

# **NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS)**

## **2022 GSS Data Collection Plan**

**Revised: August 29, 2022**

Page	Type	To	From	Content	Date	Number of Contacts
4	Email	School Coordinator (SC)/ Postdoc Coordinator (PC)	NSF Survey Manager (SM)	<a href="#">Confirm SC and contact info</a>	9/14/2022	
5-6	Email	SC/PC (Alts/Proxies CC'd)	NSF SM	<a href="#">NR follow-up prompt to confirm SC</a>	9/28/2022	
7-8	Phone Call	SC/PC	GSS DC Staff	<a href="#">NR follow-up prompt to confirm SC</a>	10/4/2022	
9	Email	President, SC/PC	NSF/NIH	<a href="#">New School Welcome</a>	10/6/2022	N/A
10	Email	SC/PC & Proxies (Alt Contacts CC'd)	NSF SM	<a href="#">Survey launch with GSS web access info</a>	10/12/2022	
11	Email	President of 2021 responding schools	NSF/NIH	<a href="#">Thank you and please participate again this year</a>	10/26/2022	
12	Email	SC/PC & Proxies (Alt Contacts CC'd)	NSF SM	<a href="#">Webinar Registration</a>	11/2/2022	
<b>Webinar Presentation: 11/10/2022</b>						
<b>Screener Page Due Date: 11/30/2022</b>						
13	Email	SC/PC & Proxies (Alt Contacts CC'd)	GSS DC TL	<a href="#">Prompt for past due Screener Page</a>	12/5/2022	
14	Phone Call	SC/PC	GSS DC Staff	<a href="#">Prompt for past due Screener Page</a>	12/12/2022 and ongoing	
15	Email	SC/PC & Proxies (Alt Contacts CC'd)	GSS DC TL	<a href="#">Reminder of upcoming Survey due date</a>	1/25/2023	
16	Phone Call	SC/PC	GSS DC Staff	<a href="#">Reminder prompt of upcoming due date</a>	2/1/2023 - 2/17/2023	
17	Email	SC/PC & Proxies (Alt Contacts CC'd)	GSS DC TL	<a href="#">Extension granted</a>	Ongoing	
<b>Survey Due Date: 2/28/2023</b>						
18	Email	SC/PC & Proxies (Alt Contacts CC'd)	NSF SM	<a href="#">Missed due date</a>	3/6/2023	
19	Phone	SC/PC	GSS DC staff	<a href="#">Prompt to complete (nonextended)</a>	3/9/2023	

	Call			<a href="#">schools)</a>		
20	Email	SC/PC & Proxies (Alt Contacts CC'd)	NSF SM	<a href="#">Upcoming Extension due date reminder</a>	3/14/2023	
<b>Extension Due Date 3/21/2023</b>						
21	Email	SC/PC & Proxies (Alt Contacts CC'd)	NSF SM	<a href="#">President Warning Letter</a>	3/29/2023	
22	Email	Presidents NR schools (Coord/Proxies CC'd)	NSF SM	<a href="#">President Letter to nonresponding schools</a>	4/5/2023	
<b>Survey Close Out: 4/28/2023</b>						
23	Email	Presidents of 2022 Responding schools (Coord/Proxies CC'd)	NSF/NIH	<a href="#">Thank You Letter</a>	5/3/2023	

## EMAIL TO CONFIRM SC AND CONTACT INFO

Subject: Coordinator verification for the 2022 NSF-NIH Survey of Graduate Students and Postdoctorates

Dear <2021 COORDINATOR NAME>,

The fall 2022 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 2021 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.

As in previous collections, 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://nsgss.org/2022>

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](mailto: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 - NR FOLLOW-UP PROMPT TO CONFIRM SC**

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

Dear <2021 COORDINATOR NAME>,

The 2022 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://nsgss.org/2022>

Username: <username>

Password: <password>

Please contact the GSS Help Desk [gss@rti.org](mailto: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](mailto:jpauli@rti.org).

We appreciate your assistance and look forward to your institution's participation in the 2022 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

**EMAIL (ALT/PROXY VERSION) - NR FOLLOW-UP PROMPT TO CONFIRM SC WITH ALTS AND PROXIES COPIED**

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

**The below message was sent to the GSS Coordinator at your school and you are receiving a copy because you are listed as an alternate contact. Please contact the GSS helpdesk if you can assist us in verifying the coordinator at your school or if you know that there has been a change in the coordinator for your school.**

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Dear <2021 COORDINATOR NAME>,

The 2022 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin later this month. We have been trying to reach you to verify whether you will continue serving as the coordinator for <SCHOOL NAME> or if someone else should be contacted for this year's survey. Please visit the following site to confirm your information or to designate another individual as the coordinator as soon as possible.

Please contact the GSS Help Desk [gss@rti.org](mailto: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](mailto:jpauli@rti.org).

We appreciate your assistance and look forward to your institution's participation in the 2022 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

## **PHONE - NR FOLLOW-UP PROMPT TO CONFIRM SC**

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 2022 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) will begin soon and 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?**

IF YES: **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.]

IF NO: **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.]

IF NEW GSS COORDINATOR IS UNKNOWN AND NOT A NEW INSTITUTION:

**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.

IF NEW INSTITUTION AND NEW GSS COORDINATOR IS STILL UNKNOWN:

- 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.**

NEW COORDINATOR CONTACT SCRIPT:

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 2022 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?

IF YES:

[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](mailto: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](mailto:myamaner@nsf.gov)).**

IF NO:

**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.**

IF COORDINATOR WANTS MORE INFORMATION ABOUT GSS:

**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 2022 survey will begin soon, and we are trying to find out if you are still the best person to contact for the 2022 survey. Please call us at 866-558-0781. Again, our number is 866-558-0781. Thank you for your help.**

**EMAIL - NEW SCHOOL WELCOME**

<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 2022 GSS. Your university will join the other 700 institutions that are asked each year to participate in the GSS.

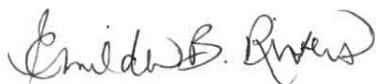
The 2022 survey round will begin soon. We will be contacting your school coordinator, «COORDINATOR\_NAME» to complete the survey. We need your institution's participation in this survey to ensure the accuracy and validity of important national estimates. The deadline for submission for the 2022 GSS data is February 28, 2023.

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 94% 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](mailto:gss@rti.org). You can also contact Michael Yamaner, NSF Project Officer at [myamaner@nsf.gov](mailto: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

## **EMAIL - SURVEY LAUNCH WITH GSS WEB ACCESS INFO**

Subject: 2022 NSF-NIH Survey of Graduate Students in Science and Engineering (GSS)

Dear <COORDINATOR NAME>,

The 2022 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 2022 GSS data collection and download the templates for uploads.

Please note the following instructions for completing the 2022 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 2022 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://nsgss.org/2022>

User ID: [USERID]

Password: [PASSWORD]

Institution: [SCHOOL NAME]

Due Date to Complete Screener Page: November 30, 2022

Final Due Date: February 28, 2023

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](mailto:gss@rti.org).

Your support and assistance are 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 2022**

National Science Foundation and National Institutes of Health



**EMAIL - THANK YOU AND PLEASE PARTICIPATE AGAIN THIS YEAR**

<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 2022 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](mailto:gss@rti.org) or (919) 485-5598. You can also contact Michael Yamaner, NSF Project Officer at [myamaner@nsf.gov](mailto:myamaner@nsf.gov) or (703) 292-7815. Thank you in advance for your contribution to these important national statistics.

Sincerely,

A handwritten signature in black ink that reads 'Emilda B. Rivers'.

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

A handwritten signature in black ink that reads 'P. Kay Lund'.

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

cc: <COORDINATOR NAME>

## **EMAIL - WEBINAR REGISTRATION**

Subject: Webinar: An Introduction to the GSS

Dear <COORDINATOR NAME>,

We invite you to participate in a webinar on the 2022 NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS). This webinar will be conducted on Thursday, November 10, 2022, from 2 – 3:30 pm EST.

This webinar is intended both new and veteran coordinators to the GSS. This webinar will cover basic information about the GSS (i.e., background and data use), changes data collection, procedures for completing the survey, best practices, and survey support resources. Attendees will have the opportunity to ask questions at the end.

Please register for the webinar at <registration URL>

For those who are unable to attend, a recording will be posted on the Helpful Resources page found on the GSS web instrument approximately 2-3 weeks after the presentation.

If you have any questions about this webinar, please contact the GSS helpdesk at [gss@rti.org](mailto:gss@rti.org), or 866-558-0781.

Sincerely,

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

## **EMAIL - PROMPT FOR PAST DUE SCREENER PAGE**

Subject: NSF-NIH GSS Past Due Screener Page

Dear <COORDINATOR NAME>,

This is a reminder that the Screener Page was due on November 30<sup>th</sup> for the 2022 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 as soon as possible.

Below is the access information on GSS Web survey:

GSS Web: <https://nsgss.org/2022>

User ID: <USERID>

Password: <PASSWORD>

Institution: <SCHOOL NAME>

If you have any questions about the survey, please contact us at [gss@rti.org](mailto:gss@rti.org), or toll free at (866) 558-0781.

Thank you for your assistance.

Sincerely,

Jennifer Pauli  
GSS Data Collection Manager  
RTI International

## **PHONE - PROMPT FOR PAST DUE SCREENER PAGE**

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 2022 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We had asked all schools to complete the Screener Page by November 30<sup>th</sup>. I wanted to check with you to make sure you received the materials that we sent. Did you receive the emails we sent over the past couple of months?

IF YES:

As we mentioned in those mailings, we have asked all institutions to complete the Screener Page by November 30th.

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 28th. 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](mailto: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 address. [confirm using the ICS and update if necessary]. We will send you this information within 24 hours and we ask that you complete the required items as soon as possible. We'd also like to remind you that the due date to submit your data is February 28th. 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](mailto: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 2022 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.

## **EMAIL - REMINDER OF UPCOMING SURVEY DUE DATE**

Subject: Reminder of the Survey of Graduate Students in Science and Engineering (GSS) Due Date – February 28, 2023

Dear <COORDINATOR NAME>,

This is a friendly reminder that the February 28, 2023, deadline for completing the 2022 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://nsfgss.org/2022>  
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](mailto: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

## **PHONE - REMINDER PROMPT OF UPCOMING DUE DATE**

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 2022 Survey of Graduate Students and Postdocs in Science and Engineering (GSS).

We just wanted to remind you that the deadline to complete the 2022 GSS is February 28<sup>th</sup>.

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](mailto: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 2022 Survey of Graduate Students and Postdocs in Science and Engineering.

We wanted to remind you that the survey is due on February 28th. If you have any questions, please email us at [gss@rti.org](mailto:gss@rti.org) or call us at 866-558-0781.

Thank you.



## **EMAIL - EXTENSION GRANTED**

Subject: <SCHOOL NAME>'s 2022 GSS Due Date Extension Request

Dear <COORDINATOR NAME>:

On behalf of NSF, <SCHOOL NAME> is granted an extension to March 21, 2023, to submit the 2022 GSS data. We hope this extension will help you to do everything possible to submit the GSS data by the 21<sup>st</sup>.

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

## **EMAIL - MISSED DUE DATE**

Subject: Important request from NSF and NIH

Dear <COORDINATOR NAME>,

As of today, we still need your institution's complete response to the 2022 Survey of Graduate Students in Science and Engineering (GSS). Please finish your survey response as soon as possible. The survey deadline was February 28<sup>th</sup>.

As we near the final stage of the 2022 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. Your response by March 14<sup>th</sup> will help us minimize that follow-up effort.

Please login to the GSS Website and complete the survey by March 14, 2023.

GSS Web: <https://nsgss.org/2022>

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](mailto: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



**when you can submit the 2022 GSS data or if you have any questions. Thank you.**

## **EMAIL - UPCOMING EXTENSION DUE DATE REMINDER**

Subject: The final due date of March 21, 2023, for submitting 2022 GSS data

Dear <COORDINATOR NAME>,

The extended deadline is March 21, 2023, for submitting the National Science Foundation's 2022 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.

As we near the final stage of the 2022 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. Your response by March 22<sup>nd</sup> will help us to ensure the data we report out is accurate.

Please login to the GSS web survey and complete the survey by March 21, 2023:

GSS Web: <https://nsgss.org/2022>

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](mailto: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



NATIONAL SCIENCE FOUNDATION  
2415 EISENHOWER AVENUE  
ALEXANDRIA, VA 23314

**EMAIL - PRESIDENT WARNING LETTER/  
SUBJECT: FINAL CALL FOR GSS DATA SUBMISSION**

<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 2022 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 2022 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://nsfgss.org/2022>  
User ID: <USER ID>  
Password: <PASSWORD>  
School: <SCHOOL NAME>

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 2022 GSS before a letter is sent to your president's office. You can also email her at [gss@rti.org](mailto: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

**EMAIL - PRESIDENT LETTER NONRESPONDING**



**Survey of Graduate Students and Postdoctorates  
in Science and Engineering  
Fall 2022**



National Science Foundation and National Institutes of Health

**SUBJECT: ATTN NEEDED: REQUEST TO COMPLETE THE NSF-NIH SURVEY OF  
GRADUATE STUDENTS AND POSTDOCTORATES IN SCIENCE AND ENGINEERING**

<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 2022 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 April 15, 2023, 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](mailto: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,

A handwritten signature in black ink, appearing to read 'P. Yamaner'.



Survey of Graduate Students and Postdoctorates  
in Science and Engineering

Fall 2022

National Science Foundation and National Institutes of Health



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>

**EMAIL - PRESIDENT THANK YOU LETTER**

**SUBJECT: THANK YOU FOR PARTICIPATING IN THE SURVEY OF GRADUATE STUDENTS AND POSTDOCTORATES IN SCIENCE AND ENGINEERING FALL 2022**

<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 2022 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 understand this past year has been especially challenging for many institutions and their staff. As such, we are extremely grateful and appreciative of 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



**Survey of Graduate Students and Postdoctorates  
in Science and Engineering**

**Fall 2022**

National Science Foundation and National Institutes of Health



A handwritten signature in black ink, appearing to read 'P. Kay Lund'.

Postdoctorates in Science and Engineering.

Sincerely,

A handwritten signature in black ink, appearing to read 'Emilda B. Rivers'.

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

