Attachment 12. NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS)

2020 GSS Data Collection Plan

2020 GSS Communications to Schools

Page	Type	To	From	Content	Date
3	Email	School Coordinator (SC)/ Postdoc Coordinator (PC)	NSF Survey Manager (SM)	Confirm SC and contact info	9/9/2020
4	Email	SC/PC	NSF SM	NR follow-up prompt to confirm SC	9/23/2020
5 - 6	Phone Call	SC/PC	GSS Staff	NR follow-up prompt to confirm SC	9/30/2020
7	Letter	President/School Coordinator of new schools	NSF/NIH	New school welcome letter	10/9/2020
8	Email	SC/PC (Alt Contacts CC'd)	NSF SM	Survey launch with GSS web access info	10/14/2020
9	Letter	SC/PC	NSF/NIH	Hard Copy Launch Materials (new coordinators)	10/26/2020
10	USPS Letter	President of 2019 responding schools	NSF/NIH	Thank you and please participate again this year	11/9/2020
11	USPS Letter	President of 2019 NR schools	NSF/NIH	Please participate this round	11/16/2020
12	Email	SC/PC (Alt Contacts CC'd)	GSS DC Task Lead (DTL)	Prompt for upcoming Screener Page due date	11/18/2020
Screener Page Due Date: 11/30/2020					
13	Email	SC/PC (Alt Contacts CC'd)	GSS DTL	Prompt for past due Screener Page	12/2/2020
14	Phone Call	SC/PC	GSS CC Staff	Prompt for past due Screener Page and prompt for survey due date	12/9/2020 and ongoing
15	Email	SC/PC (Alt Contacts CC'd)	GSS DTL	Reminder of upcoming due date	1/27/2021
16	Phone Call	SC/PC	GSS CC Staff	Reminder prompt of upcoming due date	2/3/2021 - 2/17/2021
17	Email	SC/PC (Alt Contacts CC'd)	GSS CC Staff	Extension granted	Ongoing
Survey Due Date: 2/26/2021					
18	Email	SC/PC (Alt Contacts CC'd)	NSF SM	Missed due date	3/3/2021
19	Phone Call	SC/PC	GSS CC staff	Prompt to complete mentioning President letter	3/10/2021

20	Email	SC/PC (Alt Contacts CC'd)	NSF SM	[Upcoming Extension due date reminder](#)	3/11/2021
21	Fed Ex	Non-responding 2020 SC/PC	NSF SM	[Letter mentioning president letter](#)	3/26/2021
22	Fed Ex	Presidents of NR 2020 schools	NSF/NIH	[Letter asking school to respond to the GSS](#)	4/5/2021
23	USPS	Presidents of 2020 Responding schools	NSF/NIH	[Thank You Letter](#)	5/21/2021
Survey Close Out: 4/30/2021					

EMAIL TO CONFIRM SC AND CONTACT INFO

Subject: Coordinator verification for the 2020 NSF-NIH Survey of Graduate Students and Postdoctorates

Dear <2019 COORDINATOR NAME>,

The fall 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will soon begin! This important survey is co-sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH). As you may know, the GSS is an annual national survey started in 1966 that is used to estimate the present and future size of the labor force in science and engineering and provides reliable national data on graduate students and postdocs in science, engineering, and health fields.

You are currently listed as the GSS coordinator for your institution based on your institution's participation status in the 2019 survey. Please take a moment to let us know if you will serve as the GSS coordinator again this year, update your contact information, and confirm the information we have on file for your President.

In addition, coordinators have the option to designate multiple alternate contacts with varying roles and access to the system. For example, an alternate contact could be someone that is just copied on correspondence to you with no access to the system or they could be someone that assists with entering data in the system and will be given their own login credentials. Alternate Contacts given access to the web system differ from Unit Respondents in that they will not be assigned individual units but will have access to all units.

Confirming your information and, if desired, designating alternate contacts can be done by visiting the following site:

GSS Website: https://gss2020.org
Username: <username>
Password: <password>

If someone other than you will be serving as the GSS coordinator for your institution this year, please provide us with their contact information via the same link and select "Change coordinator info."

Please reply to this email (gss@rti.org) or call the GSS Help Desk at (866) 558-0781 if you have questions about confirming/changing the information we have on file or if you have additional questions regarding the survey. Our survey contractor, RTI International, will contact your institution when the survey data collection begins in October.

Thank you for your help.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

EMAIL REMINDER TO CONFIRM SC AND CONTACT INFO

Subject: Follow-up on coordinator verification for the NSF-NIH Survey of Graduate Students and Postdoctorates

Dear <2019 COORDINATOR NAME>,

The 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon. Please confirm if you will be serving as the coordinator for <SCHOOL NAME> or if someone else should be contacted for this year's survey by visiting the following site:

GSS Website: https://gss2020.org
Username: <username>
Password: <password>

Please contact the GSS Help Desk gss@rti.org or (866) 558-0781 if you have any questions about confirming/changing the information we have on file. If you have additional questions or concerns about the survey, please contact Jennifer Pauli at jpauli@rti.org.

We appreciate your assistance and look forward to your institution's participation in the 2020 GSS.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

SC PROMPTING (LOCATING) SCRIPT TO CONFIRM CONTACT INFORMATION

Hello, my name is (   ), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health.

The fall 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon a**nd we want to make sure we have the correct contact information.** We have you listed as the GSS coordinator for your institution...

> [CONFIRM DATABASE COORDINATOR NAME FROM THE SYSTEM]

Is this correct?

<u>IF YES</u>: **I'd like to confirm the contact information. Let me read it back to you.**

> [CONFIRM SPELLING OF NAME, TITLE, ADDRESS, EMAIL ADDRESS, AND PHONE NUMBERS.]

<u>IF NO</u>:   **Can you tell me the name of a person who will serve as the new GSS coordinator for your institution?**

> [RECORD NAME.]

> **What the title, office, address, email, and phone number?**

> [RECORD CONTACT INFORMATION.]

<u>IF NEW GSS COORDINATOR IS UNKNOWN AND NOT A NEW INSTITUTION:</u>

> **What is the name of the person who is now handling <<Previous GSS Coordinator's name>>'s work?**

IF POSSIBLE, ASK TO BE TRANSFERRED TO THAT PERSON OR ASK FOR THEIR PHONE NUMBER, SO WE CAN CALL THEM LATER.

<u>IF NEW INSTITUTION AND NEW GSS COORDINATOR IS STILL UNKNOWN:</u>
- **We continue to work the case until a coordinator is identified.**

- **Call around to different offices – starting with institutional research office, but the graduate office is another good prospect.**

> **Thank you so much for your time.**

<u>NEW COORDINATOR CONTACT SCRIPT:</u>

Hello, my name is (   ), and I'm calling from RTI International on behalf of the National Science Foundation and the National Institutes of Health. We are getting ready to contact your institution for the 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering, and noticed that the person who has handled the survey in the past is no longer at your institution. Are you now handling <<Previous Coordinator name>>'s responsibilities?

<u>IF YES:</u>

[READ AS NECESSARY:] **The Survey of Graduate Students and Postdoctorates in Science and Engineering, also known as GSS, is an annual national survey sponsored by the National Science Foundation and the National Institutes of Health. The survey has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering, and health fields.**

The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdocs and doctorate-holding non-faculty researchers employed by the academic institutions.

[CONFIRM/COLLECT NEW COORDINATOR NAME, TITLE, OFFICE, ADDRESS, EMAIL, and PHONE NUMBERS.]

Let me give you our contact information in case you have any questions later. Our email address is gss@rti.org and our phone number is (866) 558-0781.

IF R WANTS SPONSOR INFO: **The NSF Project Officer for GSS is Michael Yamaner (myamaner@nsf.gov).**

<u>IF NO:</u>

Can you tell me the name of a person who is?

[IF KNOWN, RECORD CONTACT INFORMATION.]

[IF UNKNOWN OR NO NEW COORDINATOR: THANK THEM AND END CALL. FLAG SCHOOL FOR FOLLOW-UP WITH PRESIDENTS OFFICE.]

Thank you so much for your time.

<u>IF COORDINATOR WANTS MORE INFORMATION ABOUT GSS:</u>

The GSS has been conducted since 1966 to provide reliable national data on the number of graduate students and postdocs in science, engineering and health fields. The survey collects the numbers of part-time and full-time graduate students by race/ethnicity, gender, and citizenship. It also collects the number of full-time graduate students by the mechanism and source of their financial support. Additionally, the survey collects data on postdocs and doctorate-holding non-faculty researchers employed by the academic institutions.

VOICE MAIL MESSAGE SCRIPT (*TO BE USED ONLY AFTER SEVERAL CALL ATTEMPTS ON DIFFERENT DAYS AND DIFFERENT TIMES*):

Hello, this is (   ), calling on behalf of the National Science Foundation and the National Institutes of Health, about the Graduate Student Survey. The fall 2020 survey will begin soon and

we are trying to find out if you are still the best person to contact for the 2020 survey. Please call us at 866-558-0781. Again, our number is 866-558-0781. Thank you for your help.

Survey of Graduate Students and Postdoctorates in Science and Engineering
Fall 2020

National Science Foundation and National Institutes of Health

<DATE>

<TITLE> <PRESIDENT NAME>
<SCHOOLNAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>:

A few weeks ago, we contacted your institution regarding the Survey of Graduate Students and Postdoctorates in Science, Engineering (GSS) for the National Science Foundation (NSF) and the National Institutes of Health (NIH). After reviewing the information provided by «COORDINATOR NAME» at your institution, «SCHOOL NAME» was determined to be eligible for the 2020 GSS. Your university will join the other 700 institutions that are asked each year to participate in the GSS.

The 2020 survey round will begin soon. We will be contacting your school coordinator, «COORDINATOR_NAME» again for the survey. If there is someone else who can help us with this year's survey, please let us know. We need your institution's participation in this survey to ensure the accuracy and validity of important national estimates. The deadline for submission for the 2020 GSS data is February 26, 2021.

The GSS, conducted annually since the 1960s, is a national survey of all postsecondary institutions in the U.S. and its territories that grant graduate degrees in science (including some social sciences), engineering and health fields (SEH). The results of this survey are used to assess shifts in graduate enrollment, postdoctoral appointments and trends in financial support. Last year, over 99% of institutions provided the requested information. This exceptional level of participation enables us to produce reliable statistics for use by federal, state, and local governments. Academic researchers and planners use GSS data to compare their institution's characteristics to those of their peer institutions.

If you have questions about the survey, please contact Ms. Jennifer Pauli, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Michael Yamaner, NSF Project Officer at myamaner@nsf.gov or (703) 292-7815.

Thank you in advance for your institution's participation in GSS and contribution to these important national statistics.

Sincerely,

Emilda Rivers
Director
National Center for Science and
  Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

SchoolID: «SCHOOL ID»

Subject: 2020 NSF-NIH Survey of Graduate Students in Science and Engineering (GSS)

Dear <COORDINATOR NAME>,

The 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is now available on the web for completion.

Please go to the GSS website to review the instructions and other materials for the 2020 GSS data collection and download the templates for uploads.

Please note the following instructions for completing the 2020 GSS:

1) Make sure to review the training resources available on the survey menu under "Instructions."
2) Use the Screener Page in the "Response Method" menu to tell us how you plan to provide your data for the 2020 GSS.
3) Use the GSS Code List and GSS-CIP Crosswalk to determine the GSS eligible student and research units at your institution.

Your login information is:

GSS Web: https://gss2020.org

User ID: [USERID]

Password: [PASSWORD]

Institution: [SCHOOL NAME]

Due Date to Complete Screener Page: November 30, 2020

Final Due Date: February 26, 2021

If you have any questions, or you are not the right contact person for this survey, please contact Jennifer Pauli at RTI International toll-free at (866) 558-0781 or by e-mail at gss@rti.org.

Thank you in advance for serving as the <USER ROLE> for the 2020 GSS. Your support and assistance is very much appreciated.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

Survey of Graduate Students and Postdoctorates in Science and Engineering
Fall 2020
National Science Foundation and National Institutes of Health

<DATE>

<TITLE> <COORDINATOR NAME>
<SCHOOLNAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>:

The National Science Foundation (NSF) and the National Institutes of Health (NIH) request your assistance in completing the 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

You are listed as a GSS coordinator for <INSTITUTION NAME>. Please start the survey by visiting the GSS Web survey.

GSS Web: https://gss2020.org
User ID: <USERID>
Password: <PASSWORD>

As the GSS coordinator for your school, you will use the GSS Web survey to:

• Verify and update the organizational units in the fall 2020 enrollment period that have graduate students, postdocs, and/or other doctorate-holding nonfaculty researchers in science, engineering, and health fields.
• Designate and monitor the progress of staff who will report the survey data for these organizational units.
• Ensure all GSS data are reported to NSF.

Please note the following due dates:

November 30, 2020   Complete Screener Page
February 26, 2021   Submit completed survey data for all organization units

If you are not the best contact person for the GSS, or if you have questions about the survey, please contact Jennifer Pauli, RTI International, toll-free at (866) 558-0781 or by email at gss@rti.org. You can also contact Michael Yamaner, NSF Project Officer, at (703) 292-7815 or myamaner@nsf.gov.

Thank you in advance for your efforts to provide timely and accurate data to NSF and NIH.

Sincerely,

Emilda Rivers
Director
National Center for Science and
Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

School ID: <SCHOOL ID>

Survey of Graduate Students and Postdoctorates in Science and Engineering
Fall 2020
National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>, < TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

<INSTITUTION NAME> is one of approximately 700 postsecondary institutions in the U.S. that participate in the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH) since 1966. The GSS collects national data on graduate students, postdoctoral appointees (postdocs), and nonfaculty researchers in science, engineering, and health fields that are used by the federal, state, and local governments, and the academic community.

We have contacted <COORDINATOR NAME>, the GSS coordinator(s) at your institution to help us with the GSS. We very much appreciated your institution's participation last year and we are looking forward to receiving your institution's response to the 2020 survey.

RTI International is the NSF contractor for the GSS. If you have any questions, please contact Jennifer Pauli at RTI at gss@rti.org or (919) 485-5598. You can also contact Michael Yamaner, NSF Project Officer at myamaner@nsf.gov or (703) 292-7815. Thank you in advance for your contribution to these important national statistics.

Sincerely,

Emilda Rivers
Director
National Center for Science and
  Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

Survey of Graduate Students and Postdoctorates in Science and Engineering
Fall 2020
National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>, <TITLE>
<SCHOOL NAME>
<SCHOOL ADDRESS LINE 1>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>, <TITLE>:

Every year, approximately 700 postsecondary institutions are asked to complete the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH). Over 99 percent of these institutions choose to respond to the survey. This level of participation enables us to produce reliable statistics for use by federal, state, and local governments.

I would like to ask for your help with your institution's participation in this year's survey. The 2020 GSS began last month. In the past, we contacted <2019 COORDINATOR NAME> to complete the GSS for <SCHOOL NAME> but did not receive a response. The programs at your institution that are eligible for the GSS are <ELIGIBLE GSS PROGRAMS>. If there is someone else who can help us with this year's survey, please let us know. The deadline for submission for this year's GSS data is February 26, 2021. Please note that the published GSS report that displays the institution-level data will not list the institutions that do not respond to the GSS.

One of the most important uses of the GSS data is the preparation of NSF's congressionally mandated *Science & Engineering Indicators* report. Another important use of the GSS data is in *Women, Minorities and Persons with Disabilities in Science and Engineering* report. <SCHOOL NAME> 's response to the GSS is important in maintaining the integrity and validity of this critical information resource that measures enrollment and workforce trends in the fields of science, engineering, and health.

If you have any questions, please contact Jennifer Pauli at RTI at gss@rti.org or (919) 485-5598. You can also contact Michael Yamaner NSF Project Officer at myamaner@nsf.gov or (703) 292-7815.

We hope we can count on your institution's participation and support of the GSS this year.

Sincerely,

Emilda Rivers
Director
National Center for Science and
  Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

Subject: Reminder - NSF-NIH Survey of Graduate Students and Postdocs (GSS) Screener Page due November 30

Dear <COORDINATOR NAME>,

This is a reminder of the upcoming due date of November 30th for completing the Screener Page for the 2020 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

Below is the access information on the GSS Web survey:

GSS Web:	https://gss2020.org
User ID:	<USER ID>
Password:	<PASSWORD>
School:	<SCHOOL NAME>

If you have any questions about the survey, please do not hesitate to contact us at gss@rti.org, or toll-free at (866) 558-0781.

Thank you for your assistance and your institution's participation in the GSS.

Sincerely,

Jennifer Pauli
GSS Data Collection Manager
RTI International

Subject: NSF-NIH GSS Screener Page Completion Past Due

Dear <COORDINATOR NAME>,

I would like to remind you that November 30th was the deadline for completing the Screener Page of the 2020 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS), sponsored by the National Science Foundation (NSF) and the National Institutes of Health (NIH).

At this time, we request that you complete the Screener Page of the GSS as soon as possible.

Below is the access information on GSS Web survey:

GSS Web:	https://gss2020.org
User ID:	<USERID>
Password:	<PASSWORD>
Institution:	<SCHOOL NAME>

The Screener Page can be found on the GSS instrument under "Response Method." If you have any questions about the survey, please contact us at gss@rti.org, or toll free at (866) 558-0781.

Thank you for your assistance.

Sincerely,

Jennifer Pauli
GSS Data Collection Manager
RTI International

PRIOR TO MAKING ANY CALL PLEASE MAKE SURE TO CHECK THE COMMENTS TO SEE IF THERE IS ANY RELEVENT INFORMATION.

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation and the National Institutes of Health. We are calling you about the 2020 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We had asked all schools to complete the Screener Page by November 30th. I wanted to check with you to make sure you received the materials that we sent. Did you receive the emails we sent in October and November?

IF YES:

> As we mentioned in those mailings, we have asked all institutions to complete the screener page by the 30th of November.
>
> At this time, we are asking you to complete the Screener Page as soon as possible. We'd also like to remind you that the due date to submit your data is February 26th. Thank you very much for your participation in the Survey of Graduate Students and Postdocs in Science and Engineering. If you need to contact us, you may do so by emailing us at **gss@rti.org** or by calling our toll-free number at 866-558-0781.
>
> Thank you for your participation.

IF NO:

> Let me confirm your email and mailing addresses. Are they [confirm using the ICS and update if necessary]. We will send you this information within 24 hours and we ask that you complete the screener page as soon as possible. We'd also like to remind you that the due date to submit your data is February 26th. Thank you very much for your participation in the Survey of Graduate Students and Postdocs in Science and Engineering. If you need to contact us, you may do so by emailing us at **gss@rti.org** or by calling our toll-free number at 866-558-0781.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling from RTI on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH). We are calling you about the 2020 Survey of Graduate Students and Postdocs in Science and Engineering (GSS). Please log into the system and complete the Screener Page at your earliest convenience. If you have any questions please call the GSS Help Desk at 866-558-0781.

REMINDER EMAIL TO SCS OF UPCOMING DEADLINE: SURVEY NOT COMPLETE

Subject: Reminder of the Survey of Graduate Students in Science and Engineering (GSS) Due Date - February 26, 2021

Dear <COORDINATOR NAME>,

This is a friendly reminder that the February 26, 2021 deadline for completing the 2020 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) is only a month away.

Below is information for accessing the GSS Web survey for <SCHOOL NAME>:

GSS Web:	https://gss2020.org
User ID:	<USERID>
Password:	<PASSWORD>
School:	<SCHOOL NAME>

If there is anything we can do to help you, please contact us at gss@rti.org, or toll-free at (866) 558-0781. We can help send reminder notices to other unit respondents at your school or provide more information on the survey.

We look forward to the opportunity to assist you. Thank you for your continued support of the GSS.

Sincerely,

Jennifer Pauli
GSS Data Collection Manager
RTI International

SCRIPT: REMINDER CALL TO SCS OF UPCOMING DEADLINE: SURVEY INCOMPLETE

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation (NSF) and the National Institutes of Health (NIH) regarding the 2020 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We just wanted to remind you that the deadline to complete the 2020 GSS is February 26, 2021.

Is there anything we could do to help you meet this deadline? Do you have any questions regarding the GSS?

If you need to contact us, you can email us at gss@rti.org or call our toll-free number at 866-558-0781. Thank you for your time.

ANSWERING MACHINE SCRIPT

Hello, my name is (_____) and I'm calling on behalf of the National Science Foundation and the National Institutes of Health regarding the 2020 Survey of Graduate Students and Postdocs in Science and Engineering.

We wanted to remind you that the survey is due on February 26th. If you have any questions, please email us at gss@rti.org or call us at 866-558-0781.

Thank you.

EMAIL GRANTING DUE DATE EXTENSION TO SC

Subject: <SCHOOL NAME>'s 2020 GSS Due Date Extension Request

Dear <COORDINATOR NAME>:

On behalf of NSF, <SCHOOL NAME> is granted an extension to March 22, 2021 to submit the 2020 GSS data. We hope this extension will help you to do everything possible to submit the GSS data by the 20th.

The GSS data from <SCHOOL NAME> are very important to NSF and NIH, and the amount of time and hard work it takes on the part of you and your staff to collect and submit this information are very much appreciated.

If you have any questions, problems with the GSS Web survey or need any other assistance, please call me at (919) 485-5598, or the GSS Help Desk's toll-free number, (866) 558-0781. We will do everything we can to assist you.

We look forward to receiving your institution's data. Thank you again for your contribution to this important research effort.

Sincerely,

Jennifer Pauli
GSS Data Collection Manager
RTI International

Subject: Important request from NSF and NIH

Dear <COORDINATOR NAME>,

As of today, we still need your institution's complete response to the 2020 Survey of Graduate Students in Science and Engineering (GSS). Please finish your survey response as soon as possible. The survey deadline was February 26, 2021.

For institutions that miss this deadline, we need to send letters to the institution Presidents to let them know that the survey responses are incomplete, so we can enlist their assistance. Your response by March 13th will help us minimize that follow-up effort.

As we near the final stage of the 2020 GSS data collection, we want to make sure <SCHOOL NAME>'s counts of graduate students, postdocs and nonfaculty researcher are included in our annual reports and databases.

Please login to the GSS Website and complete the survey by March 13, 2021.

GSS Web:	https://gss2020.org
User ID:	<USER ID>
Password:	<PASSWORD>
School:	<SCHOOL NAME>

If you have any questions or need assistance, please send an email to the GSS Help Desk at gss@rti.org or call them toll-free at (866) 558-0781.

We very much appreciate your assistance and look forward to receiving your response soon.

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

SCRIPT TO NON-RESPONDING/NO EXTENSION SCHOOLS

[PRIOR TO EACH CALL, BECOME FAMILIAR WITH THE STATUS OF EACH INSTITUTION: NOTE IF THEY WERE A REFUSAL LAST YEAR; HOW MUCH WORK HAS BEEN COMPLETED IN THE GSS WEB.]

Hello, my name is (   ). I'm calling about the National Science Foundation's 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering, also called the GSS.

The 2020 GSS deadline was February 26th, and we haven't received a completed survey response from <SCHOOL NAME>**. We'd like to get a completed response as soon as possible.**

[IF ANY WORK HAS BEEN COMPLETED IN THE GSS WEB, THANK THEM FOR THE WORK THAT HAS BEEN DONE SO FAR.]

Will you be able to submit your GSS data before March 22th?

  IF YES: **Thank you for all your hard work and we look forward to getting your survey response.**

      [NOTE IN THE COMMENTS WHEN THEY THINK THEY CAN SUBMIT.]

  IF NO: **Is there anything we can do to help?**

      IF SC WANTS MORE TIME, WORK OUT A DATE.

      IF APPROPRIATE: **Would you like us to contact unit respondents who have not yet submitted? Would it be helpful for me to send you the URL, username, and password?**

      IF STILL NO: **We will inform NSF of that. They will be sending letters to the presidents of universities that have not provided completed survey responses by March 22. Those letters will be going out in early April.**

       DON'T PRESS SO HARD THAT YOU GET REFUSALS.
       KEEP IT LOW KEY AND CORDIAL.

ALL SCHOOLS: **Do you have any questions or need any information?**

If you need to contact us, please call our toll-free number, 866-558-0781. The National Science Foundation and the National Institutes of Health want you to know that your support of the survey is very much appreciated. Thank you.

SCRIPT FOR VOICE MAIL *(LEAVE A MESSAGE UP TO TWO TIMES BEFORE MARCH 30TH AND NO MORE THAN ONCE IN A WEEK)*

Hello, my name is <<RTI STAFF NAME>> and I'm calling about the National Science Foundation's 2020 Survey of Graduate Students and Postdoctorates in

Science and Engineering, also known as GSS. The 2020 GSS deadline was February 26th, and we haven't received a completed survey response from <SCHOOL NAME>**. Please call our toll-free number, 866-558-0781 to let us know when you can submit the 2020 GSS data or if you have any questions. Thank you.**

REMINDER EMAIL TO SCs OF UPCOMING EXTENSION DUE DATE

Subject: The final due date of March 22, 2021 for submitting 2020 GSS data

Dear <COORDINATOR NAME>,

The extended deadline is March 22, 2021 for submitting the National Science Foundation's 2020 Survey of Graduate Students in Science and Engineering (GSS). We would appreciate your commitment to complete and submit your institution's GSS data by that date.

For institutions that miss this deadline, we need to send letters to the institution Presidents to let them know that the survey responses are incomplete, to enlist their assistance. Your response by March 22nd will help us minimize that follow-up effort.

As we near the final stage of the 2020 GSS data collection, we want to make sure to include <SCHOOL NAME> counts of graduate students, postdocs and nonfaculty researchers in our annual reports and databases.

Please login to the GSS web survey and complete the survey by March 22, 2021:

GSS Web:	https://gss2020.org
User ID:	<USER ID>
Password:	<PASSWORD>
School:	<SCHOOL NAME>

If you have any questions or need assistance, please call the GSS Help Desk toll free at (866) 558-0781 or send an email to gss@rti.org.

We appreciate your efforts and look forward to receiving your response soon.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics
National Science Foundation

<DATE>

<COORDINATOR NAME>, <TITLE>
<SCHOOL NAME>
<SCHOOL ADDRESS LINE 1>
<CITY>, <STATE> <ZIPCODE>

Dear <COORDINATOR NAME>,

In early April, we will begin the final survey follow-up efforts that include sending a letter to the President of your institution requesting assistance and cooperation in obtaining the current data from your institution for the 2020 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). Although the survey deadline has passed, we are reluctant to close this year's survey without your institution's data. We are offering you the final opportunity to respond to the 2020 GSS.

As you know, your institution is one of over 700 institutions that contribute to our annual estimates on the present and future size of the science and engineering labor force. The soundness of decisions that draw on these statistics depends on the GSS data being complete and accurate.

One of the most important uses of the GSS data is the preparation of NSF's congressionally mandated *Science & Engineering Indicators report*. Another important use of the GSS data is in the *Women, Minorities and Persons with Disabilities in Science and Engineering* report. GSS data are also used in the *Academic Institution Profiles*.

Please help us by submitting <SCHOOL NAME>'s GSS data as soon as possible. Information to access the web survey is below.

GSS Web: https://gss2020.org
User ID: <USERID>
Password: <PASSWORD>

Jennifer Pauli of RTI will be contacting you in the next week or so to find out whether you will be able to submit the 2020 GSS before a letter is sent to your president's office. You can also email her at gss@rti.org or call her at (919) 485-5598 or toll-free at (866) 558-0781.

We look forward to your institution's continued participation in this important national study.

Sincerely,

Michael I. Yamaner
Project Officer
Survey of Graduate Students and Postdoctorates in Science and Engineering
National Center for Science and Engineering Statistics

Survey of Graduate Students and Postdoctorates
in Science and Engineering
Fall 2020
National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>
<JOB TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIPCODE>

Dear <PRESIDENT NAME>:

We are writing to enlist your help for the 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). As of today, we have not received your institution's response to the GSS, and we are reluctant to close this year's survey without the data from <INSTITUTION NAME>.

<COORDINATOR NAME> serves as your institution's GSS coordinator. We would appreciate anything you can do to help <COORDINATOR NAME> provide the requested information.

If we receive your institution's response by <u>April 24, 2021</u>, we can include your institution in our annual report of trends for approximately 700 colleges and universities. Otherwise, your institution will be left out of the GSS report that displays institution-level data.

The GSS is the only national survey that collects department-level information about graduate enrollment, postdoc appointments, and nonfaculty research positions in science, engineering, and health fields. The soundness of policy and other decisions based on the GSS results depends heavily on the efforts of your staff to provide complete and accurate data.

If you have any questions, please contact Michael Yamaner, NSF Project Officer, at myamaner@nsf.gov or (703) 292-7815.

We value your support of the GSS and the efforts of your staff in responding to the survey.

Sincerely,

Emilda Rivers
Interim-Director
National Center for Science and
  Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>

Survey of Graduate Students and Postdoctorates in Science and Engineering

Fall 2020

National Science Foundation and National Institutes of Health

Survey of Graduate Students and Postdoctorates in Science and Engineering
Fall 2020

National Science Foundation and National Institutes of Health

<DATE>

<PRESIDENT NAME>
<JOB TITLE>
<INSTITUTION NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<CITY>, <STATE> <ZIP CODE>

Dear <PRESIDENT NAME>:

On behalf of the National Science Foundation and the National Institutes of Health, we want to recognize the efforts of <COORDINATOR NAME> as <INSTITUTION NAME>'s school coordinator(s) for the 2020 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

Without the accurate and timely work of our GSS coordinators at approximately 700 postsecondary institutions nationwide, we would not be able to compile our annual statistics on graduate enrollment, postdocs, and nonfaculty researchers in science, engineering, and health fields. We appreciate the extra efforts of your staff outside of their assigned workloads.

Thank you so much for your continuing support of the NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering.

Sincerely,

Emilda Rivers
Interim-Director
National Center for Science and
Engineering Statistics
National Science Foundation

P. Kay Lund, Ph.D.
Director
Division of Biomedical Research Workforce
Office of Extramural Research
National Institutes of Health

cc: <COORDINATOR NAME>

School ID: <SCHOOL ID>