

ATTACHMENT 7:

SED Institution Contact Materials

2026-2027 SED Communications

Type	To	From	Content	Expected Date
Email	Institution Contacts	NSF Project Officer	Notification of 2026 web instrument is live	5/2025, 5/2026
	Institution Contacts		Job Aid (English)- Posted on Web Portal	5/2025, 2026
	Institution Contacts		Job Aid (Spanish)- Posted on Web Portal	5/2025, 2026
	Institution Contacts		Respondent Brochure- Posted on Web Portal	5/2025, 2026
Email	Institution Contacts	RTI Project Director	Auto-generated email to new IC or LC	Ongoing
Email	Institution Contacts	Data Collection Staff	ICAT Information for new IC or LC	Ongoing
Email	Institution Contacts	Data Collection Staff	Graduation List Prompting Email - *Summer, Fall, Winter, Spring	Ongoing
Email	Institution Contacts	NSF Project Officer	1st Address Roster Request- Low Responding	3/2026, 3/2027
Email	Institution Contacts	NSF Project Officer	1st Address Roster Request- High Responding	3/2026, 2027
Email	Institution Contacts	NSF Project Officer	Missing Information Roster (MIR) Request	10/2026, 10/2027
Letter	Deans & ICs	NSF Project Officer	Dean Thank You Letter	1/2026, 1/2027
Email	Dean	NSF Project Officer	New Institution Email to Deans	Ongoing
	Institution Contacts	Posted on Web Portal	Graduation List Template	Ongoing
	Institution Contacts	Posted on Web Portal	Address Roster Template	3/2026, 3/2027
	Institution Contacts	Posted on Web Portal	Missing Information Roster Template	10/2026, 10/2027

EMAIL TO NOTIFY IC OF SED WEB 2026 LAUNCH

Subject: Launch of the 2026 Survey of Earned Doctorates and Updates

Dear <InstitutionContact_FirstName> <InstitutionContact_LastName>:

Thank you for your continued support of the Survey of Earned Doctorates (SED). The 2026 SED is now available on the web for all research doctoral students who expect to graduate between July 1, 2025, and June 30, 2026. Your students can access the web survey at <https://sed-ncses.org>, the same URL from last year.

The Institution Contact Job Aid has also been updated with key dates for the current SED survey data collection cycles, instructions for submitting SED data, and best practices to ensure a high response rate from your graduates. To view the updated Institution Contact Job Aid please click [here](#).

We would also like to encourage you to use the email feature in the SED Institution Contact Administrative Tool (ICAT). This feature helps you identify and send an automated reminder emails to your institution's nonresponding graduates to encourage their SED participation. These reminder emails should help increase your institution's response rate.

To access the email feature:

1. Log in to the SED ICAT (<https://sedsurvey.org/Account/Login>) using your current ICAT Username <USERNAME> and Password
2. Click on the 'Nonresponse Follow-Up Emails' option on the top menu bar
3. In the table listing the survey nonrespondents, select the names to whom you want to email:
 - a. Select 'Preview Email' to see email template to be sent
 - b. Select 'Update Email Signature', if needed
 - c. Select 'Send Emails' and confirm the names
4. Once email is sent, the table will be updated to show the email status

We greatly appreciate your assistance, and look forward to continued collaboration on the SED. If you have any questions, please contact us at 1-877-256-8167 or sed@rti.org.

Sincerely,

Kelly H. Kang
Project Officer, Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation



Study sponsored by:



For more information on the SED, please visit <https://www.nsf.gov/statistics/srvydoctorates/>.
SED data are being collected under contract by [RTI International](#), a nonprofit research organization, for NSF.



2026 Survey of Earned Doctorates Institution Contact Job Aid

Welcome!

Welcome to the 2026 cycle of the Survey of Earned Doctorates (SED). The SED is an annual census of all research doctorate recipients from U.S. accredited institutions. The goal is to gather objective data about doctoral graduates, which help improve graduate education by providing governmental and private agencies with the information necessary to make program and policy decisions.

In addition, participating institutions receive data about their own doctorate recipients which can be used for institutional program evaluation and improvement.

The survey is conducted by the National Science Foundation in collaboration with the National Institutes of Health, the U.S. Department of Education, and the National Endowment for the Humanities. The SED data collection activities are currently contracted to RTI International.

Each institution awarding research doctorates appoints an institution contact (IC) who helps facilitate the administration and completion of the SED. Over the past few decades, ICs have successfully ensured extremely high response rates – above 90 percent – for the more than 50,000 research doctorate recipients who graduate each year. This commitment to data quality is critical to ensuring the integrity of these comprehensive data on U.S. research doctorate recipients.

ICAT Website

The SED Institution Contact Administrative Tool (ICAT) <https://sedsurvey.org/Home/ICAT> contains information and helpful tools to assist ICs administer the SED on their campus. On the website, ICs can obtain survey materials to distribute to graduating research doctorates, transmit various SED forms and files, and maintain contact information for key personnel responsible for SED administration. Furthermore, ICs can view their school's response rate, SED document submission status, and students' survey response status. The ICAT allows you to access the following:

- ✓ View informational brochures, current and past SED questionnaires, FERPA exemption letter, and the SED's Confidentiality and Privacy policy.
- ✓ Update contact information for Deans, Institution Contacts, and List Coordinators.
- ✓ The **SED Response Rate** table displays various counts for each graduation date provided in the graduation list.
- ✓ The **SED Response Status** table displays various student counts, including ineligible students and students who have completed the survey versus students who have not.
- ✓ The **Document Status** table displays all documents needed from your school and their current status.
- ✓ The **Student List** displays all students currently in the SED's records, along with their survey status (Complete, In Progress, Not Started, Receipted), for any open round of data collection.

IC Contact Information

If you are new to the IC role or your contact information has changed, please email your updated contact information to sed@rti.org.

Eligible Types of Doctorates

The SED includes **research doctorates** only; for this survey, a research doctorate is a doctoral degree that requires the completion of an original intellectual contribution in the form of a dissertation or an equivalent culminating project (such as a musical composition), and that is not primarily intended as a degree for the practice of a profession.

Types of research doctoral degrees eligible for the Survey of Earned Doctorates

Abbreviation	Degree title
PhD	Doctor of Philosophy
DA	Doctor of Arts
DBA	Doctor of Business Administration
DDes	Doctor of Design
DEng, DESc, DES	Doctor of Engineering or Engineering Science
DFA	Doctor of Fine Arts
DHL	Doctor of Hebrew Letters
DMA	Doctor of Musical Arts
DME	Doctor of Music Education
DML	Doctor of Modern Languages
DNSc	Doctor of Nursing Science
DPH	Doctor of Public Health
DS, ScD	Doctor of Science
EdD	Doctor of Education
JCD	Doctor of Canon Law
JSD, SJD	Doctor of Juridical Science
STD	Doctor of Sacred Theology
ThD	Doctor of Theology

The PhD is the most common research doctorate degree. [Recipients of professional, practitioner, or applied doctorates – such as MD, DDS, JD, PsyD, DMin, PharmD and DNP degrees](#) – are NOT included in the SED.

However, in some institutions, there are some doctoral degree programs that may be equivalent to the PhD, such as the Doctor of Education, Doctor of Science, and the Doctor of Engineering; these should be included in the SED ONLY if the NSF has determined that these particular degrees at your institution are research degrees.

If your institution has a medical school, please make sure that any research doctorates awarded through the medical school are included in the SED. If you have any questions about a SED eligible degree awarded by your institution, please call us toll-free at 1-877-256-8167.

Types of Data Requested (2026 SED Eligibility Period: July 1, 2025 - June 30, 2026)

Graduation Lists	•are required to ensure the SED has an accurate base count of your doctoral graduates.
Address Roster	•contact information requested only for students who have yet to complete the survey, where contact information was not provided on the Graduation List
Missing Information Roster	•a subset of critical data items requested only for students who have yet to complete the survey.

(1) GRADUATION LIST:

- ▶ After each graduation date during the eligibility period, please submit each graduation list within 2 months of the graduation date.
- ▶ Graduation lists are needed to ensure we have an accurate base count of your doctoral graduates.
- ▶ Following information is requested for each student:
 - Student's First and Last Name
 - Graduation Month/Year
 - Degree Type (PhD, EdD, JSD, etc.)
 - Doctoral Field of Study
 - Advisor's Name
 - Email Address
 - Physical Mailing Address
 - Telephone number

(2) ADDRESS ROSTER *(Requested only if contact information was not provided on the Graduation List and only for students who have yet to complete the survey):*

- ▶ Requested two times during the eligibility period.
- ▶ Address roster information is needed to contact the students to complete the survey.
- ▶ Following information is requested for each student:
 - Student's Email Address
 - Physical Mailing Address
 - Telephone Number

(3) MISSING INFORMATION ROSTER (MIR):

- ▶ Requested near the end of data collection.
- ▶ Missing Information Roster (MIR) information are a subset of critical data items for students who have not completed the survey.
- ▶ Following information is requested for each nonresponding student.
 - Student's Doctoral Field of Study
 - Birthdate
 - Sex
 - Citizenship
 - Ethnicity and Race
 - Bachelor's Degree Year, Institution Name and Location
 - Post Degree Location (U.S. or Out of U.S.)

Step-by-Step Instructions

- 1 3-4 months before graduation, distribute the SED web survey link— <https://sed-ncses.org>
- 2 Monitor SED web survey completion status on the ICAT's Student Status page
- 3 Within two months after each graduation date, submit a graduation list via the ICAT.
- 4 Email any nonresponding students using the new email feature in the ICAT.

1. 3-4 months before graduation, distribute the SED web survey link— <https://sed-ncses.org> — for each student applying for graduation or award of a research doctorate. The SED web survey can be linked to your institution's exit survey or included in a graduation checklist for your research doctorates.
2. Monitor SED web survey completion status on the ICAT for each upcoming graduate and follow-up regularly with doctoral recipients who have not yet completed the survey.
3. Within 2 months of each graduation date, use the Excel template on the ICAT to upload a final graduation list. Alternatively, you may upload a Word document or a copy of an annotated commencement program.
4. 4. Email any nonresponding students using the email feature in the ICAT.

2026 SED Timeline

	Graduation Eligibility Period	July 1, 2025 – June 30, 2026
	SED Web Survey Available to Institutions	May 2025
	Submit Graduation Lists	Quarterly
	Submit Address Rosters (if needed)	March 2026 and August 2026
	Submit Missing Information Rosters (if needed)	October 2026
	Deadline to Submit Graduation Lists	October 15, 2026
	Data Collection Ends	December 31, 2026

SED Frequently Asked Questions (FAQs)

✓ **What is the student SED web survey link?**

<https://sed-ncses.org> – we suggest adding this survey link to a graduation checklist.

✓ **What is the Institution Contact Administrative Tool (ICAT)?**

The SED Institution Contact Administrative Tool (ICAT), <https://sedsurvey.org/Home/ICAT>, contains information and helpful tools to assist ICs administer the SED on their campus. Please see page 1 of this document for more information.

✓ **What are the roles of an Institution Contact (IC) and a List Coordinator (LC)?**

- Each school has the option of having one Institution Contact (IC) and one List Coordinator (LC). These two roles are granted access to the Institution Contact Administrative Tool (ICAT).
- The main responsibilities of an Institution Contact (IC) are to:
 - direct your research doctorate students to complete the survey at <https://sed-ncses.org>.
 - provide a Graduation List of research doctorate graduates via the ICAT system, preferably within 2 months of each graduation period.
- If your school has both an Institution Contact (IC) and a List Coordinator (LC):
 - The IC is responsible for directing research doctorates to complete the survey.
 - The LC is responsible for providing graduation lists (and other requested data, as needed) of research doctorate graduates via the ICAT system, preferably within 2 months of each graduation period.

✓ **Where do I find my ICAT username?**

When you were identified as an IC or LC, you were sent login credentials via email. If you cannot locate that email, you may retrieve your ICAT username by contacting the SED Help Desk at 877-256-8167 or sed@rti.org. For security purposes, Help Desk staff are unable to provide password information.

✓ **How do I reset my ICAT password?**

1. Go to <https://sedsurvey.org/Home/ICAT>
2. Enter your username
3. Click “forgot password”
4. A password reset email will be sent to you

Note: some institution email security settings will prevent automated email from reaching your inbox. If you cannot find the password reset email in your inbox, spam, or junk folders, please email the SED Help Desk at sed@rti.org and we will manually forward the email to you.

✓ **How do I update my contact information?**

You may update contact information by notifying us at SED@rti.org or by calling us at 877-256-8167.

✓ **Where do I find my SED institution ID?**

You may retrieve your SED Institution ID by contacting the SED Help Desk at 877-256-8167 or sed@rti.org. Your Institution ID is also included in all Graduation List email prompts, in the email subject line.

SED Frequently Asked Questions (FAQs) *continued*

✓ **Can I receive copies of the Certificate of Completion email that is sent to the student?**

Yes. We can identify one email address to be cc'd on the email sent to the student, upon completion of their survey. Please email sed@rti.org to make this request.

✓ **How often should I provide a graduation list?**

As a general practice, we ask that graduation lists be provided within two months of **each** graduation date.

✓ **Where do I find the graduation list excel template?**

1. Log into ICAT <https://sedsurvey.org/Home/ICAT>
2. Select Data Collection menu
3. Select Graduation Lists, download excel template
4. Enter student information in template
5. Submit graduation list via the Upload Forms page

✓ **What should I title my graduation list?**

Please include the month/year in your file title. Our suggestion is to title your graduation list using the following format: "MonthYear_GraduationList_School"

Examples: December2026_GraduationList_HarvardLaw
January_March2026_GraduationList_EastCarolinaUniv

✓ **What data is requested on the Graduation List?**

- Student first and last name
- Graduation Month/Year
- Degree Type (PhD, EdD, JSD, etc.)
- Field of Study
- Student email address
- Student physical mailing address
- Student phone number
- Advisor's name

✓ **What is the difference between the Graduation List and the Address Roster?**

Graduation lists are a complete list of all eligible research doctorate per conferral date (graduation).

Address Rosters are a subset of students who were previously reported on a graduation list(s) but have yet to complete the survey. For more information about data each list requests, please see page 3 of this document.

✓ **How do I request my institution's data?**

There are several types of data requests available to you. Please visit the ICAT for instructions.

1. Log into ICAT <https://sedsurvey.org/Home/ICAT>
2. Select Study Results menu
3. Select Institution Data
4. Follow directions to request Institution Datasets or Preliminary Institution Files

SED Frequently Asked Questions (FAQs) *continued*

✓ **A student told me their graduation date is not available to register for the SED—what should I do?**

If your student is attempting to register for a survey cycle that is not yet available, their graduation date will not be visible in the drop-down menu. Please ask your student to email the SED Help Desk at SED@rti.org for instructions.

Each survey cycle is associated with a specific range of graduation dates. For example:

SED 2026 cycle allows access to students with graduation dates between July 1, 2025 - June 30, 2026

SED 2025 cycle allows access to students with graduation dates between July 1, 2026 – June 30, 2027

A couple of months prior to a new cycle beginning, the new SED survey becomes available online. When a new cycle's survey becomes available, SED Institution Contacts will receive a "Launch" email notifying the institution.

✓ **A student registered with the incorrect graduation date and/or misspelled their name—what should I tell the student?**

The SED staff can make this correction on behalf of the student. Please ask your student to contact the SED Help Desk at SED@rti.org with the following information:

- First and Last Name
- Certificate of Completion confirmation number
- Description of the error/what information *needs* to be corrected
- Description of the correct information



Encuesta de Doctorados Obtenidos de 2026

Plan de trabajo para contactos institucionales

¡Bienvenido!

Bienvenido al ciclo de 2026 de la Encuesta de Doctorados Obtenidos (SED, por sus siglas en inglés). La encuesta SED es un censo anual de todos los egresados de un doctorado de investigación de las instituciones acreditadas en los Estados Unidos. El objetivo es recolectar datos sobre los egresados de doctorado, que ayudarán a mejorar la educación de postgrado, al proporcionar a las agencias de gobierno y privadas la información necesaria para tomar decisiones sobre programas y política.

Además, las instituciones participantes reciben datos sobre sus propios egresados de doctorado que pueden ser utilizados para la evaluación y mejoramiento de programas institucionales.

La Fundación Nacional de Ciencias (NSF por sus siglas en inglés) lleva a cabo la encuesta en colaboración con los Institutos Nacionales de la Salud, el Departamento de Educación de los Estados Unidos y el Fondo Nacional para la Humanidades. RTI International fue contratado para las actividades de recolección de datos de SED.

Cada institución que otorga doctorados en investigación designa un contacto de la institución (IC) que ayuda a facilitar la administración y realización de la encuesta SED. Durante las últimas décadas, los contactos de la institución han logrado asegurar con éxito altos niveles de respuesta – más de 90 por ciento – para más de 50,000 egresados de doctorado de investigación que se gradúan cada año. Este compromiso a la calidad de los datos es vital para asegurar la integridad de estos datos amplios sobre los egresados de doctorados en investigación en los Estados Unidos.

Sitio web de ICAT

La herramienta administrativa del contacto de la institución (ICAT, por sus siglas en inglés)

<https://sedsurvey.org/Home/ICAT> contiene información y herramientas útiles para ayudar a que los contactos de la institución administren la encuesta SED en su recinto. En el sitio web, los contactos de la institución pueden obtener los materiales de la encuesta para distribuir a los egresados con un doctorado en investigación, transmitir varios formularios y archivos de la encuesta de doctorados Obtenidos (SED), y mantener la información de contacto del personal clave responsable por la administración de la encuesta SED. Además, los contactos de la institución pueden ver el resumen con el nivel de respuesta, estatus de documentos y encuestas de los estudiantes. El sitio web de ICAT le permite tener acceso a las siguientes opciones:

- ✓ Ver folletos informativos, el cuestionario SED actual y los cuestionarios pasados, la carta de exención de FERPA y la política de confidencialidad y privacidad de SED.
- ✓ Actualizar información de contacto para los directores/decanos de facultades ('*deans*'), los contactos de la institución y la lista de coordinadores.
- ✓ La tabla de **nivel de respuesta de SED** muestra varios conteos por cada fecha de graduación, donde se ha proporcionado una lista de graduación.
- ✓ La tabla de **estatus de respuesta** muestra varios conteos de estudiantes por cada fecha de graduación para su escuela, incluye si hay estudiantes no elegibles y la cantidad de estudiantes que han completado la encuesta comparado con los que no lo han hecho.
- ✓ La tabla de **estatus del documento** muestra todos los documentos necesarios de su escuela y su estatus actual.
- ✓ La **lista de estudiantes** muestra todos los estudiantes que actualmente están en los registros de SED, junto con su estatus de encuesta (completa, en proceso, no se ha comenzado, recibida), para cualquier ronda de recolección de datos abierta.

Información de contacto de contactos institucionales

Si usted es nuevo en el rol de contacto de la institución o su información de contacto ha cambiado, por favor envíe su información de contacto a sed@rti.org.

Tipos de doctorados que reúnen los requisitos para ser incluidos

La encuesta SED solamente incluye **doctorados en investigación**; para esta encuesta, un doctorado de investigación es un título de doctorado que requiere completar una contribución intelectual original en forma de una tesis doctoral o un proyecto culminante equivalente (tal como una composición musical), y que no es principalmente un título para ejercer una profesión.

Tipos de estudios de doctorado de investigación que reúnen los requisitos para la Encuesta de Doctorados Obtenidos

Abbreviation	Degree title
PhD	Doctorado en Filosofía
DA	Doctorado en Artes
DBA	Doctorado en Administración de Empresas
DDes	Doctorado en Diseño
DEng, DESc, DES	Doctorado en Ingeniería o Ciencias de Ingeniería
DFA	Doctorado en Bellas Artes
DHL	Doctorado en Letras Hebreas
DMA	Doctorado en Arte Musical
DME	Doctorado en Educación Musical
DML	Doctorado en Lenguas Modernas
DNSc	Doctorado en Ciencias de la Enfermería
DPH	Doctorado en Salud Pública
DSc, ScD	Doctorado en Ciencias
EdD	Doctorado en Educación
JCD	Doctorado en Abogacía/Leyes
JSD, SJD	Doctorado en Ciencia Judicial
STD	Doctorado en Teología Sagrada
ThD	Doctorado en Teología

El doctorado (PhD) es el título más común de doctorado en investigación. Los egresados de títulos profesionales avanzados o doctores practicantes/aplicados - como *Doctorado en Medicina (MD)*, *Doctorado en Cirugía Dental (DDS)*, *Abogacía/leyes (JD)*, *Doctorado en Psicología (PsyD)*, *Doctorado en Ministerio (DMin)*, *Doctorado en Farmacia (PharmD)* y *Doctorado en Salud Pública (DNH)* – NO se incluyen en la encuesta SED.

Sin embargo, algunas instituciones cuentan con algunos programas de doctorado que pueden ser equivalentes a un PhD, tales como Doctor en Educación, Doctor en Ciencias y Doctor en Ingeniería; estos doctorados deben ser incluidos en SED SOLO si la Fundación Nacional de Ciencias (NSF) ha determinado que esos títulos en particular de su institución son clasificados como títulos de investigación.

Si su institución tiene una facultad de medicina, asegúrese que los doctorados en investigación otorgados a través de la facultad de medicina son incluidos en la encuesta SED. Si tiene alguna pregunta sobre la inclusión en la encuesta SED de un doctorado otorgado por su institución, llámenos a la línea gratis de teléfono 1-877-256-8167.

Tipos de datos solicitados (Periodo de elegibilidad de SED de 2026: 1º de julio de 2025 al 30 de junio de 2026)

Listas de graduación	•son necesarias para asegurar que la encuesta SED incluya una cantidad básica precisa de sus egresados de doctorado.
Lista de direcciones	•información de contacto solicitada únicamente para los estudiantes que aún no han completado la encuesta, es decir, que la información de contacto no fue proporcionada en la lista de graduación.
Información faltante en la lista	•un subconjunto de datos fundamentales solicitados solamente para estudiantes que aún no han completado la encuesta

(1) **LISTA DE GRADUACIÓN:**

- ▶ Después de cada fecha de graduación dentro del periodo de elegibilidad, entregue cada lista de graduación en los siguientes 2 meses de la fecha de graduación.
- ▶ Las listas de graduación son necesarias para asegurar que tenemos una cantidad base exacta de los egresados de doctorado.
- ▶ Se solicita la siguiente información sobre cada estudiante:
 - El nombre y apellido del estudiante
 - Mes y año de graduación
 - Tipo de titulación (PhD, EdD, JSD, etc.)
 - Campo de estudios del doctorado
 - Nombre del asesor
 - Dirección de correo electrónico
 - Dirección física de correo postal
 - Número de teléfono

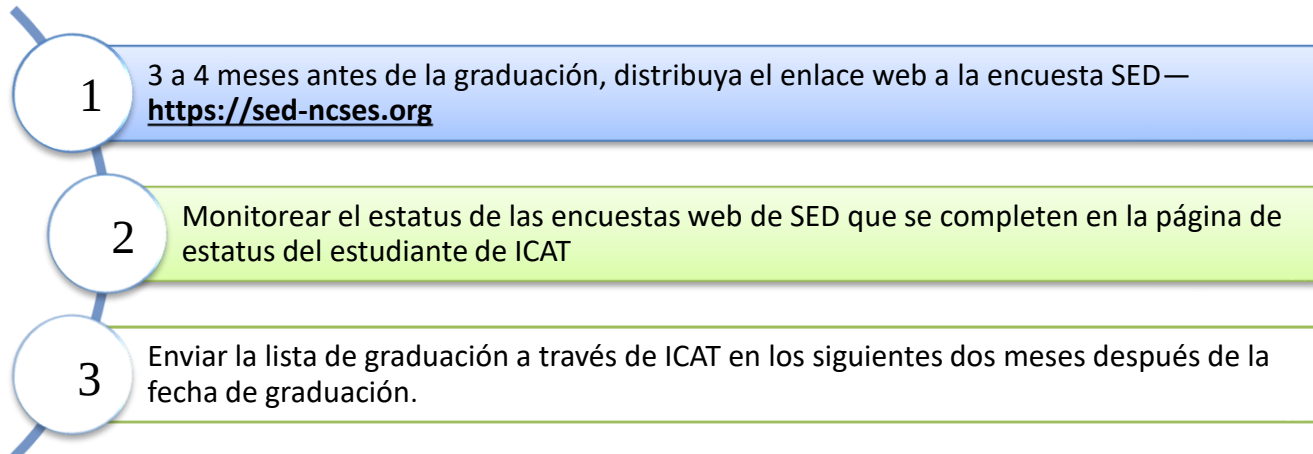
(2) **LISTA DE DIRECCIONES** *(Información solicitada solo si el contacto de información no se proporcionó en la lista de graduación y únicamente para los estudiantes que aún no han completado la encuesta):*

- ▶ Se solicita dos veces durante el periodo de elegibilidad.
- ▶ La información en la lista de direcciones es necesaria para contactar a los estudiantes para que completen la encuesta.
- ▶ Se solicita la siguiente información sobre cada estudiante:
 - Dirección de correo electrónico del estudiante
 - Dirección física de correo postal
 - Número de teléfono

(3) **LISTA DE INFORMACIÓN FALTANTE (MIR, por sus siglas en inglés):**

- ▶ Información solicitada casi al final de la recolección de datos.
- ▶ La lista de información faltante (MIR) es un subconjunto de los datos fundamentales de los estudiantes que no han completado la encuesta.
- ▶ Se solicita la siguiente información sobre cada estudiante que no ha respondido.
 - Campo de estudios del doctorado del estudiante
 - Fecha de nacimiento
 - Sexo
 - Ciudadanía
 - Origen étnico y raza
 - Año en que obtuvo el título universitario, nombre y ubicación de la institución académica
 - Ubicación de la institución académica del título de postgrado (En los Estados Unidos o fuera de los Estados Unidos)

Instrucciones paso a paso



1. 3 a 4 meses antes de la graduación, distribuir el enlace web a la encuesta SED — <https://sed-ncses.org>—para cada estudiante que está solicitando graduarse o cuando se otorga un doctorado en investigación. La encuesta web de SED se puede enlazar con la encuesta de salida o se puede incluir con la lista de verificación de graduación de los doctorados en investigación.
2. Monitorear el estatus de las encuestas web de SED que se completan en ICAT para cada egresado y dar seguimiento regularmente con los egresados de doctorado que aún no han completado la encuesta.
3. En los siguientes 2 meses después de la fecha de graduación, utilizar la plantilla de Excel en ICAT para subir la lista final de graduación. Como alternativa, puede cargar un documento Word o una copia del programa de graduación con anotaciones.

Desarrollo cronológico de la encuesta SED 2026

	Período de elegibilidad de graduación	1º de julio de 2025 al 30 de junio de 2026
	Encuesta web de SED disponible para las instituciones	Mayo de 2025
	Enviar listas de graduación	Trimestralmente
	Enviar listas de direcciones (si es necesario)	Marzo de 2026 y agosto de 2026
	Enviar listas de información faltante (if needed)	Octubre de 2026
	Fecha límite para enviar las listas de graduación	Octubre 15, 2026
	Fin de la recolección de datos	31 de diciembre de 2026

Preguntas más frecuentes sobre SED

✓ **¿Cuál es el enlace a la encuesta web de estudiantes SED?**

<https://sed-ncses.org> – sugerimos que se agregue el enlace a la encuesta a la lista de verificación de graduación.

✓ **¿Qué es la herramienta administrativa del contacto de la institución (ICAT por sus siglas en inglés)?**

La herramienta administrativa del contacto de la institución (ICAT), <https://sedsurvey.org/Home/ICAT>, contiene información y herramientas útiles para ayudar a que los contactos de la institución administren la encuesta SED en su recinto. *Vea la página 1 de este documento para más información.*

✓ **¿Cuáles son las funciones del contacto de la institución (IC) y las del coordinador de la lista (LC)?**

- Cada escuela tiene la opción de tener un contacto de la institución (IC) y un coordinador de la lista (LC). A estos dos puestos se le permite el acceso a la herramienta administrativa del contacto de la institución (ICAT).
- Las responsabilidades principales de un contacto de la institución (IC) son:
 - dirigir a los estudiantes de doctorado de investigación a completar la encuesta en <https://sed-ncses.org>
 - proporcionar una lista de graduación de los egresados de doctorado de investigación a través del sistema ICAT, de preferencia en los siguientes 2 meses de cada periodo de graduación.
- Si su escuela tiene ambos, un contacto de la institución (IC) y un coordinador de la lista (LC):
 - El contacto de la institución (IC) es responsable de dirigir a los doctores en investigación a completar la encuesta
 - El coordinador de la lista (LC) es responsable de proporcionar listas de graduación (y otros datos solicitados, cuando sea necesario) de los egresados de doctorado de investigación a través del sistema ICAT, de preferencia en los siguientes 2 meses de cada periodo de graduación.

✓ **¿Dónde puedo encontrar mi nombre de usuario de ICAT?**

- ✓ Cuando usted fue identificado para el rol de contacto de institución o de coordinador de la lista, se le enviaron sus credenciales de acceso por correo electrónico. Si no puede localizar el mensaje electrónico, puede recuperar su nombre de usuario de ICAT comunicándose con el servicio de asistencia técnica de SED al 877-256-8167 o sed@rti.org. Por motivos de seguridad, el personal de servicio de asistencia técnica no puede dar información de contraseña.

✓ **¿Cómo restablezco mi contraseña de ICAT?**

1. Vaya a <https://sedsurvey.org/Home/ICAT>
2. Ingrese su nombre de usuario
3. Haga clic en “forgot password” (“olvidó su contraseña”)
4. Se le enviará un mensaje electrónico para restablecer su contraseña

Nota: la configuración de seguridad de algunas instituciones va a prevenir que mensajes electrónicos automáticos lleguen a su bandeja de entrada. Si no puede encontrar el mensaje electrónico para restablecer su contraseña en la bandeja de entrada, en 'spam' o en la carpeta de correo basura, envíe un mensaje electrónico al servicio de asistencia técnica de SED a sed@rti.org y le remitiremos el mensaje electrónico en forma manual.

✓ **¿Cómo actualizo mi información de contacto?**

Puede actualizar su información de contacto avisándonos a SED@rti.org o llamándonos al 877-256-8167.

✓ **¿Dónde puedo encontrar mi identificación de institución de SED?**

Puede recuperar su identificación de SED comunicándose con el servicio de asistencia técnica al 877-256-8167 o por correo electrónico a sed@rti.org. Su identificación de institución también se incluye en todos los mensajes electrónicos que mencionan la lista de graduación en la línea de asunto del mensaje de correo electrónico.

Preguntas más frecuentes sobre SED *continuación*

✓ **¿Puedo recibir copias del mensaje de correo electrónico que se envía al estudiante que certifica haber completado la encuesta?**

Sí. Podemos identificar una dirección de correo electrónico a copiar en el mensaje de correo electrónico que se envía al estudiante, una vez que el estudiante complete su encuesta. Envíe un mensaje de correo electrónico a sed@rti.org para hacer esta solicitud.

✓ **¿Con qué frecuencia debo proporcionar una lista de graduación?**

Por lo general, pedimos las listas de graduación en los siguientes dos meses de **cada** fecha de graduación.

✓ **¿Dónde encuentro la plantilla Excel con la lista de graduación?**

1. Inicie la sesión en ICAT <https://sedsurvey.org/Home/ICAT>
2. Seleccione el menú de recolección de datos
3. Seleccione listas de graduación, descargar plantilla Excel
4. Ingrese la información del estudiante en la plantilla
5. Envíe la lista de graduación a través de la página “Upload Forms” (“Cargar formularios”)

✓ **¿Qué título le debo poner a la lista de graduación?**

Por favor incluya el mes/año en el nombre del archivo. Nuestra sugerencia es que el nombre de la lista de graduación use el siguiente formato: “MonthYear_GraduationList_School” (“MesAño_ListadeGraduación_Escuela”)

Ejemplos: “December2026_GraduationList_HarvardLaw” (“Diciembre2026_ListadeGraduación_HarvardLaw”)
“January_March2026_GraduationList_EastCarolinaUniv”
 (“Enero_Marzo2026_ListadeGraduación_EastCarolinaUniv”)

✓ **¿Qué datos se piden en la lista de graduación?**

- Nombre y apellido del estudiante
- Mes y año de graduación
- Tipo de titulación (PhD, EdD, JSD, etc.)
- Campo de estudios
- Dirección de correo electrónico del estudiante
- Dirección física de correo postal del estudiante
- Número de teléfono del estudiante
- Nombre del asesor

✓ **¿Cuál es la diferencia entre la lista de graduación y la lista de direcciones?**

Las listas de graduación son una lista completa de todos los doctorados de investigación elegibles por fecha de otorgamiento (graduación).

Las listas de direcciones son un subconjunto de estudiantes que fueron reportados previamente en una(s) lista(s) de graduación pero aún no han completado la encuesta. Para obtener más información sobre los datos que cada lista solicita, consulte la página 3 de este documento.

✓ **¿Cómo solicito los datos de mi institución?**

Hay varios tipos de solicitudes de datos disponibles. Visite el sitio ICAT para instrucciones.

1. Inicie la sesión en ICAT <https://sedsurvey.org/Home/ICAT>
2. Seleccione el menú de resultados del estudio
3. Seleccione datos de la institución
4. Siga las instrucciones para solicitar base de datos o archivos institucionales preliminares

Preguntas más frecuentes sobre SED *continuación*

✓ **Un estudiante me dijo que su fecha de graduación no está disponible para el registro en SED— ¿qué debo hacer?**

Si un estudiante está tratando de registrarse en un ciclo de encuesta que aún no está disponible, la fecha de graduación no será visible en el menú desplegable. Pida al estudiante que envíe un mensaje electrónico al servicio de asistencia técnica de SED a SED@rti.org para instrucciones.

Cada ciclo de encuesta está asociado con un rango específico de fechas de graduación. Por ejemplo:

El ciclo SED 2026 permite acceso a los estudiantes con fechas de graduación entre el 1º de julio de 2025 al 30 de junio de 2026.

El ciclo SED 2027 permite acceso a los estudiantes con fechas de graduación entre el 1º de julio de 2026 al 30 de junio de 2027.

Un par de meses antes de que comience el nuevo ciclo, la nueva encuesta SED estará disponible por Internet. Cuando un nuevo ciclo de encuesta está disponible, el contacto de la institución recibirá un mensaje electrónico de “lanzamiento” de la encuesta para notificar a la institución.

✓ **Un estudiante se registró con una fecha de graduación incorrecta y/o no ingresó bien su nombre—¿qué le digo al estudiante?**

El personal de SED puede hacer esta corrección a nombre del estudiante. Pida al estudiante que se comuniquen con el servicio de asistencia técnica de SED a SED@rti.org con la siguiente información:

- Nombre y apellido
- Número de confirmación que certifica que completó la encuesta
- Descripción del error o qué información *se necesita* corregir
- Descripción de la información correcta

AUTOMATICALLY GENERATED EMAIL WHEN NEW INSTITUTION CONTACT (IC) OR LIST COORDINATOR (LC) IS IDENTIFIED

Subject: Survey of Earned Doctorates (SED): ICAT Login Credentials

Dear <Firstname> <Lastname>:

We appreciate your interest in the National Science Foundation's Survey of Earned Doctorates (SED). We understand that you have requested login credentials for your institution's ICAT website.

The SED Institution Contact Administrative Tool (ICAT) contains information necessary for ICs to administer the SED on their campus. To access your institution's ICAT, please click <https://sedsurvey.org/Account/Login>.

UserName: <UserName>

Password: <Password>

You will be asked to change your password on your first login.

Please reply to this email or contact us at **1-877-256-8167** if you have any questions.

Sincerely,

Peter Einaudi
Project Director
Survey of Earned Doctorates
RTI International

Email to New Institution Contact

Dear <Salutation> <IC Firstname><IC Lastname>,

You have now been designated as the Institution Contact (IC) for <School Name>. You should have received an automated email from sed@rti.org, which contains your username, temporary password, and a link to the Institution Contact Administrative Tool (ICAT), which you will use to upload related documentation.

The most common uses of the ICAT are to (a) upload documents (Graduation Lists, Address Rosters, Missing Information Rosters) and to (b) look at students' survey statuses (Registered, In Progress, or Complete). **I have also attached the 2026 SED Job Aid, which provides an overview of your role as the Institution Contact (IC). It includes helpful FAQs on pages 5-7.**

The main responsibilities of an Institution Contact (IC) are to:

- a) Direct your research doctorate students to complete the survey at <https://sed-ncses.org>. We highly recommend the survey link be listed on a graduation checklist.
- b) Provide a Graduation List of research doctorate graduates per graduation. I've also attached a Graduation List Template you can use to provide the requested data.

To Submit a Graduation List

1. Go to <https://sedsurvey.org/Home/ICAT>
 - Enter your username <(IC Username)> and password.
 - Click "forgot password" if you cannot recall your password.
2. Click on Upload Forms, located at top left of page
3. Select "Graduation List"
4. Click the Upload Graduation List button
5. The successfully uploaded file will appear in two places:
 - (1) Recent Uploads section on the Uploads Forms page
 - (2) Document Status table on the School Summary (Home) page.

****Your Institution ID is <Institution ID>****

Please do not hesitate to contact us with any questions or if you need additional clarification.

Best,

SED Data Collection Team

Tel: 1-877-256-8167 | SED@rti.org

SED Survey Link: <https://sed-ncses.org>

SED Info Site: <https://sedsurvey.org/>

SED 2018 Results: <https://nces.nsf.gov/pubs/nsf20301/>

More Info: <https://www.nsf.gov/statistics/srvydoctorates/>

GRADUATION LIST PROMPTING EMAIL – SUMMER, FALL, SPRING, WINTER

Subject: Survey of Earned Doctorates (SchoolID): <INSERT GRAD MONTH> Graduation List

Dear [IC/LC NAME],

Thank you for your institution's continued support of the Survey of Earned Doctorates (SED).

At this time, we would like to ask you to submit your institution's graduation list(s) for all students awarded a research doctoral degree in <INSERT GRAD MONTHS>.

To submit the graduation list, please log onto your ICAT website, and follow the instructions below:

1. Go to <https://sedsurvey.org/Home/ICAT> and enter your username [USER_NAME] and password. (If you do not know your password click "forgot password", click "yes" to the question "I know my username" and enter your username. Your password will be emailed to you.)
2. Click on the Upload Forms page
3. Select Graduation List
4. Download a Graduation List Template (if needed)
5. Enter the requested information into the Graduation Template
6. Click the Upload Graduation List button
7. A successfully uploaded file will appear in the list of Recent Form Uploads and in the Document Status table on the School Summary page.

Should you have any questions, please contact us at 1-877-256-8167 or sed@rti.org.

We really appreciate your assistance with our effort to collect accurate counts of the SED research doctorates in the United States.

[INSERT NAME]

SED Data Collection Team

877-256-8167

sed@rti.org

Thank you for ensuring that your doctoral students are directed to <https://sed-ncses.org> to complete the SED.

ADDRESS ROSTER REQUEST— EMAIL TO INSTITUTION CONTACTS: LOW RESPONSE SCHOOLS

Subject: Information request for the Survey of Earned Doctorates

Dear <IC_FirstName LastName>:

Thank you for your continued support of the Survey of Earned Doctorates (SED). In order to maintain a high response rate in the SED, we need your assistance in obtaining contact information for your graduates who have not yet completed the survey, to encourage them to respond.

To access the Address Roster, please log in to the ICAT website (<https://sedsurvey.org/Home/ICAT>):

1. Log in using your ICAT Username and Password
2. Select the Data Collection menu and then Select Address Roster
 - a. Download the Address Roster (Excel spreadsheet)
 - b. Add the requested information for the graduates listed
3. Click on Upload Forms and select Address Roster
 - a. Upload the completed Address Roster
4. A successfully uploaded file will appear in the list of Recent Form Uploads and in the Document Status table on the School Summary page

If you have any questions, please contact us at 877-256-8167 or at sed@rti.org.

The student contact information is exempt from FERPA protections as per guidance from the United States Department of Education. To review this document, click here: https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf

Your prompt response to our request is greatly appreciated. Thank you in advance for your help.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

ADDRESS ROSTER REQUEST— EMAIL TO INSTITUTION CONTACTS: HIGH RESPONSE SCHOOLS

Subject line: Information request for the Survey of Earned Doctorates

Dear <IC_FirstName LastName>:

Thank you for your continued support of the Survey of Earned Doctorates (SED). We appreciate your efforts in achieving a high SED response rate from your students. At this time, we need your assistance in obtaining contact information for a few of your graduates who have not yet completed the survey.

To access the Address Roster, please log in to the ICAT website (<https://sedsurvey.org/Home/ICAT>):

1. Log in using your ICAT Username and Password
2. Select the Data Collection menu and then Select Address Roster
 - a. Download the Address Roster (Excel spreadsheet)
 - b. Add the requested information for the graduates listed
3. Click on Upload Forms and select Address Roster
 - a. Upload the completed Address Roster
4. A successfully uploaded file will appear in the list of Recent Form Uploads and in the Document Status table on the School Summary page

If you have any questions, please contact us at 877-256-8167 or at sed@rti.org.

The student contact information is exempt from FERPA protections as per guidance from the United States Department of Education. To review this document, click here https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf

Your prompt response to our request is greatly appreciated. Thank you in advance for your help.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

MISSING INFORMATION ROSTER EMAIL TO INSTITUTION CONTACTS (ICs)

Subject line: Survey of Earned Doctorates: Request for Important Information from NSF

Dear [Salutation] [Last Name]:

As Survey of Earned Doctorates (SED) for the academic year 2026 comes to a close, we need your assistance one last time for important key information for the doctorate recipients from your institution who have not completed the SED.

To access the Missing Information Roster, please login to the SED ICAT website (<https://sedsurvey.org/Home/ICAT>)

1. Log in using your ICAT Username and Password
2. Select the Data Collection menu and then Select Missing Information Roster
 - a. Download the Missing Information Roster (Excel spreadsheet)
 - b. Add the requested information for the graduates listed
 - c. When providing the Classification of Instructional Programs (CIP) code for the doctorate field of study, please make sure the CIP code is in the following format xx.xxxx.
3. Click on Upload Forms and select Missing Information Roster
 - a. Upload the completed Missing Information Roster
4. A successfully uploaded file will appear in the list of Recent Form Uploads and in the Document Status table on the School Summary page

We would appreciate your submission by October 31, 2026. If you have questions, please e-mail us at sed@rti.org or call us at 877-256-8167.

The student information is exempt from FERPA protections as per guidance from the United States Department of Education. To review this document, click here: https://edsurveys.rti.org/sedinfo/Content/pdf/FERPA_Letter_SED.pdf.

Thank you for your continued assistance and support for this important national survey.

Sincerely,

Kelly Kang
Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation

SED data are being collected under contract by [RTI International](#), a nonprofit research organization, for NSF.

GRADUATE SCHOOL DEAN THANK YOU LETTER (SENT WITH 2024 SED DATA)

<Date>
<Salutation> <Fname Lname>
<Institution_Name>
<School_Name>
<Address 1>
<Address 2>
<City, State Zip>

Dear <Salutation> <Lname>:

On behalf of the National Science Foundation (NSF) and the other federal sponsors of the Survey of Earned Doctorates (SED), I would like to thank you for your institution's support of the SED.

The 2026 SED data collection ended a few months ago, and I want you to know how much we appreciate you and your colleagues at «institution_name», especially «contact1_first_name» «contact1_last_name», «contact2_first_name» «contact2_last_name», the university contact(s) for assistance on the SED. Your support and the work of your staff contribute to making the SED a rich and valuable database on doctoral educations.

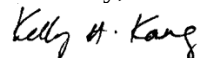
Enclosed is the *Doctorate Recipients from U.S. Universities* report with the results from the 2024 SED (academic year ending June 30, 2024). This report provides information on major trends in doctoral education and addresses important question about doctorate recipients. The online version of the report, plus additional data tables can be found at: <http://www.nsf.gov/statistics/sed/>.

Also enclosed is a profile of your institution's research doctorate recipients from the 2024 SED. The profile includes statistics on the demographic characteristics, debt status, and postdoctoral plans of your doctorate recipients, with comparisons to national-level data and to data from peer institutions in the same Carnegie classification.

Your institution's profile may be of limited use if many of your institution's doctorate recipients did not respond to the SED. At the bottom of the first page of the profile is a "response rate" calculation so that you can gauge your doctorate recipients' participation level in the SED (national average response rate is 92 percent). Each institution's contribution to attaining the highest response rate possible maximizes the usefulness of SED data.

Again, our thanks to you and your staff for helping to make the SED a success. We look forward to continued collaboration with your institution on the SED.

Sincerely,



Kelly H. Kang

Project Officer
Survey of Earned Doctorates
National Center for Science and Engineering Statistics
National Science Foundation
cc: Coord 1, Coord 2

New Institution Graduate School Dean Letter

[DATE]

[Dean FirstName LastName]

[Dean Title]

[School Name]

[Address 1]

[Address 2]

[City, State Zip]

Dear [Dean Title] [Dean LastName],

Based on a recent review of the research doctoral degree programs at [School Name], we have identified your institution's [ProgramName] as eligible for the Survey of Earned Doctorates (SED). I am writing to provide you with an overview of the SED.

The SED is an annual census of U.S. research doctoral degree recipients, sponsored by the National Science Foundation, the National Institutes of Health, the Department of Education, and the National Endowment of Humanities. The SED provides valuable information to policymakers and leaders in higher education about the characteristics of doctorate recipients and investments in graduate student support. Data collection activities are currently contracted to RTI International. To view the latest SED annual report, please go to <https://nces.nsf.gov/pubs/nsf23300>

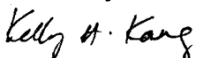
The survey asks recent doctoral graduates about their educational history, post-graduation plans, and demographic information. The survey data are aggregated into a profile for each institution, allowing you to assess doctorate trends within your institution as well as those at other peer institutions. I am enclosing a brochure with additional information about the survey.

The SED maintains extremely high response rates (92%) every year with the support of all doctorate granting institutions in the U.S. Your institution is invited to participate in the SED by:

- Providing a list of all research doctoral degree recipients for each commencement from [School Name] for us to establish an accurate survey frame of the graduates;
- Distributing the SED web survey URL to all graduates who earned a research doctorate in the current academic year (July 1, 2025 – June 30, 2026); and
- Providing contact information for graduates who did not respond to the SED so that we can follow up with a reminder to complete the survey.

At this time, we would like to request your nomination of an Institution Contact who can oversee the SED administration at your institution. Please contact us at sed@rti.org or (877) 256-8167 with the nominee's contact information and any questions you may have. Thank you in advance for your participation and support of the SED.

Sincerely,



Kelly H. Kang

SED Project Officer

National Center for Science and Engineering Statistics

National Science Foundation

Graduation List Template

[illegible]

Address Roster Template

[illegible]

Missing Information Roster Template

2024 SURVEY OF EARNED DOCTORATES - MISSING INFORMATION ROSTER

OMB No.: 3145-0019 Approval Expires: 04/20/20xx

Please submit by
10/31/2022
to Survey of Earned Doctorates
Upload to ICAT
<https://sedsurvey.org/Home/ICAT>
Phone 1-877-256-8167
Email: sed@rti.org

CITIZENSHIP TYPE

- 1= U.S. Native
2= U.S. Naturalized
3= U.S. Citizen; Type Unknown
4= Non U.S. Perm Resident ("Green Card")
5= Non U.S. Temp Visa Resident
6= Non U.S. Citizen; Status Unknown

RACE CODE (Select one or more)

- 1= American Indian/Alaska Native
2= Native Hawaiian/Pacific Islander
3= Asian
4= Black/African American
5= White

HISPANIC CODE

- 1=No, not Hispanic
2=Yes, Mexican or Chicano
3=Yes, Puerto Rican
4= Yes, Cuban
5= Yes, other Hispanic or
Hispanic origin unknown

BACHELOR'S DEGREE INSTITUTION

U.S. Institution: Name/City or Branch/State

Foreign Institution: Name/Country

No Bachelor's Degree: Indicate "No BA"

X = Information already received

[illegible]