forms
2. Select Current Dean and Institution Contact and check change name to update the contact information

Please submit all graduation lists through the ICAT website as close to the graduation date(s) as possible. To submit a graduation list, login as shown above and follow the instructions below.

1. Click on Submit Lists and Forms
2. Select Choose File for Upload
3. A successfully uploaded file will appear in the list of Recent Uploads

We are in the process of having the 2020 SED paper questionnaires printed, which will be mailed later in May. If you are still using paper questionnaires, please consider making the transition to SED web survey as it provides easier and more efficient option for you and your graduates. Schools using the web-based survey will receive a few paper questionnaires for reference.

If you have any questions or need assistance, please contact us at 1-877-256-8167 or sed@rti.org.

Sincerely,

Patricia J. Green, Project Director
Survey of Earned Doctorates
RTI International

NEW INSTITUTION LETTER TO INSTITUTION CONTACT

<Date>

<IC_Fname> <IC_Lname>:

<IC Title>

<School Name>

<IC_Address 1>

<IC_Address 2>

<IC_City, IC_State IC_Zip>

Dear <Salutation> <IC_Lname>,

Welcome to the Survey of Earned Doctorates (SED). I am writing to provide you with an overview of the SED and where to find additional information.

The SED achieves over 90% response rate each year with the support of participating institutions. You have been nominated by <Dean Name>, <Dean Title> as the Institutional Contact for <School Name>, therefore we're asking for your assistance with the following:

Providing a list of all research doctoral degree recipients for each commencement from <School Name> for us to establish an accurate frame of the graduates;

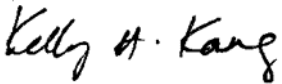
- Distributing the SED web survey URL to all graduates who earned a research doctorate in the current academic year (July 1, 2019 – June 30, 2020); and
- Providing contact information for graduates who have not yet responded to the SED so we can follow up with them to complete the survey.

Along with this letter, I am enclosing materials to help you administer the SED. These materials include:

- A brief guide for Institution Contacts;
- FERPA letter;
- SED paper version of the questionnaire for your reference; and
- Informational brochures with more details about the SED.

Thank you in advance for your participation and assistance in this year's SED. Please don't hesitate to contact us with any questions at sed@rti.org or (877) 256-8167.

Sincerely,



Kelly H. Kang

SED Project Officer

National Center for Science and Engineering Statistics

National Science Foundation

COVER LETTER, BULK MAILING TO ICs – SED WEB USERS

<Date>

<IC_Fname> <IC_Lname>:
<Institution_Name>
<School_Name>
<IC_addr1>
<IC_addr2>
<IC_city>, <IC_state> <IC_zip>

Dear <Salutation> <IC_Lname>:

As we begin the new 2020 round of the Survey of Earned Doctorates (SED), intended for research doctorates graduating between **July 1, 2019** and **June 30, 2020**, I would like to thank you for your continued support.

We have enclosed a few copies of the 2020 SED information brochures for institutions and student respondents, Institutional Contact Job Aid, and the paper questionnaires for use as a reference.

These SED materials are also available on the ICAT website at <https://sedsurvey.org/Home/ICAT> but if you would like to receive additional printed copies, please contact us at any time.

If you have any questions, please do not hesitate to call the SED Help Desk at (877) 256-8167 or send an email to sed@rti.org. More information about the SED are available at <https://sedsurvey.org/>.

Thank you again for your support.

Sincerely,

Kelly H. Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

<Coordinator ID>

Subject: Request from NSF for SED Graduation List(s)

Dear <Salutation> <IC_Fname> <IC_Lname>:

Thank you for your institution's continued support of the Survey of Earned Doctorates (SED). At this time, we would like to ask you to submit your institution's graduation list(s) for all students awarded a research doctoral degree in SED eligible fields in <INSERT GRADUATION TERM(S)>.

To submit the graduation list, please log onto your ICAT website, and follow the instructions below:

1. Click <https://sedsurvey.org/Account/Login>
2. Enter your username <INSERT USERNAME> and password (If you do not know your password, click "Forgot Password" on the login screen)
3. Click "Submit Lists and Forms"
4. Click "graduation lists" hyperlink to download the template in Excel file
5. Add the requested information and save the file to your computer
6. Click "Choose File for Upload", enter brief description of the list, select the file, and click "Upload"
7. A successfully uploaded file will appear under "Recent Uploads"

If you have any questions, please contact the RTI SED staff by email at sed@rti.org or by phone at (877) 256-8167.

We really appreciate your assistance with our effort to collect accurate counts of the SED AY2020 research doctorates.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

Thank you for ensuring that your doctoral students are directed to <https://sed-ncses.org> to complete the SED.

Subject: Information request for the Survey of Earned Doctorates

Dear <Salutation> <IC_Fname> <IC_Lname>:

Thank you for your continued support of the Survey of Earned Doctorates (SED). In order to maintain a high response rate in the SED, we need your assistance in obtaining contact information for a roster of your graduates who have not yet completed the survey, to encourage them to respond.

To access the Address Roster, please log in to the ICAT website (<https://sedsurvey.org/Home/ICAT>):

1. Log in using your Username and Password
2. Click on Data Collection Forms
 - a. Select Address Roster
 - b. Download the Address Roster (Excel spreadsheet)
 - c. Add the requested information for the graduates listed
3. Click on Submit Lists and Forms and upload the completed Address Roster
4. A successfully uploaded file will appear in the list of Recent Uploads

If you have any questions, please contact us at 877-256-8167 or at sed@rti.org.

The student contact information is exempt from FERPA protections as per guidance from the United States Department of Education. Please see attached https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf

Your prompt response to our request is greatly appreciated. Thank you in advance for your help.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

SED data are being collected under contract by RTI International, a nonprofit research organization, for NSF

Subject: A friendly reminder for the Survey of Earned Doctorates Address Roster

Dear <Salutation> <IC_Fname> <IC_Lname>:

Thank you for your continued support of the Survey of Earned Doctorates (SED). This is a friendly reminder that we still need your assistance with an address roster for AY 2020 graduates for whom we are missing an email address, physical address and/or phone number so we can contact your graduates who have not yet completed the SED.

To access the Address Roster, please go to the SED Institution Coordinator website (<https://sedsurvey.org/Home/ICAT>):

1. Log in using your Username and Password
2. Click on Data Collection Forms
 - a. Select Address Roster
 - b. Download the Address Roster (Excel spreadsheet)
 - c. Add the requested information for the graduates listed
3. Click on Submit Lists and Forms and upload the completed Address Roster
4. A successfully uploaded file will appear in the list of Recent Uploads

The student contact information is exempt from FERPA protections as per guidance from the United States Department of Education. Please see attached https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf

Your prompt response to our request is greatly appreciated. Thank you in advance for your help.

If you have any questions, please contact us at 877-256-8167 or at sed@rti.org.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

SED data are being collected under contract by [RTI International](#), a nonprofit research organization, for NSF

MISSING INFORMATION ROSTER EMAIL TO INSTITUTION CONTACTS (ICs)

Subject: Requesting assistance for the SED

Dear <Salutation> <IC_Fname> <IC_Lname>:

As Survey of Earned Doctorates (SED) for the academic year 2020 is coming to a close, we need your assistance one last time for missing key information for the doctorate recipients who have not completed the survey.

To access the Missing Information Roster, please login to the SED Institution Coordinator website (<https://sedsurvey.org/Home/ICAT>):

1. Login using your Username and Password
2. Click on Data Collection Forms
 - a. Select Missing Information Roster
 - b. Download the Missing Information Roster (Excel spreadsheet)
 - c. Add the requested information for the graduates listed
3. Click on Submit Lists and Forms and upload the completed Missing Information Roster
4. A successfully uploaded file will appear in the list of Recent Uploads

We would appreciate your submission by October 31, 2020. If you have questions, please E-mail us at sed@rti.org or call us at 877-256-8167.

The student information is exempt from FERPA protections as per guidance from the United States Department of Education. Please see attached https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf.

Thank you for your continued assistance and support for this important national survey.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

SED data are being collected under contract by [RTI International](https://www.rti.org/), a nonprofit research organization, for NSF.

Control#:

<Date>

<Dean_Fname> <Dean_Lname>

<Dean Title>

<School Name>

<Dean_Address 1>

<Dean_Address 2>

<Dean_City>, <Dean_State> <Dean_Zip>

Dear <Salutation> <Dean Lname>,

On behalf of the National Science Foundation (NSF) and the other federal sponsors of the Survey of Earned Doctorates (SED), I would like to thank you for your institution's support of the SED.

The 2020 SED data collection ended a few months ago, and I want you to know how much we appreciate you and your colleagues at <Institution Name>, especially <Contact1_Fname> <Contact1_Lname>, <Contact2_Fname> <Contact2_Lname>, the university contact (s) for assistance on the SED. Your support and the work of your staff contribute to making the SED a rich and valuable database on doctoral educations.

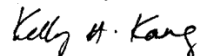
Enclosed you will find *Doctorate Recipients from U.S. Universities* report with the results from the 2018 SED (academic year ending June 30, 2018). The report provides information on major trends in doctoral education and addresses important question about doctorate recipients. The online version of the report, plus additional data tables can be found at: <http://www.nsf.gov/statistics/sed/>.

Also enclosed is a profile of your institution's research doctorate recipients from the 2018 SED. The profile includes statistics on the demographic characteristics, debt status, and postdoctoral plans of your doctorate recipients, with comparisons to national-level data and to data from institutions in the same Carnegie classification. PLEASE NOTE: this profile includes confidential data protected by the NSF Act of 1950, as amended; data from this profile must not be shared outside of your institution without the prior approval of the NSF.

Your institution's profile may be of limited use if many of your institution's doctorate recipients did not respond to the SED. At the bottom of the first page of the profile is a "response rate" calculation so that you can gauge your doctorate recipients' participation level in the SED (national average response rate is 91 percent). Each institution's contribution to attaining the highest response rate possible maximizes the usefulness of SED data.

Again, our thanks to you and your staff for helping to make the SED a success. We look forward to continued collaboration with your institution on the 2020 SED (academic year ending June 30, 2020).

Sincerely,



Kelly H. Kang

Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

cc: Coord 1, Coord 2

SED Institution Contact Job Aids



Survey of Earned Doctorates

2020 SED Institution Contact Guidelines

Welcome!

The Survey of Earned Doctorates (SED) is an annual census of all research doctorate recipients from U.S. educational institutions. The goal is to gather objective data about doctoral graduates, which help improve graduate education by providing governmental and private agencies with the information necessary to make program and policy decisions.

In addition, participating institutions receive data about their own doctorate recipients which can be used for program evaluation and improvement.

The survey is conducted by the National Science Foundation (NSF) in collaboration with the National Institutes of Health, the U.S. Department of Education, and the National Endowment for the Humanities. The SED data collection activities are currently contracted to RTI International.

Each institution that awards research doctorates appoints an institution contact (IC) who helps facilitate the administration and completion of the SED. Over the past few decades, ICs have successfully ensured extremely high response rates – above 90 percent – for the more than 50,000 research doctorate recipients who graduate each year. This commitment to data quality is critical to ensuring the integrity of these comprehensive data on U.S. research doctorate recipients.

ICAT Website

The SED Institution Contact Administrative Tool (ICAT) <https://sedsurvey.org/Home/ICAT> contains all the information necessary for ICs to administer the SED on their campus. On the website, ICs can obtain survey materials to distribute to graduating research doctorates, transmit various SED forms and files, and maintain contact information for key personnel responsible for SED administration.

IC Contact Information

If you are new to the IC role or your contact information has changed, please update your contact information in the ICAT so there will be no interruption in delivery of SED materials.

Eligible Types of Doctorates

The SED includes **research doctorates** only; for this survey, a research doctorate is a doctoral degree that requires the completion of an original intellectual contribution in the form of a dissertation or an equivalent culminating project (such as a musical composition), and that is not primarily intended as a degree for the practice of a profession.

The PhD is the most common research doctorate degree. Recipients of professional or practitioner/ applied doctorates – including the MD, DDS, JD, PsyD, DMin, PharmD and DNP degrees – are NOT included in the SED. However, in some institutions, there are some doctoral degree programs that may be equivalent to the PhD, such as the Doctor of Education, Doctor of Science, and the Doctor of Engineering; these should be included in the SED ONLY if the NSF has determined that these particular degrees at your institution are research degrees.

If your institution has a medical school, please make sure that any **research doctorates** awarded through the medical school are included in the SED. If you have any questions about a SED eligible degree awarded by your institution, please call us toll-free at 1-877-256-8167.

Types of research doctoral degrees eligible for the Survey of Earned Doctorates

Abbreviation	Degree title
PhD	Doctor of Philosophy
DA	Doctor of Arts
DBA	Doctor of Business Administration
DDes	Doctor of Design
DEng, DESc,	Doctor of Engineering or Engineering Science
DES DFA	Doctor of Fine Arts
DHL	Doctor of Hebrew Letters
DMA	Doctor of Musical Arts
DME	Doctor of Music Education
DML	Doctor of Modern Languages
DNSc	Doctor of Nursing Science
DPH	Doctor of Public Health
DSc, ScD	Doctor of Science
EdD	Doctor of Education
JCD	Doctor of Canon Law
JSD, SJD	Doctor of Juridical science
STD	Doctor of Sacred Theology
ThD	Doctor of Theology

SOURCE: NSF, NIH, USED, NEH, Survey of Earned Doctorates

Types of Data Requested (2020 SED Eligibility Period: July 1, 2019 - June 30, 2020)

(1) GRADUATION LIST:

- ▶ After each graduation date during the eligibility period, please submit each graduation list within 2 months of the graduation date.
- ▶ Graduation lists are needed to ensure we have an accurate base count of your doctoral graduates.
- ▶ Following information is requested for each student:
 - Student's Name
 - Graduation Month/Year
 - Doctoral Degree Type (PhD, EdD, JSD, etc.)
 - Doctoral Field of Study
 - Email Address
 - Telephone Number
 - Mailing Address
 - Advisor's Name

(2) **ADDRESS ROSTER** (*Requested only if contact information was not provided on the Graduation List and only for students who have yet to complete survey*):

- ▶ Requested two times during the eligibility period.
- ▶ Address roster information is needed to contact the students to complete the survey.
- ▶ Following information is requested for each student:
 - Student's Email Address
 - Telephone Number
 - Mailing Address

(3) **MISSING INFORMATION ROSTER (MIR)**:

- ▶ Requested near the end of data collection.
- ▶ Missing information roster information are a subset of critical data items for students who have not completed the survey.
- ▶ Following information is requested for each nonresponding student.
 - Doctoral Field of Study
 - Birthdate
 - Sex
 - Citizenship
 - Race and Ethnicity
 - Bachelor's Degree Institution Name and Location, Year
 - Postgraduation Location (U.S. or Non-U.S.)

Step-by-Step Instructions

If your graduates will be completing the SED on the web (preferred method):

1. 3-4 months before graduation, distribute the SED web survey link— <https://sed-ncses.org> for each student applying for graduation or award of a research doctorate. The SED web survey can be linked to your institution's exit survey or included in a graduation checklist for your research doctorates.
2. Monitor SED web survey completion status on the ICAT for each upcoming graduate and follow-up regularly with doctoral recipients who have not yet completed the survey.
3. Immediately after each graduation date, use the Excel template on the ICAT to upload a final graduation list. Alternatively, you may upload a Word document or a copy of an annotated commencement program.
4. Provide accurate personal contact information for SED survey non-respondents on the Address Roster so that we can follow-up with these graduates.

If your graduates will be completing the SED on paper questionnaires:

1. 3-4 months before graduation, distribute the SED paper questionnaire to each student applying for graduation or award of a research doctorate. Additional paper questionnaires can be requested by emailing SED@rti.org.
2. Track questionnaire completions among the list of expected graduates and prompt them to complete the SED.
3. Store completed questionnaires in a secure location.
4. On the front cover of each completed paper questionnaire, check that the graduation date is correct and complete. If not, draw a line through it and write the correct month and year of the student's official graduation date.
5. Complete a questionnaire transmittal form, included in the SED bulk mailing or available on the ICAT.
6. Send a transmittal form and all completed SED paper questionnaires in the provided prepaid mailing materials to the address below:

Survey of Earned Doctorates – NSF
C/O RTI International
Attn: Data Capture – 021577
5265 Capital Boulevard
Raleigh, NC 27616

6. Contact the SED Help Desk at 1-877-256-8167 or SED@rti.org if more mailing materials are needed.
7. Provide accurate personal contact information for SED survey non-respondents on the Address Roster Form so that we can follow-up with these students.

2020 SED Timeline

Graduation Eligibility Period	July 1, 2019 - June 30, 2020
SED Web survey available to Institutions	May 2019
SED Information packet mailed to ICs	May 2019
Submit graduation lists	Quarterly
Submit Address Rosters	April and September 2020
Submit Missing Information Rosters	May and October 2020
Deadline to submit all graduation lists	October 15, 2020
Data collection ends	December 15, 2020



SURVEY SPONSORS



SURVEY DATA COLLECTION

SED data are being collected under contract by RTI International,⁴ a nonprofit research organization based in North Carolina. NSF monitors the contract with RTI. Data from the survey are available on the NSF website and in annual reports published online (<http://nsf.gov/statistics/sed/>).

⁴RTI International is a registered trademark and a trade name of Research Triangle Institute.

YOUR INSTITUTION'S PARTICIPATION IS CRITICAL

To maintain statistical integrity of the SED dataset and ensure that analyses performed on data are representative of the graduating class of research doctorates, we maintain a very high response rate. Your participation ensures that policy decisions based on SED data are representative of your institution's graduates.

FOR ADDITIONAL INFORMATION, CONTACT:

National Science Foundation
National Center for Science and Engineering Statistics

Attention: SED
2415 Eisenhower Ave.
Alexandria, VA 22314

RTI International – Project: SED
Research Operations Center
5265 Capital Blvd.
Raleigh, NC 27616

877-256-8167
sed@rti.org

INFORMATION FOR INSTITUTIONS ABOUT THE SURVEY OF EARNED DOCTORATES



A NOTE ABOUT PRIVACY

Confidentiality of any information provided as part of the SED is safeguarded under the Privacy Act of 1974 and the NSF Act of 1950, as amended. Staff working with data are required to sign binding confidentiality affidavits with fines up to \$250,000 or imprisonment as punishment for disclosure. The processing facilities and computer equipment used to store or access the data are designed and maintained to ensure confidentiality.

The Survey of Earned Doctorates (SED) is an annual census of students who were awarded a research doctorate from an accredited U.S. institution during the academic year.

PURPOSES INCLUDE:

- Measuring the incremental investment in human resources devoted to science, engineering, research, and scholarship through annual counts of doctorate recipients, which serve as leading indicators of the capacity for knowledge, creation and innovation
- Analyzing the changing characteristics of doctorate recipients over time—including increased representation of women, minorities, and foreign nationals; the emergence of new fields of study; and postdoctoral employment opportunities
- Using the numbers and characteristics of doctorate recipients to make informed improvements in this country's doctoral education system

TYPE OF INFORMATION:

Doctoral graduates provide information on their educational history, sources of financial support during graduate school, plans after graduation, and demographic information.

WHO USES THE DATA?

- Federal agencies, including SED's sponsors
- Federal and state governments
- University administrators and faculty engaged in researching higher education
- Equal Opportunity offices
- National Academies of Sciences, Engineering and Medicine
- Professional associations (e.g., Modern Language Association, American Sociological Association, American Psychological Association)
- Research organizations (e.g., Educational Testing Service, American Council on Education, National Bureau of Economic Research)

HOW ARE THE DATA USED?

- To assess the availability of doctorate recipients entering the nation's workforce
- To provide an objective basis for policy decisions on doctoral education (e.g., allocate resources to current programs; develop new programs)
- To make decisions about financial commitments that affect graduate education (e.g., fellowship programs, research assistantships)¹

HOW CAN THE DATA HELP MY INSTITUTION?

Data from the SED can be used by institutions to compare their graduates with national statistics. Using recent data, researchers have learned:

1 In 2016, 46% of all research doctorates were awarded to women. In each year since 2002, women earned a majority of all research doctorates awarded to U.S. citizens and permanent residents. Women earned more than one-third of all research doctorates awarded to temporary visa holders in each year since 2006.²

2 The proportion of 2016 research doctorate recipients who relied primarily on their own resources—loans, personal savings or earnings, and the earnings or savings of their spouse, partner, or family—to finance their doctoral studies has remained near 15% after several years of decline. In 2016, research assistantships and fellowships or grants were the most common primary sources of financial support during graduate school.³

3 Over the past 20 years, the median length of time to earn a research doctorate has fallen in all fields of study, particularly in education. Despite this decline, earning a research doctorate still takes years longer in non-science and engineering (S&E) fields than it does in S&E fields.⁴



WHY IS MY INSTITUTION'S PARTICIPATION IMPORTANT?

A high response rate among institutions and graduates is essential to the statistical integrity of the data. High-quality data ensure that analyses and policy decisions are based on all research doctorate recipients. Further, participation in the SED ensures your institution's doctorate recipients are represented in the Doctorate Records File, a data bank on U.S. doctorate recipients reaching back to 1920. In addition to contributing to an accurate and complete data resource, participation in the SED gains your institution access to an institution profile (containing summary information) and an institution dataset.

¹National Science Foundation, National Center for Science and Engineering Statistics. 2018. Doctorate Recipients from U.S. Universities: 2016. Special Report NSF 18-304. Arlington, VA. Available at <https://www.nsf.gov/statistics/2018/nsf18304/>.

²(NSF/NCSES 2018, p. 3, fig. D).

³(NSF/NCSES 2018, p. 6; p. 7, fig. C).

⁴(NSF/NCSES 2018, p. 6; p. 7, fig. F).

HOW WILL MY INFORMATION BE PROTECTED?

The confidentiality of any information provided as part of the SED is safeguarded under the Privacy Act of 1974 and the National Science Foundation Act of 1950, as amended. Staff working with data are required to sign binding confidentiality affidavits with fines up to \$250,000 or imprisonment as punishment for disclosure. In addition, the processing facilities and computer equipment used to store or access data are designed and maintained to ensure confidentiality.

SURVEY SPONSORS

YOUR PARTICIPATION COUNTS

WHY DOES THE SED NEED THE PARTIAL SOCIAL SECURITY NUMBER (SSN)?

We use the last four digits of the SSN for two reasons:

- to identify duplicate records for doctorate recipients in historical SED data files; and
- to match SED data to information on federal funding support for graduate education.

We will safeguard your partial SSN with the utmost security, and it will not be used for any purpose other than those listed above.

HOW DO I PARTICIPATE?

You can complete the SED at:

<https://sed-ncses.org> 877-256-8167

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

<p>National Science Foundation National Center for Science and Engineering Statistics</p> <p>Attention: SED 2415 Eisenhower Ave. Alexandria, VA 22314</p>	<p>RTI International – Project: SED</p> <p>Research Operations Center 5265 Capital Blvd. Raleigh, NC 27616</p> <p>877-256-8167 sed@rti.org</p>
---	---

WHAT IS THE SED?

The Survey of Earned Doctorates (SED) is an annual census of individuals who were awarded a research doctorate from an accredited U.S. institution.

HOW WILL MY INFORMATION BE USED?

Your information will be combined with that of approximately 50,000 other research doctorate earners from your academic year. These combined data will be used by various entities (e.g., universities, federal and state agencies) to inform governmental policy, evaluate graduate education programs, and make labor force projections. Additionally, graduate deans may receive data on their own graduates, which they agree to use for statistical purposes only.

Any information you provide will be kept strictly confidential. Only data aggregated to levels that will not allow the identification of individual respondents are released for publication.

FOR EXAMPLE, RECENT SED RESULTS REVEALED:

- Women earned the majority of research doctorates awarded in education, psychology and social sciences, life sciences, and humanities and arts in 2016. Women earned just under one-third of the 2016 research doctorates awarded in physical and earth sciences and less than one-fourth of the research doctorates in engineering.²
- In 2016, about half of black or African American research doctorate recipients and more than 40% of Hispanic or Latino and American Indian or Alaska Native research doctorate recipients were from families in which neither parent had earned a bachelor's degree. Fewer than 30% of Asian and 25% of white research doctorate recipients came from families in which neither parent had been awarded a bachelor's degree.³
- Nearly 63% of 2016 research doctorate recipients in life sciences took postdoc positions after graduation, followed by 59% of research doctorate recipients in physical and earth sciences. In other fields, fewer than 40% of 2016 research doctorate recipients took postdoc positions.⁴
- Data from the survey are available on the NSF website and in annual reports published online (<http://nsf.gov/statistics/sed/>).

WHY AM I BEING ASKED TO PARTICIPATE?

As a recipient of a research doctorate, your participation is essential to the federal agencies who sponsor this study to learn more about those who graduate with a research doctoral degree.

WHO IS SPONSORING THE STUDY?

The study is being conducted on behalf of the National Center for Science and Engineering Statistics of the National Science Foundation; the National Institutes of Health; the U.S. Department of Education; and the National Endowment for the Humanities.

SED data are being collected under contract by RTI International,¹ a nonprofit research organization based in North Carolina.

¹ RTI International is a registered trademark and a trade name of Research Triangle Institute.

² National Science Foundation, National Center for Science and Engineering Statistics. 2018. Doctorate Recipients from U.S. Universities: 2016. Page 4; page 5, figure E. Special Report NSF 18-304. Arlington, VA. Available at <https://www.ncses.gov/statistics/2018/nsf18304/>.

³ See (NSF/NCSES 2018, p. 6; p. 7, fig. B).
⁴ See (NSF/NCSES 2018, p. 9, fig. D).

GRADUATION LIST TEMPLATE

School ID	First Name	Name (optional)	Last Name	Grad Month	Grad Year	Degree Type	Field Of Study	Email Address	Address Line1	Address Line2	City	State	Zip	Country	Phone	Advisor Name

This form is part of the administration of the Survey of Earned Doctorates (SED), conducted by the National Science Foundation (NSF). This information is solicited under the authority of the National Science Foundation Act of 1950, as amended. All information provided will be used for research or statistical purposes only and is protected under the NSF Act and the Privacy Act of 1974. Response is voluntary and failure to provide some or all of the information will not adversely affect your institution. The time needed to complete this form varies according to institution circumstances. It is estimated that all SED activities require no more than 20 hours of an Institutional Coordinator’s time per year. Response burden comments should be directed to the National Science Foundation, 2410 Eisenhower Ave. W18253 Arlington, VA 22314, Attn: NSF Reports Clearance Officer.

ADDRESS ROSTER TEMPLATE

SED Ref ID	School Name	First Name	Middle Name	Last Name	Grad Date	Field of Study	Email	Phone	Address Line 1	Address Line 2	City	State	ZIP Code	Country	Notes

This form is part of the administration of the Survey of Earned Doctorates (SED), conducted by the National Science Foundation (NSF). This information is solicited under the authority of the National Science Foundation Act of 1950, as amended. All information provided will be used for research or statistical purposes only and is protected under the NSF Act and the Privacy Act of 1974. Response is voluntary and failure to provide some or all of the information will not adversely affect your institution. The time needed to complete this form varies according to institution circumstances. It is estimated that all SED activities require no more than 20 hours of an Institutional Coordinator's time per year. Response burden comments should be directed to the National Science Foundation, 2410 Eisenhower Ave. W18253 Arlington, VA 22314, Attn: NSF Reports Clearance Officer.

Form approved: OMB No. 3145-0019, Expires 05/31/2023



SED Missing Information Roster

Please complete and return by **xx/xx/xxxx** to the National Science Foundation c/o RTI International Survey of Earned Doctorates

CITIZENSHIP TYPE

- 1= U.S. Native
- 2= U.S. Naturalized
- 3= U.S. Type Unknown
- 4= Non U.S. Perm Resident ("Green Card")
- 5= Non U.S. Temp Visa Resident
- 6= Non U.S. Resident; Status

RACE: (Select one or more)

- 1= American Indian or Alaska Native
- 2= Native Hawaiian or Pacific Islander
- 3= Asian
- 4= Black or African American
- 5= White

HISPANIC:

- 1=No, not Hispanic
- 2=Yes, Mexican or Chicano
- 3=Yes, Puerto Rican
- 4= Yes, Cuban
- 5= Yes, other Hispanic, specify/Yes, Hispanic

BA INSTITUTION:

- US: Name/City or Branch
- Foreign: Name/Country
- No B.A.: "No B.A."

SCHOOL ID	SU_ID	STUDENT NAME	GRAD DATE	BIRTHDATE			SEX	CITIZENSHIP		RACE	HISP		BA INSTITUTION		BA YEAR	DOCTORATE FIELD	POST DEGREE LOCATION IN U.S. VS. OUT OF U.S.?
				MO	DAY	YR		TYPE	COUNTRY		CODE	SPECIFY	NAME	LOCATION			

This form is part of the administration of the Survey of Earned Doctorates (SED), conducted by the National Science Foundation (NSF). This information is solicited under the authority of the National Science Foundation Act of 1950, as amended. All information provided will be used for research or statistical purposes only and is protected under the NSF Act and the Privacy Act of 1974. Response is voluntary and failure to provide some or all of the information will not adversely affect your institution. The time needed to complete this form varies according to institution circumstances. It is estimated that all SED activities require no more than 20 hours of an Institutional Coordinator's time per year. Response burden comments should be directed to the National Science Foundation, 2410 Eisenhower Ave. W18253 Arlington, VA 22314, Attn: NSF Reports Clearance Officer. Form approved: OMB No. 3145-0019, Expires 05/31/2023