

Attachment B1

<<STATE COORDINATOR NAME>>,

Thank you for serving as [insert state name]'s coordinator for the **FY 2023 Survey of State Government Research and Development**. This survey is conducted jointly by the National Center for Science and Engineering Statistics within the National Science Foundation (NSF) and the U.S. Census Bureau.

Attached to this email is an Excel Workbook application listing agencies in your state, which are most likely to conduct or fund research and development (R&D).

We need your assistance to review the list and identify which state agencies will be surveyed for your state's R&D expenditures. Please do the following:

1. Verify/revise agency contact information.
2. Designate agencies as either:
 - **Active** – currently conducting or performing R&D activities or funding others to conduct R&D through grants, contracts, or other mechanisms.
 - **Inactive** – not currently involved in performing or funding R&D activities.
3. Provide any information regarding state agency status or other pertinent information in the notes section.

Once completed, please save your information in the application, and e-mail your revised State Coordinator Excel Workbook to the U.S. Census Bureau at: erd.sgrd@census.gov

The deadline for final State Coordinator responses is October 13, 2023.

Included in this email is a sample script for use in emailing your agencies to alert them about the upcoming survey. The text is only a sample and can be modified to fit your specific need. A list of active agency email addresses can be obtained by clicking 'Generate List of Active Agencies/Departments' to send agencies alert emails regarding the survey.

A copy of the agency questionnaire and definitions is attached to this email for your reference.

Some states have situations where it is unclear whether expenditures for certain organizations should be considered part of your state's survey response. For example, your state legislature may have authorized a quasi-public commission with R&D as part of its mission or established a special board to distribute Tobacco Settlement funds. If these or similar examples are applicable to your state, please contact our survey staff to discuss appropriate reporting for the Survey of State Government R&D.

Thank you again for serving as state coordinator and helping us ensure that the most accurate agency information is reported for your state.

Vicki Kuppala, Project Manager
Survey of State Government Research and Development
U.S. Census Bureau
1-888-340-7525 erd.sgrd@census.gov

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0933. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Section 8(b) and Title 42, United States Code, Sections 1861-76 (National Science Foundation Act of 1950, as amended), authorizes the U.S. Census Bureau to conduct this collection on behalf of the National Science Foundation and to request your assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b), which exempts data that are customarily provided in public records from rules of confidentiality.

Burden Estimate Statement

We estimate this collection of information to average 1 hour per response. Send comments regarding this burden estimate or any other aspect of this voluntary collection of information, including suggestions for reducing this burden to: ERD Survey Comments 0607-0933, U.S. Census Bureau, 4600 Silver Hill Road, Room ERD-6H128, Washington, DC 20233. You may e-mail comments to erd.survey@census.gov; use ERD Survey Comments 0607-0933 as the subject.