APPENDIX E.2

Prefield Contact Materials for 2025 SDR

Contents

Invitation Email – 2025 Continuing Cohort

- Send to highest quality active email address after 2023 SDR
- Sender: SDR2025@norc.org
- Email subject line: Contact information for NSF study

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, NORC at the University of Chicago. The SDR is sponsored by the National Center for Science and Engineering Statistics within the National Science Foundation and the National Institutes of Health and collects data on U.S.-trained doctorates in the fields of science, engineering, and health (https://www.nsf.gov/statistics/srvydoctoratework/).

We will be contacting you to complete the 2025 cycle of the SDR in the next month, but before data collection can begin, we need your help to update our records. Please take a few minutes to update or confirm your information by clicking on the link below and entering your PIN.

<div align="center">

https://www.nsfsdr.org/contact
PIN: **{WEBPIN}**

</div>

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 1-800-685-1663 (toll-free in the United States), 312-871-4272 (outside the United States)

Email SDR@norc.org or Lynn Milan, SDR Survey Manager (lmilan@nsf.gov)

Invitation Email – New Cohort

- Send to highest quality active email address
- Sender: SDR2025@norc.org
- Email subject line: Contact information for NSF study

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

This year, you will be invited to participate in the **Survey of Doctorate Recipients (SDR)** that is being conducted by our survey contractor, NORC at the University of Chicago. The study is sponsored by the National Center for Science and Engineering Statistics within the National Science Foundation and the National Institutes of Health and collects data on U.S.-trained doctorates in the fields of science, engineering, and health (https://www.nsf.gov/statistics/srvydoctoratework/).

As we prepare to launch the 2025 SDR next month, we need your help to update our records. Please take a few minutes to update or confirm your information by clicking on the link below and entering your PIN.

<div align="center">

https://www.nsfsdr.org/contact
PIN: {**WEBPIN}**

</div>

Thank you in advance.

Sincerely,

Emilda B. Rivers
Director, National Center for Science and Engineering Statistics
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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 1-800-685-1663 (toll-free in the United States), 312-871-4272 (outside the United States)

Email SDR@norc.org or Lynn Milan, SDR Survey Manager (lmilan@nsf.gov)

Contact Update Form

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
- OMB approval for this study expires on MM/DD/YYYY.
- 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. The information you provide here will only be used to support data collection for the SDR.
- If you have questions about the SDR, please refer to our Frequently Asked Questions. If you have any further questions, please contact NORC toll-free within the U.S. at 1-800-685-1663, or 312-871-4272 outside of the U.S. You can also send an email to SDR@norc.org.

Thank you for your continued support of the SDR!

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. Please answer the next few questions to help us verify that our records are correct.

Is your name {PERSNAMF} {PERSMID} {PERSNAML} {PERSSFX}?

1	Yes GO TO Q2	
2	Yes, but that is not the correct spelling	GO TO Q1a
3	No, but I used to go by that name	GO TO Q1a
4	No	GO TO LOG OUT
1	SKIPPED ON WEB	GO TO Q1a

Q1a. Please edit the information below as appropriate.

First Name   **{PERSNAMF}_**
Middle Name   **{PERSMID}___**
Last Name   **{PERSNAML}___**
Suffix   **{PERSSUFX}__**

98 SKIPPED ON WEB

GO TO Q2

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	GO TO Q3
2	No	GO TO LOG OUT
1	SKIPPED ON WEB	GO TO Q3

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.

3	{PHDINSTNMFAKE1}	GO TO Q4
4	{PHDINSTNM}	GO TO Q4
5	{PHDINSTNMFAKE2}	GO TO Q4

6	Another institution	GO TO Q3a
1	SKIPPED ON WEB	GO TO Q3a

Q3a. From which institution did you receive your doctorate?

Ph.D. Institution   _____
Institution City   _____
Institution State   [DROPDOWN LIST OF STATES, EXCLUDING ARMED FORCES OPTIONS]

98   SKIPPED ON WEB
9998   SKIPPED ON WEB (Institution State)

GO TO Q4

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

1	{PHDFIELDV}	GO TO Q5
2	{PHDFIELDVFAKE1}	GO TO Q5
3	{PHDFIELDVFAKE2}	GO TO Q5
4	Another field of study	GO TO Q4a
1	SKIPPED ON WEB	GO TO Q4a

Q4a. What is the field in which you earned your doctorate?

[_____]

98   SKIPPED ON WEB

GO TO Q5

Q5. In what year was this degree awarded?

5	{PHDCYFAKE1}	GO TO SPV
6	{PHDCYFAKE2}	GO TO SPV
7	{PHDCY}	GO TO SPV
8	Another year	GO TO Q5a
1	SKIPPED ON WEB	GO TO Q5a

Q5a. In what month and year was your doctorate awarded to you?

Month   [DROPDOWN LIST OF MONTHS]
Year   _____ (YYYY) [RANGE: 4 DIGITS]

98   SKIPPED ON WEB
9998   SKIPPED ON WEB (Year)

GO TO SPV

Box	SPV
Variable	SPV_CODE

PROGRAMMER INSTRUCTION

Set value of SPV_CODE then go to SKIP BOX 6.

Value	Description		Programmer Code
1	All 3 doctorate preloads match	⇒	All 3 conditions are true: • INST_CHK = 2 • FIELDCHK = 1 • DATE_CHK = 3
2	2 doctorate preloads match	⇒	2 of 3 conditions are true: • INST_CHK = 2 • FIELDCHK = 1 • DATE_CHK = 3
3	1 doctorate preload matches and date of degree is correct or in acceptable range	⇒	1 of 2 conditions are true: • INST_CHK = 2 • FIELDCHK = 1 *and* this condition is also true: • PHDCY minus 1 ≤ PHDYRFIX ≤ PHDCY plus 1 **or**
4	1 doctorate preload matches	⇒	1 of 3 conditions is true: • INST_CHK = 2 • FIELDCHK = 1 • DATE_CHK = 3
5	Does not match any other conditions	⇒	All else

Box	SKIP BOX 6

If domestic primary address on file and acceptable SPV score (ADD_DOMFOR_CMS = D and SPV_CODE = 1, 2)	⇒	Go to Q6 READ1
If foreign primary address on file and acceptable SPV score (ADD_DOMFOR_CMS = F and SPV_CODE = 1, 2)	⇒	Go to Q6 READ2
All Others	⇒	Go to Q6INFO

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

        READ1:
        {ORGNAM_CMS}
        {ADDR1_CMS}
        {ADDR2_CMS}
        {UNIT_CMS}
        {CITY_CMS}, {STATE_CMS} {ZIP_CMS}

        READ2:
        {ORGNAM_CMS}
        {ADDR1_CMS}
        {ADDR2_CMS}
        {UNIT_CMS}
        {CITY_CMS}
        {STATPROV_CMS}
        {PSTCDE_CMS}
        {COUNTRY_CMS}

        5   Yes
        6   Yes, but I prefer that you use a different address
        7   No, this is no longer my mailing address
        8   No, this was never my mailing address
        1   SKIPPED ON WEB

GO TO SKIP BOX 6INFO

Box	SKIP BOX 6INFO		
If primary address is U.S. (ADD_CHK = 1 and ADD_DOMFOR_CMS = D)	⇒	Set ADD_LOC = 1, Go to Q6b	
If primary address is non-U.S. (ADD_CHK = 1 and ADD_DOMFOR_CMS = F)	⇒	Set ADD_LOC = 2, Go to Q6b	
If secondary address is U.S. (ADD_CHK = 2 and ADD_DOMFOR_CMS = D)	⇒	Set ADD_LOC = 3, Go to Q6a	
If secondary address is non-U.S. (ADD_CHK = 2 and ADD_DOMFOR_CMS = F)	⇒	Set ADD_LOC = 4, Go to Q6a	
All Others	⇒	Go to Q6INFO	

Q6INFO. Is your {preferred} mailing address located in the United States, Puerto Rico, or another U.S. territory, or is it located in another country?

      1   United States, Puerto Rico, or another U.S. territory
      2   Another country
      1   SKIPPED ON WEB

GO TO Q6a

Q6a. **What is your {preferred} mailing address?**
Organization name   _____
Address line 1   _____
Address line 2   _____
City   _____
{Country   [DROPDOWN LIST OF COUNTRIES]}
{State   [DROPDOWN LIST OF STATES]}
{ZIP code   _____}
{State/Province   _____}
{Postal code   _____}

999999998   SKIPPED ON WEB
                   (ORGNAME, ADDR1, ADDR2, CITY, STATE, STATPROV, ZIP, PSTCDE)
9998   SKIPPED ON WEB
                   (COUNTRY, STATE)

GO TO Q6a

Box	SKIP BOX 6a
If valid domestic or foreign address provided (ADDR1, CITY, STATE, and ZIP ≠ BLANK or ADDR1, CITY, and COUNTRY ≠ BLANK)	⇒ Go to Q6b
All Others	⇒ Go to SKIP BOX 7

Q6b. Is this a:

        1   Home address
        2   Work address
        3   Other address
        1   SKIPPED ON WEB

    GO TO SKIP BOX 7

Box	SKIP BOX 7		
If email address on file and acceptable SPV score (EMAIL_CMS ≠ BLANK and SPV_CODE = 1, 2) All Others	⇒ ⇒	Go to Q7 Go to Q7a	

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

    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
    1   SKIPPED ON WEB   GO TO Q7a

Q7a.   **What is your {preferred} email address?**
    Email: _____

    DISPLAY AS CHECKBOX:
    1   ☐ I do not have an email address
    1   SKIPPED ON WEB

    GO TO SKIP BOX 7a

Q7b. Is this a:

        1   Personal email address
        2   Work email address
        3   Other email address
        1   SKIPPED ON WEB

GO TO SKIP BOX 8

Box	SKIP BOX 8
If at least one phone number on file and acceptable SPV score (PHONE_NBR_CMS1 – PHONE_NBR_CMS3 ≠ BLANK and SPV_CODE = 1, 2) All Others	⇒ Go to Q8 ⇒ Go to Q8a

Q8. Below {is/are} the phone {number/numbers} we have for you. {Is this/Are they} correct?
　　　{Select an answer for each item.}

DISPLAY AS A STEM AND LEAF QUESTION ON A SINGLE SCREEN:
　　　　　1　Yes
　　　　　2　No, this is no longer my phone number
　　　　　3　No, this was never my phone number
　　　　　1　SKIPPED ON WEB

　　　　　Q8_1　**{COUNTRY_CODE_CMS1}{-}{PHONE_NBR_CMS1}**
　　　　　Q8_2　**{COUNTRY_CODE_CMS2}{-}{PHONE_NBR_CMS2}**
　　　　　Q8_3　**{COUNTRY_CODE_CMS3}{-}{PHONE_NBR_CMS3}**

　　　GO TO Q8a

Q8a.　{If you would like to provide another telephone number, please enter it below./ Please provide a telephone number where you can be reached.}

Enter only numbers (no spaces or punctuation).

　　　　　SHOW1:
　　　　　Phone Number _____

　　　　　1　▢ This is a non-U.S. telephone number

　　　　　SHOW2:

	Country code [UP TO 3 DIGITS]	Area/City Code and Number [UP TO 20 DIGITS]
Phone Number	_____	_____

　　　　　1　SKIPPED ON WEB

　　　GO TO SKIP BOX 8a

Box	SKIP BOX 8a

If only one phone number confirmed or provided
- (PHONE_NBR ≠ BLANK and Q8_1 – Q8_3 ≠ 1)

or
- (PHONE_NBR = BLANK and only one of Q8_1 – Q8_3 = 1)

⇒ Fill PHN_PREF with "Yes" from E16a
    If PHN_CHK1 = 1,   then PHN_PREF = 1
    If PHN_CHK2 = 1,   then PHN_PREF = 2
    If PHN_CHK3 = 1,   then PHN_PREF = 3

⇒   If PHONE_NBR ≠ BLANK, then PHN_PREF = 4

Go to THANK YOU

If more than one phone number confirmed or provided
(Based on values of PHONE_NBR and Q8_1 – Q8_3)

⇒ Go to Q8b

All Others
(No phone number confirmed or provided)

Go to THANK YOU

Q8b. Which of these phone numbers is your preferred number? We will contact you at this number first.

    1   {COUNTRY_CODE_CMS1}{-}{PHONE_NBR_CMS1}
    2   {COUNTRY_CODE_CMS2}{-}{PHONE_NBR_CMS2}
    3   {COUNTRY_CODE_CMS3}{-}{PHONE_NBR_CMS3}
    4   {COUNTRY_CODE}{-}{PHONE_NBR}
    2   SKIPPED ON WEB

    GO TO THANK YOU

THANK YOU.
Thank you for completing the Contact Update form for the {REFERENCE YEAR} Survey of Doctorate Recipients (SDR). We will be reaching out to you in the coming weeks with your survey invitation.

More information about the survey can be found at the SDR Home Page [MAKE "SDR Home Page" AN ACTIVE LINK TO http://www.nsf.gov/statistics/srvydoctoratework].

For more information about the survey sponsors or NORC:
National Center for Science and Engineering Statistics: www.nsf.gov/statistics/ [ACTIVE LINK]
National Science Foundation: www.NSF.gov [ACTIVE LINK]
National Institutes of Health: www.NIH.gov [ACTIVE LINK]
NORC: www.NORC.org [ACTIVE LINK]

To contact the NORC project staff directly,
Call toll-free (within the U.S.): 1-800-685-1663

Call (outside the U.S.): 1-312-871-4272
E-mail: SDR@norc.org

LOG OUT.

Thank you for starting the Contact Update form for the {REFERENCE YEAR} Survey of Doctorate Recipients. Your form has been closed because critical information did not match our records. To protect the privacy and confidentiality of sample members, a match to our records is required.

If you think there has been a mistake, please contact the NORC project staff:

Call toll-free (within the U.S.): 1-800-685-1663
Call (outside the U.S.): 1-312-871-4272
E-mail: SDR@norc.org