

Appendix E.2 Prefield Contact Materials for 2023 SDR

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Week 1

Invitation Email – Continuing cohort

- Send to highest quality active email address
- Sender: SDR@<Contractor Name>.com
- Email subject line: NSF contact information

Dear Dr. {FIRST NAME} {LAST NAME},

About 2 years ago, you were asked to participate in the **Survey of Doctorate Recipients (SDR)** that is being conducted by our survey contractor, <Contractor Name>. As you may recall, 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) and collects data on U.S.-trained doctorates in the fields of science, engineering, and health ([Survey of Doctorate Recipients | NCSES | NSF](#)). As we prepare for the 2023 cycle of the SDR, we would like to ensure we have your most current contact information.

Please click on the link below and enter your PIN to update or confirm your information.

<https://www.NSFcontact.org>

PIN: {WEBPIN}

Thank you in advance.

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. The OMB Control number covering this collection is 3145-0020, and expires MM/DD/YYYY.

Questions?

Call 1-855-200-0528 (toll-free in the United States), 301-684-5701 (outside the United States)

Email SDR@<Contractor Name>.com or Daniel Foley, SDR Survey Manager (dfoley@nsf.gov)

DRAFT as of June 2, 2021

Invitation Email – New Cohort

- Send to highest quality active email address
- Sender: SDR@<Contractor Name>.com
- Email subject line: NSF contact information

Dear Dr. {FIRST NAME} {LAST NAME},

This summer, you will be invited to participate in the **Survey of Doctorate Recipients (SDR)** that is being conducted by our survey contractor, <Contractor Name>. The study 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) and collects data on U.S.-trained doctorates in the fields of science, engineering, and health ([Survey of Doctorate Recipients | NCSES | NSF](#)). As we prepare to launch the 2023 SDR, we would like to ensure we have your most current contact information.

Please click on the link below and enter your PIN to update or confirm your information.

<https://www.NSFcontact.org>

PIN: {WEBPIN}

Thank you in advance.

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. The OMB Control number covering this collection is 3145-0020, and expires MM/DD/YYYY.

Questions?

Call 1-855-200-0528 (toll-free in the United States), 301-684-5701 (outside the United States)

Email SDR@<Contractor Name>.com or Daniel Foley, SDR Survey Manager (dfoley@nsf.gov)

DRAFT as of June 2, 2021

Invitation Email – Experian Household Emails

- Send to highest quality active email address
- Sender: SDR@<Contractor Name>.com
- Email subject line: NSF contact information

This summer you or someone in your household will be invited to participate in a survey sponsored by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH).

The survey is being conducted by our contractor, <Contractor Name>. As we prepare to launch the survey, we would like to ensure we have your most current contact information.

Please click on the link below and enter your PIN to update or confirm your information.

<https://www.NSFcontact.org>

PIN: {WEBPIN}

You can learn more about NCSES and the surveys we conduct at: [National Center for Science and Engineering Statistics \(NCSES\) | National Science Foundation \(NSF\)](#)

Thank you in advance.

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. The OMB Control number covering this collection is 3145-0020, and expires MM/DD/YYYY.

Questions?

Call 1-855-200-0528 (toll-free in the United States), 301-684-5701 (outside the United States)

Email SDR@<Contractor Name>.com or Daniel Foley, SDR Survey Manager (dfoley@nsf.gov)

Week 6

Reminder Letter – Continuing Cohort

- Letter in #10 envelope
- Send to highest quality active address

{DATE}

Dear Dr. {FIRST NAME} {LAST NAME},

About 2 years ago, you were asked to participate in the **Survey of Doctorate Recipients (SDR)** that is being conducted by our survey contractor, <Contractor Name>. As you may recall, 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) and collects data on U.S.-trained doctorates in the fields of science, engineering, and health. As we prepare for the next cycle of the SDR, we would like to ensure we have your most current contact information.

If you have already updated or confirmed your information, thank you. If not, please visit the website below to provide us with your current information.

<https://www.NSFcontact.org>

PIN: {WEBPIN}

For more information, see the back of this letter for answers to frequently asked questions, email SDR@<Contractor Name>.com, or call 855-200-0528 (toll-free in the United States) or 301-684-5701 (outside the United States).

Thank you in advance.

Sincerely,

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

Reminder Letter – New Cohort

- Letter in #10 envelope
- Send to highest quality active address in M3.

{DATE}

Dear Dr. {FIRST NAME} {LAST NAME},

This summer, you will be invited to participate in the **Survey of Doctorate Recipients (SDR)** that is being conducted by our survey contractor, <Contractor Name>. 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) and collects data on U.S.-trained doctorates in the fields of science, engineering, and health. As we prepare to launch the 2023 SDR, we would like to ensure we have your most current contact information.

If you have already updated or confirmed your information, thank you. If not, please visit the website below to provide us with your current information.

<https://www.NSFcontact.org>

PIN: {WEBPIN}

For more information, see the back of this letter for answers to frequently asked questions, email SDR@<Contractor Name>.com, or call 855-200-0528 (toll-free in the United States) or 301-684-5701 (outside the United States).

Thank you in advance.

Sincerely,

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

Frequently Asked Questions

Included on backside of letters

Survey of Doctorate Recipients (SDR) Frequently Asked Questions

What is the Survey of Doctorate Recipients?

Since the 1970s, the Survey of Doctorate Recipients (SDR) has been the most important source of information on the education and training, work experience, and career development of science, engineering, and health (SEH) doctorate holders trained in the United States. The SDR is conducted by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation (NSF) and the National Institutes of Health (NIH). <Contractor Name> serves as the data collection contractor for the SDR on behalf of NCSES.

How is the information used?

The SDR provides data useful in assessing the supply and characteristics of the nation's SEH doctorates employed in educational institutions, private industry, and professional organizations, as well as in Federal, state, and local governments. Data are used by policymakers, academic organizations, and governmental agencies to understand the educational and occupational achievements and career movement of U.S.-trained doctoral scientists and engineers in the United States and abroad. For other uses and more information, visit <https://nsf.gov/statistics/srvydoctoratework/>.

What are you asking me to do right now?

For now, we are asking you to confirm or update your contact information so that when we are ready to launch the next cycle of the SDR this year, you are able to receive your survey invitation.

Who will be asked to participate?

SDR samples individuals who have earned an SEH research doctoral degree from a U.S. academic institution and are less than 76 years of age.

Will my information be kept confidential?

Yes, all information you provide 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. Your responses are used for research purposes only.

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the Federal systems that transmit your data.

Information that personally identifies you is separated from your survey responses. Published reports show only summary information.

How long will this survey take?

It will take you less than 5 minutes to update your contact information. For the SDR survey itself, although individual times may vary, the average time to complete the survey is about 21 minutes. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, Office of the General Counsel, National Science Foundation, 2415 Eisenhower Ave., Alexandria, VA 22314.

Additional information about this survey

Under 5 CFR 1320.5(b), an agency cannot conduct, sponsor, or require a response to a collection of information unless the collection displays a currently valid Office of Management and Budget (OMB) approval number. The OMB approval number for this survey is 3145-0020.

Locating Instrument

Survey Information

Assurance of Confidentiality

- The information collected for the Survey of Doctorate Recipients (SDR) is solicited under the authority of the National Science Foundation Act of 1950, as amended, and the Confidential Information Protection and Statistical Efficiency Act of 2002.
- These laws require that the survey sponsors (National Center for Science and Engineering Statistics within the National Science Foundation, and National Institutes of Health) treat all information you provide as confidential. The information you provide will be used only for research and statistical purposes by the survey sponsors, their contractors, and collaborating researchers for the purpose of analyzing data and preparing scientific reports and articles. Any information publicly released (such as statistical summaries) will be in a form that does not personally identify you.
- Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the Federal systems that transmit your data.
- The responses you provide today are being collected with software that is designed to secure your data and provide you with confidentiality. However, please be apprised that all Internet-based communication is subject to the remote likelihood of tampering from an outside source.

OMB Control Number: 3145-0020

- An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

Participation Information

- The average time to complete this survey is about 3 minutes. Actual time may vary depending on your circumstances.
- Your response is voluntary and failure to provide some or all of the requested information will not in any way adversely affect you.
- If you have questions about the SDR, please refer to our Frequently Asked Questions. If you have any further questions, please contact <Contractor Name> toll-free within the U.S. at 1-855-200-0528, or 301-684-5701 outside of the U.S. You can also send an email to SDR@<Contractor Name>.com.

Thank you for your continued support of the SDR!

Programming Instructions: Make “Frequently Asked Questions” a hyperlink that launches the 2021 Locating Instrument FAQs.

Instructions

Navigation Instructions

- Move forward or backward one question at a time by clicking on the **Next** or **Previous** buttons. (DO NOT use your browser's Back or Forward buttons.)

Suspending the Survey

- If you need to exit the survey prior to completion, please click on the **Save and Continue Later** button at the bottom of any screen. All responses that you have provided to that point are securely stored, and you can resume the survey at your convenience.
- In order to resume your survey, you will need your PIN.
- If you exit the survey another way, for example by closing the browser window without clicking the **Save and Continue Later** button, all responses that you provided to that point are saved.

Q1. Is your name {FirstName} {PERSMID} {LastName} {NameSuffix}?

- 1 Yes
- 2 Yes, but that is not the correct spelling SKIP TO Q1a
- 3 No, but I used to go by that name SKIP TO Q1a
- 4 No SKIP TO END1

Q1A. Please correct your name below.

First Name _____

Middle Name _____

Last Name _____

Suffix _____

Q2. Did you earn a doctorate degree in Science, Engineering, or Health? This includes degrees in the biological, agricultural, and environmental life sciences, computer and information sciences, mathematics and statistics, the physical sciences, psychology, the social sciences, engineering, and health.

- 1 Yes
- 2 No SKIP TO END1

Q3. From which of the following academic institutions did you receive your doctorate degree? If you have more than one, please answer for your first SEH degree.

- 1 {A}
- 2 {B}
- 3 {C}
- 4 OTHER, SPECIFY: _____

Q4. What was the primary field of study for this degree?

- 1 {A}
- 2 {B}
- 3 {C}
- 4 Other, specify: _____

Q5. In what year was this degree awarded?

- 1 {A}
- 2 {B}
- 3 {C}
- 4 Other, specify: _____

Q6. Below is the mailing address we have for you. Is this address correct?

{Address1}

{Address2}

{City}, {State}{Province} {Zip}

{Country}

- 1 Yes GO TO Q6b
- 2 Yes, but I prefer that you use a different address GO TO Q6a
- 3 No, this is no longer my mailing address GO TO Q6a
- 4 No, this was never my mailing address GO TO Q6a

Q6A. What is your {preferred} mailing address?

Country _____

To: {DR. {LastName/Q1ALASTNAME}}

Company / Institution / Organization _____

Agency / Branch / Department _____

Address 1 _____

Address 2 _____

City _____

State/Province/Region _____

Zipcode _____

Q6B. Is this a:

- 1 Home address
- 2 Work address

IF HASEMAIL=1, GO TO Q7, ELSE GO TO Q7a.

Q7. Below is the email address we have for you. Is this email address correct?

{Email1}

- 1 Yes GO TO Q7b
- 2 Yes, but I prefer that you use a different email address GO TO Q7a
- 3 No, this is no longer my email address GO TO Q7a
- 4 No, this was never my email address GO TO Q7a

Q7A. What is your {preferred} email address?

Email: _____

Q7B. Is this a:

- 1 Personal email address
- 2 Work email address

Q8. Below {is/are} the phone {number/numbers} we have for you. Please review and update as needed. Click “Add new phone” if no phone numbers are listed or if there is another phone number we should have.

	1. Is this phone number current? [Q8_A]			2. Is this phone number for home or work? [Q8_B]		3. Is this phone number a landline or cell? [Q8_C]	
	1 Yes	2 No, this is no longer my phone number	3 No, this was never my phone number	1 Home	2 Work	1 Landline	2 Cell
{Phone1}							
{Phone2}							
{Phone3}							

Add new phone

Q9. Which of these phone numbers is your preferred number? We will contact you at this number first.

{Phone1}

{Phone2}

{Phone3}