

# **National Telecommunications and Information Administration (NTIA) Internet Use Survey Cognitive Interviews**

## **Attachment D: Communication Materials, Screener**

**OMB# 0607-0725**

**CBSM**

**April 2025**

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## Recruitment advertisement text for cognitive interviews

### *Internal Census Bureau Email Announcement*

**Subject:** Participants needed for testing survey

***From the Desk of Paul Beatty, Chief, Center for Behavioral Science Methods...***

The U.S. Census Bureau is looking for participants (age 18 and older) to answer survey questions on a national survey about computer and internet use.

We are interested in participants who meet **any** of the following criteria:

- Is 65+ years old **or** lives in a household with somebody who is 65+ years old
- Live in a household with other unrelated people (e.g., roommate or housemate)
- Live in a household with extended family (e.g., grandparent or grandchild, cousins, aunt or uncle, etc.)

Interviews will be 60 minutes and will take place in April and May 2025 on your computer or mobile device using Microsoft Teams. **Participants will receive \$40.** Federal employees are not eligible to receive the \$40, but family and friends are.

If you know anyone who may be interested, please let them know about this research opportunity. Please have interested participants complete a short questionnaire [QUALTRICS SCREENER LINK] or contact [NAME] at [PHONE NUMBER] or [EMAIL] for further information. Please mention the code **COMPUTER** when you call or email.

### *Flyer/Craigslist advertisement*

## People Needed for Testing Survey – Receive \$40 (ONLINE)

The U.S. Census Bureau is looking for people (age 18 and older) to participate in a research project. You will answer survey questions on a national survey about computer and internet use.

We are interested in people who meet **any** of the following criteria:

- Is 65+ years old **or** lives in a household with somebody who is 65+ years old
- Live in a household with other unrelated people (e.g., roommate or housemate)
- Live in a household with extended family (e.g., grandparent or grandchild, cousins, aunt or uncle, etc.)

Interviews will last up to 60 minutes and will be conducted via Microsoft Teams on your computer or mobile device. **You will receive \$40 to thank you for your time.**

To learn more, please (1) click on this link [QUALTRICS SCREENER LINK] or (2) call [NAME] at xxx-xxx-xxxx or (3) email [NAME] at [xxxx@census.gov](mailto:xxxx@census.gov). If you email or call, **please be sure to mention the code “COMPUTER.”**

## Screeners (by phone)

Hello, I’m \_\_\_\_\_ from the Census Bureau. Thank you for contacting us about participating in one of our studies. I just need to get a little bit of background information to start.

1. What is your name?

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

2. What is your email address?

3. What is the best number to reach you during the day?

Mobile ([ ])[ ]–[ ]

Home (if not mobile) ([ ])[ ]–[ ]

Work (if any) ([ ])[ ]–[ ] EXT.[ ]

4a. IF PROVIDED MOBILE NUMBER: If you qualify to participate in a study, we may send you a text message to remind you of your appointment. Do we have permission to send you text message reminders?

- ☐ Yes, you have my permission to send me text message reminders
- ☐ No, I prefer not to receive them

4. In what city, state, and ZIP code do you currently live?

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

5. How many people age 15 or older currently live in your household, INCLUDING yourself?

6. How many people younger than 15 currently live in your household?

7. [ASK IF HOUSEHOLD HAS > 1 PERSON AND NO PEOPLE YOUNGER THAN 15 IN HOUSEHOLD]

Who lives with you? Please select all that apply.

- ☐ Parent(s)
- ☐ Grandparent(s)
- ☐ Husband/wife/spouse
- ☐ Unmarried partner
- ☐ Children
- ☐ Grandchildren
- ☐ Other relative(s)
- ☐ Roommates
- ☐ Friends
- ☐ Other – please specify \_\_\_\_\_

[ASK IF HOUSEHOLD HAS > 1 PERSON AND 1 OR MORE PEOPLE ARE YOUNGER THAN 15 IN HOUSEHOLD]

How are the people aged 15 or older in your household related to you? Please select all that apply.

- ☐ Parent(s)
- ☐ Grandparent(s)
- ☐ Husband/wife/spouse
- ☐ Unmarried partner
- ☐ Children
- ☐ Grandchildren
- ☐ Other relative(s)

- ☐ Roommates
- ☐ Friends
- ☐ Other – please specify \_\_\_\_\_

8a. [ASK IF OTHER RELATIVE(S) WAS SELECTED] Who are these other relative(s)?

- ☐ Cousin(s)
- ☐ Aunt(s)/Uncle(s)
- ☐ Other – please specify \_\_\_\_\_

8. Do you own a:

9a. Smartphone

- ☐ Yes - Is it an iPhone, Android, Blackberry or Windows phone, or are you not sure?
- ☐ No

9b. Desktop

- ☐ Yes
- ☐ No

9c. Laptop

- ☐ Yes
- ☐ No

9d. Tablet

- ☐ Yes - Is it an iPad, Samsung Galaxy Tab, Google Nexus, or Kindle Fire or are you not sure?
- ☐ No

9. How often do you use the Internet either on a computer or on a mobile device like a smartphone or tablet?

- ☐ Several times a day
- ☐ About once a day
- ☐ A few times a week
- ☐ A few times a month
- ☐ A few times a year
- ☐ Not at all

10. Could you complete a survey online?

- ☐ Yes
- ☐ No

11. Who typically handles the mail in your household?

- o Only you
  - o You and other members of the household?
  - o Someone in the household other than you?
12. Before we begin, I'm required to give you some information about how we protect your information. Would you like me to send the information in an email or read it to you now?
- o Statement emailed (privacy statement is emailed below and participant must review before proceeding with #3)
  - o Statement read aloud (privacy act statement is read to participant below)

### **Privacy Act Statement**

The U.S. Census Bureau is conducting this voluntary study under the authority of 13 U.S.C. Section(s) Sections 8(b), 141, and 182; and Title 29, United States Code, Section 2 authorize the collection of most of the information we request in this survey. The purpose of collecting this information is to improve and inform future surveys.

Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). The Privacy Act permits sharing of the information provided to us for work-related purposes as identified in the Privacy Act System of Records Notices COMMERCE/Census-3, Special Censuses, Surveys, and Other Studies.

[If Title 13 collection: The confidentiality of your data is protected by 13 U.S.C. Section 9. The Census Bureau can use your responses only to produce statistics, and is not permitted to publicly release your responses in a way that could identify you, your business, organization, or institution].

We estimate that completing these screening questions will take 15 minutes on average. This information collection has been approved by the Office of Management and Budget (OMB). You can validate that this survey is a legitimate federally-approved information collection using the Office of Management and Budget's approval number 0607-0725, which expires December 31, 2025. We are required to tell you this number to conduct this survey. Send comments regarding this estimate or any other aspect of this survey, including suggestions for reducing the time it takes to complete this survey to [adrm.pra@census.gov](mailto:adrm.pra@census.gov).

## Screeners (by web)

**To determine if you are eligible for an interview, we must ask you a few screening questions about your background. Your participation in the eligibility screening is completely voluntary. You may stop at any time or skip questions that you do not want to answer. The research studies will be approximately 60 minutes and will take place over a secure video conferencing app (Microsoft Teams). Participants will receive \$40 upon completion of the study. If you are eligible for the study, we will email or call you to schedule a time for the interview.**

The U.S. Census Bureau is conducting this voluntary study under the authority of 13 U.S.C. Section(s) Sections 8(b), 141, and 182; and Title 29, United States Code, Section 2 authorize the collection of most of the information we request in this survey. The purpose of collecting this information is to improve and inform future surveys.

Your privacy is protected by the Privacy Act of 1974 (5 U.S.C. Section 552a). The Privacy Act permits sharing of the information provided to us for work-related purposes as identified in the Privacy Act System of Records Notices COMMERCE/Census-3, Special Censuses, Surveys, and Other Studies.

[If Title 13 collection: The confidentiality of your data is protected by 13 U.S.C. Section 9. The Census Bureau can use your responses only to produce statistics, and is not permitted to publicly release your responses in a way that could identify you, your business, organization, or institution].

We estimate that completing these screening questions will take 15 minutes on average. This information collection has been approved by the Office of Management and Budget (OMB). You can validate that this survey is a legitimate federally-approved information collection using the Office of Management and Budget's approval number 0607-0725, which expires December 31, 2025. We are required to tell you this number to conduct this survey. Send comments regarding this estimate or any other aspect of this survey, including suggestions for reducing the time it takes to complete this survey to [adrm.pra@census.gov](mailto:adrm.pra@census.gov).

### 1. What is your name?

First name:

Last name

### 2. What is your email address?

### 3. What is the best number to reach you during the day?

Mobile ([ ]) [ ] – [ ]

Home (if not mobile) ([ ]) [ ] – [ ]

Work (if any) ([ ]) [ ] – [ ] EXT.[ ]

3a. IF PROVIDED MOBILE NUMBER: If you qualify to participate in a study, we may send you a text message to remind you of your appointment. Do we have permission to send you text message reminders?

☐ Yes, you have my permission to send me text message reminders



☐ No, I prefer not to receive them

4. In what city, state, and ZIP code do you currently live?

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

5. How many people age 15 or older currently live in your household, INCLUDING yourself?

6. How many people younger than 15 currently live in your household?

7. [ASK IF HOUSEHOLD HAS > 1 PERSON AND NO PEOPLE YOUNGER THAN 15 IN HOUSEHOLD]

Who lives with you? Please select all that apply.

☐ Parent(s)

☐ Grandparent(s)

☐ Husband/wife/spouse

☐ Unmarried partner

☐ Children

☐ Grandchildren

☐ Other relative(s)

☐ Roommates

☐ Friends

☐ Other – please specify \_\_\_\_\_

[ASK IF HOUSEHOLD HAS > 1 PERSON AND 1 OR MORE PEOPLE ARE YOUNGER THAN 15 IN HOUSEHOLD]

How are the people aged 15 or older in your household related to you? Please select all that apply.

☐ Parent(s)

☐ Grandparent(s)

☐ Husband/wife/spouse

☐ Unmarried partner

☐ Children

☐ Grandchildren

☐ Other relative(s)

☐ Roommates

☐ Friends

☐ Other – please specify \_\_\_\_\_

7a1. [ASK IF OTHER RELATIVE(S) WAS SELECTED] Who are these other relative(s)?  
Please select all that apply.

- ☐ Cousin(s)
- ☐ Aunt(s)/Uncle(s)
- ☐ Other – please specify \_\_\_\_\_

8. Do you own a:

8a. Smartphone

- ☐ Yes
- ☐ No

8a1. [ASK IF YES TO 8A] Is it an iPhone, Android, Blackberry, or Windows phone, or are you not sure?

- ☐ iPhone
- ☐ Android
- ☐ Blackberry
- ☐ Windows phone
- ☐ Not sure

8b. Desktop

- ☐ Yes
- ☐ No

8c. Laptop

- ☐ Yes
- ☐ No

8d. Tablet

- ☐ Yes
- ☐ No

8d1. [ASK IF YES TO 8D] Is it an iPad, Samsung Galaxy Tab, Google Nexus, or Kindle Fire or are you not sure?

- ☐ iPad
- ☐ Samsung Galaxy Tab
- ☐ Google Nexus
- ☐ Kindle Fire
- ☐ Not sure

9. How often do you use the Internet either on a computer or on a mobile device like a smartphone or tablet?

- ☐ Several times a day
- ☐ About once a day

- ☐ A few times a week
- ☐ A few times a month
- ☐ A few times a year
- ☐ Not at all

10. Who typically handles the mail in your household?

- ☐ Only you
- ☐ You and other members of the household
- ☐ Someone in the household other than you

## Email to Schedule Participant (version 1)

Hi xxx,

We would like to schedule you for an interview. The study is virtual, 60 minutes, and you will receive \$40 in compensation after finishing the study. We have the following times available (all times are in EST):

Monday, [month day]

- x:xx-x:xx am/pm

Tuesday, [month day]

- x:xx-x:xx am/pm

Wednesday, [month day]

- x:xx-x:xx am/pm

Thursday, [month day]

- x:xx-x:xx am/pm

Please respond to this email and indicate what days and times are best for you. If none of these dates and times work for you, please let us know.

If you have any questions or concerns, please reach out to me via email or call me at [insert phone number].

Thank you!

[Insert name]

# Consent Form



## Current Population Survey Consent Form to Participate in Research

Each year the Census Bureau conducts many different surveys. The Census Bureau routinely tests the questions used on these surveys in order to produce the best information possible.

By signing this document, you consent to take part in a study to improve the questions that will be used in the Current Population Survey. You should not be driving at any point during the interview, or we will have to end the interview and reschedule to a later date. This is for both your safety and the safety of those around you. In order to have a complete record of all comments, the interview session will be video and/or audiotaped. The Census Bureau plans to use the recordings to improve the questionnaire. Staff directly involved in the questionnaire design research project will have access to the recordings. Participation is voluntary and answers will remain strictly confidential.

This research interview is being conducted under the authority of 13 U.S.C. Sections 8(b), 141, and 182. Federal law requires that your answers are kept confidential (13 U.S. C. Section 9), and protects your privacy under the Privacy Act (5 U.S.C. Section 552a). Only research staff from the U.S. Census Bureau will know your answers and/or comments from the interview. The Census Bureau can use your responses only to produce statistics, and is not permitted to publicly release your responses in a way that could identify you, your business, organization, or institution.

Additionally, per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. Your information is secured by strictly adhering to the provisions of the Privacy Act, and other regulations and policies to protect the privacy and confidentiality of the information.

This collection has been approved by the Office of Management and Budget (OMB). This eight-digit OMB approval number, 0607-0725, confirms this approval and expires on 12/31/2025. Without this approval, we could not conduct this study.

I have read and understand the statements above. I have agreed to participate in this Census Bureau questionnaire design study, and I give permission for my recordings to be used for the purposes stated above.

I have read and understand the statements above. I consent to participate in this study.

**Use your mouse or finger to sign your name in the box below.**

× SIGN HERE  
Clear

Type today's date below:

\_\_\_\_\_

## **PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**

The information that you provide in the spaces below will be used to release any incentive payments (cash or non-cash) to you. Census Bureau personnel will mail your incentive via USPS Priority Mail no later than ten business days after completion of your interview. You will receive your incentive within three weeks of completion of your interview depending on mail service.

Project/Task: 090600000-000; Organizational Code: 11-09-0098-20-20-00-00; Obj.  
Class: 25-20-04-02

Please enter your name and the address where you want your incentive to be sent.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
ZIP \_\_\_\_\_

Please sign your name below. By signing your name, you acknowledge that the information for voucher receipt is correct.

**Use your mouse or finger to sign your name in the box below.**

Signature:

× SIGN HERE

Clear

Type today's date below.

---

## Email Reminder (no signed consent)

Greetings ,

We are looking forward to working with you tomorrow [Date, Time] for our upcoming conversation. At the above time, please log into the Microsoft Teams meeting link found at the bottom of this email. If you have any issues, please call [interviewer name] at [Interviewer phone number].

We noticed you have not yet signed the consent form, you must do so before the time of your appointment. Below you will find a link to a webpage where you can give your signature to consent to participate in this research.

[Consent form link]

Log in to Teams at the below link on [Date Time] **from a desktop or laptop computer or mobile device.**

[Teams Link]

We are also including instructions on how to access Microsoft Teams.

If you have any questions, please contact [sender name] at [sender email] or [sender phone number].

[sender name]

[Teams attachment]

## Reminder Email to Participants (signed consent, version 1)

Greetings,

We are looking forward to working with you tomorrow [Date, Time] for our upcoming conversation. Thank you for signing the consent form. At the above time, please log in to the Microsoft Teams at the below link on [Date Time] **from a desktop or laptop computer**. If you have any issues, please call [interviewer name] at [interviewer phone number].

[Teams Link]

We are including instructions on how to access Microsoft Teams.

If you have any questions, please contact [sender name] at [sender email] or [sender phone number].

Thank you,

[sender name]

[Teams attachment]

## Reminder email consent version 2 (sent 1 business day before interview)

Greetings,

We are looking forward to working with you tomorrow [Date, Time] for our upcoming conversation. Thank you for signing the consent form. At the above time, please log in to the Microsoft Teams meeting link found at the bottom of this email. If you have any issues, please call [interviewer name] at [interviewer phone number].

If you have signed the consent form, thank you!

If you have not signed the consent form, you must do so before the time of your appointment. Below you will find a link to a webpage where you can give your signature to consent to participate in this research.

[Consent form link]

Log in to Teams at the below link on [Date Time] **from a desktop or laptop computer.**

[Teams Link]

We are including instructions on how to access Microsoft Teams.

If you have any questions, please contact [sender name] at [sender email] or [sender phone number].

Thank you,

[sender name]

[Teams attachment]

## Teams Attachment

1. You will receive an invitation that looks like this. Click the link to join at the time of your meeting:



J

12:06 PM (0 minutes ago) ☆ ↶ ⋮

Feb

10

Fri

Census Bureau Study

[View on Google Calendar](#)

When Fri Feb 10, 2023 1pm – 2pm (EST)

Who

Yes

Maybe

No

More options

Agenda

Fri Feb 10, 2023

No earlier events

1pm Census Bureau Study

No later events

### Microsoft Teams meeting

Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

Meeting ID: 233 129 387 160  
Passcode: jmtfSR  
[Download Teams](#) | [Join on the web](#)

Or call in (audio only)  
[+1 347-973-4395..546181909#](#) United States, New York City  
Phone Conference ID: 546 181 909#  
[Find a local number](#) | [Reset PIN](#)

2. If you already have Teams installed, feel free to use that. Otherwise select “continue on this browser.” Do NOT use Firefox:

How do you want to join your Teams meeting?

Download the Windows app

Use the desktop app for the best experience.

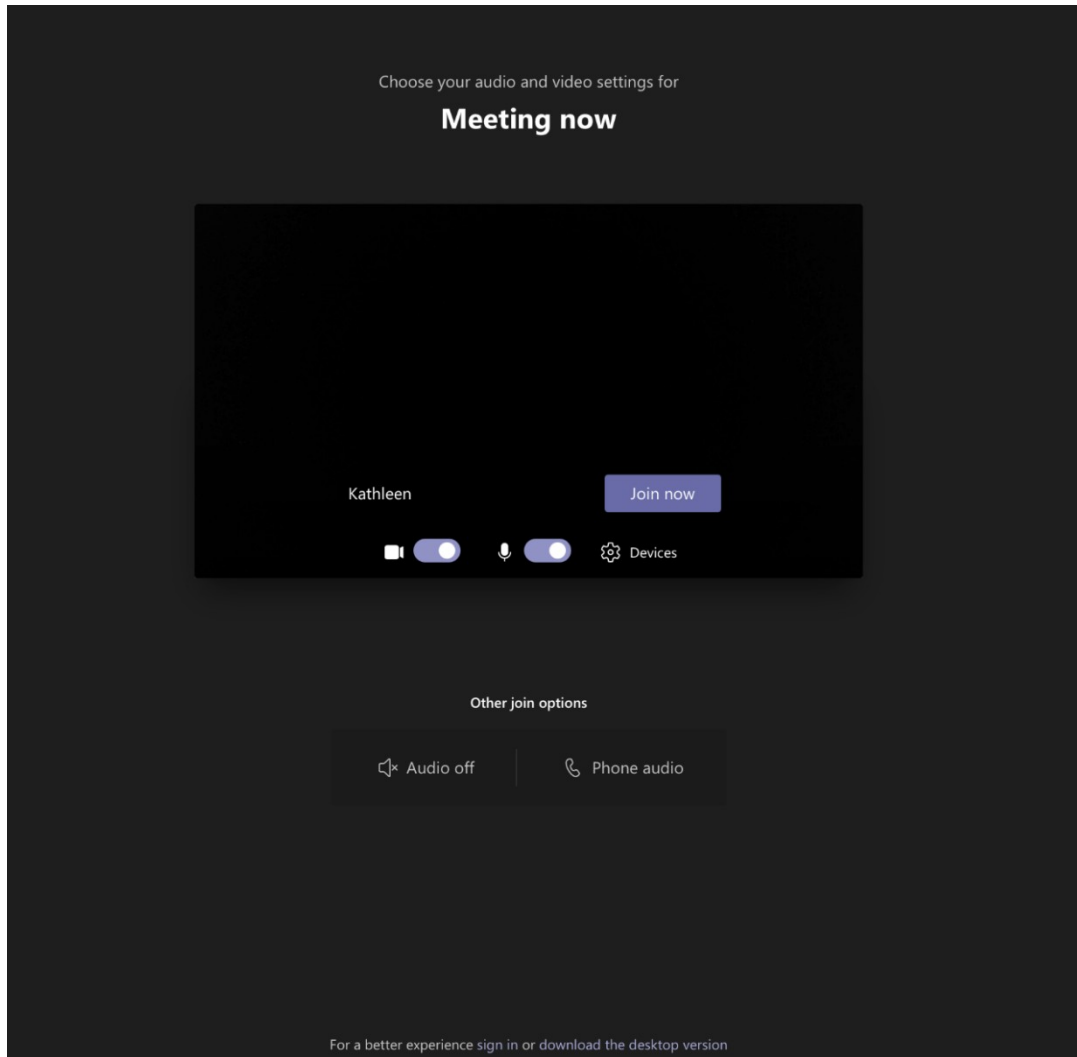
Continue on this browser

No download or installation required.

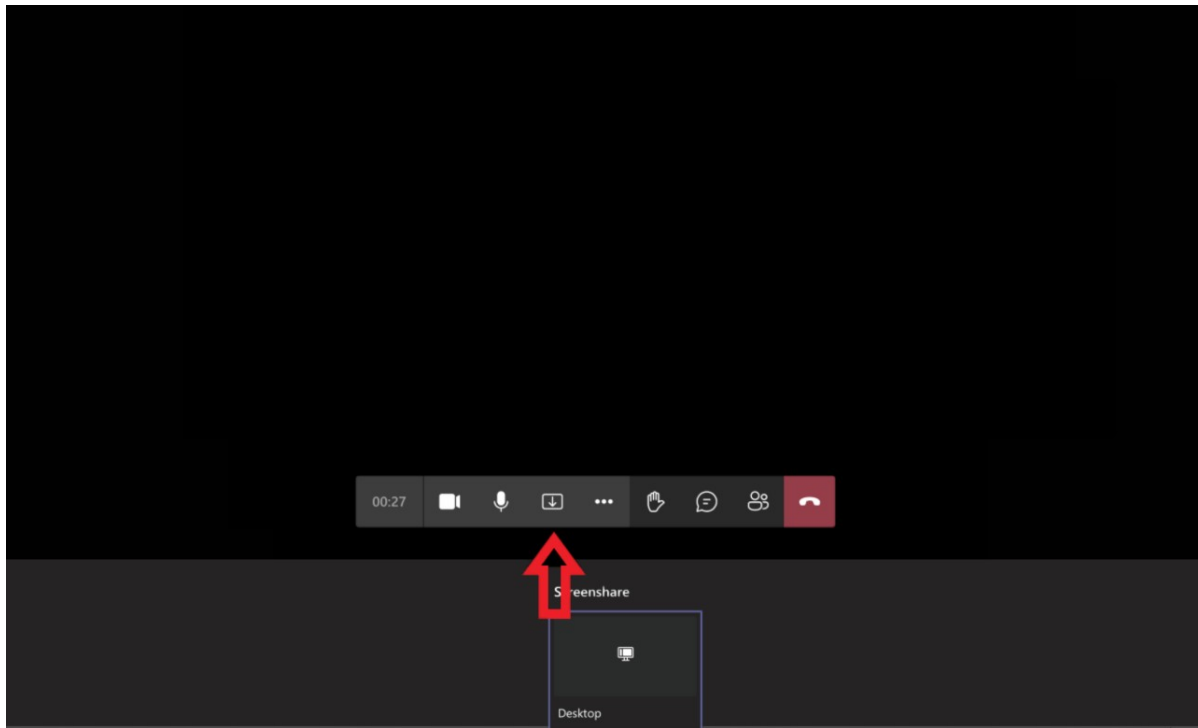
Open your Teams app

Already have it? Go right to your meeting.

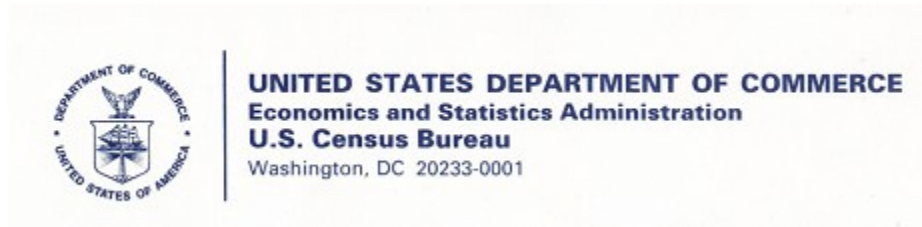
3. Be sure to give permission to use your camera and microphone. Enter a name and click “join now”



#### 4. This is how you share your screen



Incentive Note (this will be a note embedded in the USPS  
Priority mail envelope)



Dear XXXXXX ,

Thank you again for your participation in research for the U.S. Census Bureau. You have given us valuable information to help improve the survey. As promised, enclosed is \$40 cash.

We at the U.S. Census Bureau greatly value your time and input.

Sincerely

XXXXXX