

**APPENDIX C:
TECHNICAL NOTES**

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Project Design

The FDP Faculty Workload Survey was conducted as a Web survey. Institutional recruitment began in the summer of 2005, when the administrative and faculty representatives from each of the 99 FDP member institutions were asked to assist with coordination of the data collection. Representatives received a complete data-collection packet, including both the faculty questionnaire and instructions for compiling a list of faculty.

Approval was obtained from Northwestern University's Institutional Review Board (IRB), with Dr. Robert Decker serving principal investigator for the study. Additional IRB approval was also obtained, when necessary, from each participating school.

Of the total number invited, 73 institutions agreed to participate in the survey administration. Each participating institution provided an electronically formatted list with names, e-mail addresses, and office phone numbers of eligible faculty. Individual faculty-member participation was solicited via an invitation letter containing background information about the FDP, the study, how to log in the Web survey using a unique ID number, and the consent process. An estimated completion time of 20-30 minutes was given so that respondents could budget their time accordingly. A number of the participating universities elected to provide an e-mail pre-notification to the sampled faculty members. Following the initial contacts (the pre-notification letter and invitation e-mail), respondents were sent up to four e-mail reminders that ceased upon completion of the survey, after a refusal to participate, or following the determination that a respondent was ineligible.

Written communications sent to campus representatives and participating faculty are presented for review later in this appendix.

Survey Instrument

The survey consisted of approximately 20 questions of varying formats — including multiple choice, text entry, and fill-in questions — to measure faculty characteristics, workload, time allocations, and perceptions of the work climate (see Appendix D for a copy of the survey). Members of the FDP suggested many of the survey topics. Where possible, questions were included from faculty surveys previously conducted by other federal agencies and research organizations. For example, a few items were based on several iterations of survey questions used within the National Study of Postsecondary Faculty (NSOPF) conducted by the U.S. Department of Education and UCLA's Higher Education Research Institute Faculty Survey.

In the spring of 2004, 72 faculty researchers employed at 13 different institutions completed a pilot version of the FDP Workload Survey. E-mail pre-notification letters, invitations to participate in the study, and reminder notes were sent exclusively via electronic mail to prompt faculty and to communicate with respondents. All the respondents completed questionnaires

through Internet access. The results of the pilot test informed the revision of the survey instrument and administration of the full study. Post-pilot revisions included: reformatting the burden-related questions to read more clearly; adding questions to better limit the sample to full-time, federally funded faculty; and adding questions to examine issues of administrative support.

With the exception of the requirement to comply with the informed-consent procedure for the study, respondents — both for the pilot and full survey — had the option of not answering questions. And in both cases, all respondents encountered the same questions, response options, and ordering of material. The results of the final data analysis were found to directly mirror the initial findings of the pilot study, with seven of the top burdens identified in the pilot emerging as significant burdens in the full study.

The FDP logo was presented in the upper left-hand corner of the screen, with contact information for the study presented in the upper right-hand corner. “Previous” and “next” buttons were provided on the screen to allow respondents to navigate forward or back through the survey, in case they wished, for example, to change any previous responses. An example of the general on-screen appearance of the survey is shown in Appendix D.

Data Collection

The Web-based survey was hosted at Survey Sciences Group, in Ann Arbor, Michigan. Data collection commenced on 10/07/2005, and was completed on 12/19/2005. The survey was self-administered and self-paced.

The survey was conducted in two waves, the first wave corresponding to those schools that elected to send advanced pre-notifications. Formal invitation e-mails were sent on 10/19/05 and reminders, if needed, were sent on 10/24/05, 11/02/05, 11/08/05, and 11/14/05.

For the second wave, invitation e-mails were sent on 11/02/05 and reminders, if needed, were sent on 11/07/05, 11/11/05, 11/16/05, and 11/21/05.

Sample Selection

Ninety-nine institutions were invited to participate in the study. Of these, 73 agreed to participate and 69 (~70% of the total number invited) provided usable data.

Of the 30 institutions that did not submit usable data for the study:

- Two institutions directly refused to participate because they did not want faculty surveyed or because they were uncomfortable providing e-mail contact information for the faculty sample.
- Some agreed to participate, but did not reply to follow-up requests for information.
- Some institutions could not get IRB approval in time.
- Four institutions had no cases remaining in the analysis sample because none of the faculty names that were provided met the eligibility requirements.

The faculty sample was selected from a list of names provided by the participating institutions. While the desire was to make this study a census of all eligible respondents within the FDP, a simple random sample was selected instead so as to reduce the overall cost. First, we separated the sampling universe into two strata: institutions with 100 or fewer eligible respondents; and institutions with more than 100 eligible respondents. We selected all respondents who were eligible from among the stratum that contained 100 or fewer respondents per institution. We then sampled from among the remaining institutions at a rate of 70.4 percent. Eligible faculty met the following criteria:

- Full-time faculty appointment of at least one month in during the 2004-05 academic year.
- A PI or co-PI on at least one federally funded grant during that year.
- An assistant, associate, or full professor during that year.
- Employed by one of the 99 institutions that participate in the FDP.

Response Rates

Regarding response rate calculations, we use the American Association for Public Opinion Research (AAPOR) Standard Definitions as a guide. Thus in discussing a response rate we cite an RR number such as RR1 or RR4. These labels specifically reference the response-rate-calculation algorithms described in the 2004 edition of the AAPOR guide.

Of the 99 FDP institutions invited to participate in the 2005 FDP Faculty Workload Survey, 69 provided usable data. Larger and more research-oriented institutions with high volumes of federal funding were more likely to participate than were emerging research institutions (ERIs),¹ which had a very low response rate. Indeed, the final data analysis only includes responses from 28 faculty members employed by institutions with emerging research programs.

Many characteristics of the FDP survey respondents resemble those of the NSOPF:04 survey respondents. Overall, though, the FDP respondents were much more research-oriented and somewhat more senior in rank. For a more detailed comparison between NSOPF and FDP faculty respondents, see Table C1.

Of the 23,325 respondents invited to participate in the study, 8,692 responded in some way. Among those who responded, however, we were able to determine that 2,064 were not eligible to participate (often, because they had been inadvertently included in the contact lists submitted by participating institutions). This resulted in an eligibility rate of 76.3 percent, and a raw response rate of RR2=31.2 percent² (in which responders include eligible complete cases as well as eligible partial cases). We expect that this eligibility rate reflects the difference between institutions' methods of storing their records on federally funded researchers and the exact respondent characteristics sought by the FDP.

¹ An ERI is an FDP member institution, often undergraduate in nature, with a small but growing research enterprise of typically less than \$15,000,000 in annual federally supported R&D expenditures.

² Response Rate 2, or RR2 (from the 2006 AAPOR Standard Definitions guide) refers to the number of valid interviews (eligible completes and partials) divided by the number of valid interviews (eligible completes and partials) plus the total number of eligible non-interviews (such as refusals or non-contacts) plus all cases of unknown eligibility (non-respondents).

It might be assumed that the eligibility rate among non-respondents is at least comparable to that of respondents (76.3 percent). But our actual hypothesis is that the rate of eligibility among non-respondents is likely to be lower than among respondents, as many non-respondents likely self-screened out of the process after reading about the purpose of the study in the invitation materials. However, because we have no method of estimating their eligibility precisely, we will use the known responder eligibility as an estimate to develop a revised response rate. This revised rate comes to RR4=37.0 percent.³

The average time to complete the survey was approximately 20 minutes, with a median time of 17 minutes and mode of 15 minutes. Cases in which respondents took longer than 60 minutes were excluded from the mean and median computations, but the mode calculation included all completed cases. Individuals who took longer than one hour to complete the survey likely moved away from their computers, leaving the survey idle for a period of time. Partial respondents were not included in the calculation of time to complete, as they do not represent the total time to finish taking the survey. Given that some faculty did not answer every question, the size of the respondent group somewhat varies from question to question.

Cooperation Rate

Another variable we monitored was the cooperation rate (AAPOR CP1),⁴ which provided us with a measure of how cooperative respondents proved to be once they were identified as eligible. In this study, 81.2 percent (CP1) of all respondents completed the survey once they were identified as eligible. Given this high rate, we can be confident that any bias introduced by non-response is more likely to have resulted from the invitation and decision-to-participate process rather than from eligible respondents' reluctance to complete the survey once started.

If we believe that non-respondents were more likely to be ineligible than respondents, we should be able to detect some differences in eligibility rates between known groups that also have different response rates. Specifically, we know that the response rates varied significantly by school. (In this study, RR2 ranged from 0 to 57.1 percent and RR4 ranged from 0 to 62.5 percent, depending on the school.) So if it is true that sample eligibility had an influence on response rate, we should see a correlation between response rates and eligibility rates by school. First, we find that there is a significant range of eligibility rates as well — from 50.0 to 98.3 percent of the total sample. And indeed we do find a significant correlation. If we order the schools from lowest to highest response rate, and look only at the bottom half (34 schools), we find that 21(61.8 percent) of those 34 schools were also in the bottom half of the eligible sample.

³ Response Rate 4, or RR4 (from the 2006 AAPOR Standard Definitions guide) refers to the number of valid interviews (eligible completes and partials) divided by the number of valid interviews (eligible completes and partials) plus the total number of eligible non-interviews (refusals, non-contacts, etc.) plus the proportion of cases of unknown eligibility that are estimated to be ineligible, based upon the eligibility rate of the cases of known eligibility (non-respondents x eligibility rate). This response rate is a more reasonable assessment of the entire population, as it attempts to account for ineligible non-respondents.

⁴ Cooperation Rate 1, or CP1 (from the 2006 AAPOR Standard Definitions guide) refers to the total number of eligible, complete interviews divided by the total number of eligible complete and incomplete interviews plus non-interviews that involve having successfully identified and contacted an eligible potential respondent (refusals, break-offs, etc.).

The number of ineligible cases represented 8.9 percent of the total sample. Cases deemed ineligible involved individuals who were not faculty members or who did not receive federal grant funds (Table C2). Ineligibility rates by school are reported in Table C3.⁵

Of the eligible respondents, there were 463 refusals, resulting in a refusal rate of 2.2 percent.⁶ Refusals involved individuals who explicitly stated that they wished not to participate. Refusal rates by school over the total number of eligible cases are reported in Table C4.

Data Analysis

Only full-time faculty who held federal grants during 2004-2005 were included in the analysis sample. Deans, part-time faculty, and non-faculty research scientists were excluded. Faculty who met the inclusion criteria were retained in the analysis sample, which included those with status as full-time faculty members, those who received federal grant funding during 2004-2005, and all full, associate, and assistant professors (if ranks were used at their institution).

Faculty with administrative duties (36.0 percent of respondents) were operationally defined as those serving as department chairs, associate deans, center directors, program directors, or in other positions with formal administrative responsibilities. FDP reporting categories were used to determine federal funding levels for each of the participating institutions. Administrative burden was calculated only for federal agencies that provided research funds to at least 100 of the faculty respondents during the 2004-2005 academic year.

Chi-square tests were used to determine whether significant differences existed between survey items that resulted in the collection of nominal and ordinal data (e.g., gender, race/ethnicity, academic rank, burden items). For items using continuous-level data (e.g., number of work hours, grant funding), analyses of variance were used to compare the responses.

In order to appropriately report the significance of the results, we have to understand the relationship between sample size and statistical power. Increases in sample size increase statistical power — the probability of detecting significance. Given the size of our analysis sample (6,081 respondents), a more conservative approach was taken with regard to reporting statistical significance in this study. Therefore, all statistically significant differences are reported at the $p < 0.001$ level.

Additional analyses focused on faculty perceptions of the climate for research. Comparisons were made based on Likert-type scale ratings coded from “1=strongly disagree” to “4=strongly agree.” Qualitative analysis — of open-ended responses — was also undertaken at the end of the survey. A statement requesting that respondents “Please take a moment to provide us with additional comments” resulted in more than 250 pages of faculty comments. These data were thematically analyzed and the results triangulated across researchers.

⁵ The rate of ineligibility is the number of known ineligible cases over the entire sample. The rate of eligibility is the number of possibly eligible cases (this includes non-respondents, which are cases of “unknown eligibility”).

⁶ Refusal Rate 1, or REF1 (from the 2006 AAPOR Standard Definitions guide) refers to the number of eligible refusals divided by the number of valid interviews (eligible completes and partials) plus the total number of eligible non-interviews (refusals, non-contacts, etc.) plus all cases of unknown eligibility (non-respondents).

Limitations

There is variation in the degree of rigor with which institutions collect and verify their data. Thus, institutional differences in the quality of sample lists that were provided to the FDP resulted in variations in the quality of data in the final sample of faculty. We attribute this, in part, to institutional policies governing sponsored-programs data collection, which can have profound effects on the method of recording funded-grant data.

The survey response rate was lower than optimal. But we found that restrictions in access to institutional data prohibited our implementing a non-response study to determine the representativeness of respondents across faculty subgroups (e.g., by disciplinary affiliation, academic rank, tenure status, race/ethnicity, or gender).

Open-ended responses from a few respondents raised concerns about whether one survey item pertained to the total number of federal grant funds *received* or to the total number of federal grants *awarded* during the 2004-2005 academic year. Given the large number of survey respondents and the uniformity of response patterns, it is unlikely that any such confusion resulted in substantial alterations to the aggregated response patterns, but readers should interpret these results with at least some degree of caution.

A few faculty also commented that they had mistakenly selected the “None” rather than “N/A” response option when answering the first few administrative-burden questions because “None” appeared first in the list of response options. For this reason, we undertook an extensive review of the response patterns for all administrative-burden and -assistance items included on the survey. We found no irregularity in the pattern of “None” and “N/A” responses for these questions — i.e., no indication that “None” was selected at a particularly high rate for the first few burden/assistance items on the survey. Indeed, considerable variation existed in the frequency of “None” versus “N/A” responses when viewed across survey items, and the ratio of “None” versus “N/A” responses also varied considerably within questions. It is worth mentioning that the survey respondents viewed these choices 48 times in the course of completing the survey. Given the sophistication of this group of respondents — researchers with a higher-than-average exposure to surveys — the possibility of confusion also seems smaller than one would expect when compared to the general population.

Table 1. Comparison of FDP and NSOPF:04 Faculty Respondents

Item	FDP Faculty Workload Survey	NSOPF:2004
Sample	Full-time faculty at 4-year institutions	Full-time faculty at 4-year institutions
Principal Activity	51% Research 19% Instructional 13% Equal teaching/research 24% Administration 3% Other	
Academic Rank	58% Professor 28% Associate professor 11% Assistant professor 3% Other	
Tenure Status	76% Tenured 17% On tenure track but not tenured 6% Not on tenure track 1% No tenure status for my faculty status	47% Tenured 22% On tenure track but not tenured 27% Not on tenure track 5% No tenure status for my faculty status
Race/Ethnicity	92% White non-Hispanic 3% Black non-Hispanic 6% Hispanic 6% Asian/Pacific Islander 3% American Indian/Alaskan Native	80% White non-Hispanic 5% African American/Black 3% Hispanic 10% Asian/Pacific Islander 2% other
Gender	71% Male 29% Female	68% Male 32% Female

Table 2. Response Rate, Eligibility, Complete and Partial Counts w/AAPOR RR2 and RR4 for each School

	Total Number of Eligible Respondents	Total Completes	Total Partials	AAPOR RR#2	AAPOR RR#4
Bradley University	4	0	1	25.00%	40.00%
Brown	143	62	7	48.25%	51.49%
Case Western Reserve	569	135	28	28.65%	31.02%
Colorado State University	465	127	12	29.89%	39.49%
Columbia	1,298	232	62	22.65%	32.39%
Cornell	433	129	14	33.03%	41.09%
Dana Farber Cancer Institute	63	20	2	34.92%	39.71%
Dartmouth	177	63	7	39.55%	44.25%
Duke	631	179	21	31.70%	34.33%
Florida Atlantic	53	14	2	30.19%	33.59%
Florida International University	59	11	3	23.73%	24.94%
Florida State University	221	84	18	46.15%	54.08%
Georgetown	148	49	5	36.49%	37.65%
Johns Hopkins	209	39	7	22.01%	31.18%
Kent State	67	20	2	32.84%	37.50%
Mass. General Hospital	1,258	108	48	12.40%	21.15%
Med. University of South Carolina	174	57	9	37.93%	39.61%
Morgan State	7	4	0	57.14%	62.50%
North Carolina State	160	52	10	38.75%	41.87%
Northwestern	341	145	14	46.63%	49.18%
Oregon Health and Science University	544	111	16	23.35%	31.35%
Penn State	1,286	281	29	24.11%	33.09%
Purdue	804	140	32	21.39%	29.05%
Research Foundation SUNY	385	118	29	38.18%	42.35%
Rhode Island College	1	0	0	0.00%	0.00%
San Diego State University Foundation	110	32	6	34.55%	39.74%
Southern Illinois University, Edwardsville	8	0	1	12.50%	22.22%
Texas A&M Research Foundation	81	29	6	43.21%	47.62%
Texas A&M	15	2	0	13.33%	23.53%
Texas Agricultural Experiment Station	114	36	3	34.21%	39.43%
Texas Engineering Experiment Station	182	48	6	29.67%	35.88%
Texas State University, San Marcos	21	10	0	47.62%	55.12%
Texas Tech.	73	24	3	36.99%	40.26%
University of Arizona	754	167	26	25.60%	33.29%
University of Arkansas for Medical Sciences	161	51	8	36.65%	41.55%
UCLA	233	47	8	23.61%	25.75%
UC System Wide-Davis	496	149	33	36.69%	40.29%
University of Chicago	409	90	16	25.92%	29.29%
University of Cincinnati	383	98	13	28.98%	35.54%
University of Florida	705	229	31	36.88%	42.13%
University of Hawaii	114	37	5	36.84%	39.50%
University of Houston	99	33	3	36.36%	37.58%
University of Illinois, Chicago	347	68	13	23.34%	26.99%
University of Illinois, Urbana-Champaign	597	201	28	38.36%	45.59%
University of Kansas	158	55	6	38.61%	45.01%
Univ. of Maryland Center for Environmental Science	42	17	1	42.86%	46.32%
University of Maryland, College Park	557	135	18	27.47%	34.24%
U Mass, Amherst	161	38	3	25.47%	28.93%
University of Michigan	946	301	32	35.20%	39.35%
University of Minnesota	392	155	25	45.92%	48.69%

University of Missouri	317	91	13	32.81%	38.86%
University of Nevada, Las Vegas	54	15	0	27.78%	36.07%
University of North Carolina, Chapel Hill	500	179	20	39.80%	44.49%
University of North Carolina, Wilmington	76	28	2	39.47%	49.43%
University of North Florida	21	3	0	14.29%	24.00%
University of North Texas	44	16	0	36.36%	41.67%
University of North Texas Health & Science Center	36	18	0	50.00%	52.63%
University of Oklahoma	98	25	4	29.59%	34.72%
University of Rochester	218	88	10	44.95%	47.28%
University of South Florida	148	53	7	40.54%	44.78%
Univ. of Texas Health Science Center at San Antonio	142	43	7	35.21%	37.78%
University of Texas Medical Branch	183	60	11	38.80%	41.94%
University of Texas, Austin	431	140	18	36.66%	40.79%
University of Washington	234	71	21	39.32%	45.29%
University of Wisconsin, Madison	765	286	39	42.48%	49.52%
Washington State University	182	60	7	36.81%	43.08%
Washington University	545	190	15	37.61%	41.15%
Yale	414	130	15	35.02%	36.50%
UCSB	195	32	7	20.00%	23.40%
Total	21,261	5,760	868	31.17%	37.03%

Table 3. Ineligibility Counts and Percent of Ineligibles and Eligibles Over the Per-School Sample

	# of Ineligible Faculty	Rate of Ineligibility of Sample	# of Eligible Faculty	Rate of Eligibility of Sample
Bradley University	1	20.00%	4	80.00%
Brown	10	6.54%	143	93.46%
Case Western Reserve	20	3.40%	569	96.60%
Colorado State University	81	14.84%	465	85.16%
Columbia	196	13.12%	1,298	86.88%
Cornell	63	12.70%	433	87.30%
Dana Farber Cancer Institute	5	7.35%	63	92.65%
Dartmouth	16	8.29%	177	91.71%
Duke	26	3.96%	631	96.04%
Florida Atlantic	3	5.36%	53	94.64%
Florida International University	1	1.67%	59	98.33%
Florida State University	41	15.65%	221	84.35%
Georgetown	3	1.99%	148	98.01%
Johns Hopkins	29	12.18%	209	87.82%
Kent State	5	6.94%	67	93.06%
Mass. General Hospital	149	10.59%	1,258	89.41%
Med. University of South Carolina	5	2.79%	174	97.21%
Morgan State	1	12.50%	7	87.50%
North Carolina State	9	5.33%	160	94.67%
Northwestern	18	5.01%	341	94.99%
Oregon Health and Science University	66	10.82%	544	89.18%
Penn State	185	12.58%	1,286	87.42%
Purdue	90	10.07%	804	89.93%
Research Foundation SUNY	29	7.00%	385	93.00%
Rhode Island College	1	50.00%	1	50.00%
San Diego State University Foundation	10	8.33%	110	91.67%
Southern Illinois University, Edwardsville	1	11.11%	8	88.89%
Texas A&M Research Foundation	7	7.95%	81	92.05%
Texas A&M	2	11.76%	15	88.24%
Texas Agricultural Experiment Station	10	8.06%	114	91.94%
Texas Engineering Experiment Station	18	9.00%	182	91.00%
Texas State University, San Marcos	4	16.00%	21	84.00%
Texas Tech.	4	5.19%	73	94.81%
University of Arizona	90	10.66%	754	89.34%
University of Arkansas for Medical Sciences	14	8.00%	161	92.00%
UCLA	7	2.92%	233	97.08%
UC System Wide-Davis	32	6.06%	496	93.94%
University of Chicago	20	4.66%	409	95.34%
University of Cincinnati	41	9.67%	383	90.33%
University of Florida	66	8.56%	705	91.44%
University of Hawaii	5	4.20%	114	95.80%
University of Houston	2	1.98%	99	98.02%
University of Illinois, Chicago	18	4.93%	347	95.07%
University of Illinois, Urbana-Champaign	82	12.08%	597	87.92%
University of Kansas	20	11.24%	158	88.76%
University of Maryland Center for Environmental Science	3	6.67%	42	93.33%
University of Maryland, College Park	60	9.72%	557	90.28%
U Mass, Amherst	8	4.73%	161	95.27%
University of Michigan	67	6.61%	946	93.39%
University of Minnesota	22	5.31%	392	94.69%
University of Missouri	33	9.43%	317	90.57%

University of Nevada, Las Vegas	7	11.48%	54	88.52%
University of North Carolina, Chapel Hill	44	8.09%	500	91.91%
University of North Carolina, Wilmington	16	17.39%	76	82.61%
University of North Florida	3	12.50%	21	87.50%
University of North Texas	4	8.33%	44	91.67%
University of North Texas Health and Science Center	2	5.26%	36	94.74%
University of Oklahoma	8	7.55%	98	92.45%
University of Rochester	10	4.39%	218	95.61%
University of South Florida	12	7.50%	148	92.50%
Univ. of Texas Health Science Center at San Antonio	6	4.05%	142	95.95%
University of Texas Medical Branch	10	5.18%	183	94.82%
University of Texas, Austin	31	6.71%	431	93.29%
University of Washington	27	10.34%	234	89.66%
University of Wisconsin, Madison	111	12.67%	765	87.33%
Washington State University	21	10.34%	182	89.66%
Washington University	34	5.87%	545	94.13%
Yale	10	2.36%	414	97.64%
UCSB	9	4.41%	195	95.59%
Total	2,064	8.85%	21,261	91.15%

Table 4. Refusal Rate, Eligibility, and Hard and Soft Refusal Counts w/AAPOR REF1 for each School

	Total Number of Eligible Respondents	Hard Refusals	Soft Refusals %	Refused
Bradley University	4	0	0	0.00%
Brown	143	3	0	2.10%
Case Western Reserve	569	7	1	1.41%
Colorado State University	465	19	0	4.09%
Columbia	1,298	25	2	2.08%
Cornell	433	12	0	2.77%
Dana Farber Cancer Institute	63	0	0	0.00%
Dartmouth	177	4	2	3.39%
Duke	631	10	0	1.58%
Florida Atlantic	53	3	0	5.66%
Florida International University	59	2	0	3.39%
Florida State University	221	5	1	2.71%
Georgetown	148	7	0	4.73%
Johns Hopkins	209	4	0	1.91%
Kent State	67	0	0	0.00%
Mass. General Hospital	1,258	36	0	2.86%
Med. University of South Carolina	174	3	0	1.72%
Morgan State	7	0	0	0.00%
North Carolina State	160	4	0	2.50%
Northwestern	341	7	0	2.05%
Oregon Health and Science University	544	11	0	2.02%
Penn State	1,286	41	0	3.19%
Purdue	804	15	0	1.87%
Research Foundation SUNY	385	8	0	2.08%
Rhode Island College	1	0	0	0.00%
San Diego State University Foundation	110	3	0	2.73%
Southern Illinois University, Edwardsville	8	0	0	0.00%
Texas A&M Research Foundation	81	1	0	1.23%
Texas A&M	15	0	0	0.00%
Texas Agricultural Experiment Station	114	1	0	0.88%
Texas Engineering Experiment Station	182	2	0	1.10%
Texas State University, San Marcos	21	1	0	4.76%
Texas Tech.	73	0	0	0.00%
University of Arizona	754	13	0	1.72%
University of Arkansas for Medical Sciences	161	3	0	1.86%
UCLA	233	6	0	2.58%
UC System Wide-Davis	496	18	0	3.63%
University of Chicago	409	6	0	1.47%
University of Cincinnati	383	9	0	2.35%
University of Florida	705	11	0	1.56%
University of Hawaii	114	0	0	0.00%
University of Houston	99	2	0	2.02%
University of Illinois, Chicago	347	8	0	2.31%
University of Illinois, Urbana-Champaign	597	9	0	1.51%
University of Kansas	158	6	0	3.80%
Univ. of Maryland Center for Environmental Science	42	2	0	4.76%
University of Maryland, College Park	557	13	0	2.33%
U Mass, Amherst	161	2	0	1.24%
University of Michigan	946	18	0	1.90%
University of Minnesota	392	7	0	1.79%
University of Missouri	317	8	0	2.52%

University of Nevada, Las Vegas	54	0	0	0.00%
University of North Carolina, Chapel Hill	500	10	0	2.00%
University of North Carolina, Wilmington	76	2	0	2.63%
University of North Florida	21	1	0	4.76%
University of North Texas	44	0	0	0.00%
University of North Texas Health and Science Center	36	0	0	0.00%
University of Oklahoma	98	2	0	2.04%
University of Rochester	218	4	0	1.83%
University of South Florida	148	4	0	2.70%
University of Texas Health Science Center at San Antonio	142	2	0	1.41%
University of Texas Medical Branch	183	1	0	0.55%
University of Texas, Austin	431	7	0	1.62%
University of Washington	234	6	0	2.56%
University of Wisconsin, Madison	765	13	0	1.70%
Washington State University	182	4	0	2.20%
Washington University	545	11	0	2.02%
Yale	414	10	0	2.42%
UCSB	195	5	0	2.56%
Total	21,261	457	6	2.18%

Support Materials

{FDP Header w/ logo}

June 20, 2005

Dear Colleague,

This fall, the Federal Demonstration Partnership (FDP) Faculty Subcommittee on Administrative Burden will administer a Web-based survey to explore the impact of recent changes in federal regulations on the time faculty spend pursuing active research. The results of this study will be used to make recommendations to the Office of Management and Budget (OMB) for streamlining research administrative burdens, without reducing research accountability and compliance with federal regulations. As part of this effort, the FDP will survey all federally funded research faculty working as Principal Investigators at each of the nearly 100 FDP member institutions. The survey has an estimated completion time of 20 minutes and will be administered on the Web.

I am writing to ask for your help with this important project. FDP has contracted with Survey Sciences Group LLC (SSG) of Ann Arbor, Michigan to carry out the survey administration. As an official administrative representative, the FDP needs you to assist in the preparation of this study by acting as a liaison between your institution and the FDP/SSG research team.

Specifically, we ask that you assist us by obtaining a list of federally funded researchers at your institution. The Principal Investigator on this study has been listed as Dr. Robert S. Decker, at Northwestern University. The study has received approval through Northwestern University's Institutional Review Board; however, we anticipate that some institutions may require a local IRB/Human Subjects review and approval. To help facilitate this process, we have included a copy of the Northwestern IRB approval with this letter.

Please review the enclosed *Instructions for Obtaining Researcher List* for the specifics required. We request that you provide your institution list to the research team by August 1, 2005.

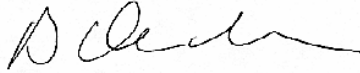
While your assistance is voluntary, it is critical to the success of this study to obtain a representative sample of institutions and faculty within the FDP community. Data collection procedures and questionnaires have been developed to minimize burden on institution staff. We are also sending a copy of this letter to the FDP faculty representative at your institution so that s/he may be available to assist you in these efforts. Our records indicate that the FDP faculty representative at your institution is Name of Faculty Representative.

Please contact the research team at SSG toll free at 1-800-774-0142 (dial extension 450) or e-mail fdp@fdpsurvey.org if you have any questions or do not expect to be available in the coming weeks to assist with this process. If you have questions or comments concerning the study or this request, you may also contact Bob Decker directly at (312) 908-7946 or r-decker@northwestern.edu. For FDP questions, please contact Jerry Stuck, FDP Executive Director, at jstuck@nas.edu or (202) 334-1495.

You can expect to receive a follow-up communication via e-mail direction from the Survey Sciences Group research team in the near future. They will provide additional materials that you may find useful in helping us with this project.

I appreciate your interest in this important and useful study, and I thank you in advance for your participation. When the project is completed, FDP will send you a copy of the final report.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Decker', written over a light gray rectangular background.

Robert S. Decker, PhD
Northwestern University
Chairperson, Faculty Subcommittee
on Research Administrative Burden
Federal Demonstration Partnership

cc: FDP Faculty Representative
Enc.

Instructions for Obtaining Researcher List

For the conduct of this study, we will require a list of all faculty who qualify as follows:

- They must have received federal funding as a principal investigator to conduct research during the 2004/2005 school year.
- They must have a faculty appointment.

To conduct the survey, several contact variables will be needed. This information will ONLY be used to contact these individuals for participation in this study. Letters will be mailed to each respondent introducing them to the study, and then invitations and reminders will be e-mailed to each respondent. Telephone number will only be used to contact the respondent if there is reason to believe that the other two modes of contact are not getting through.

This file may be provided in Excel, tab delimited text format, Access database, or SPSS formats. If your institution would like to provide the data in a different format, please include as much detail as possible regarding the format used and we will do our best to accommodate the format desired.

Contact the SSG team at 1-800-774-0142, and dial extension 450, if you have any questions while navigating this process.

We are asking for the following variables:

Variable Name	Additional Variable Description
First Name	
Middle Name	
Last Name	
Salutation	(Mr./Mrs./Dr./etc.)
Rank/Title	Job Rank/Title
Institution	The name of your institution.
School	The name of the school or affiliated research center where the respondent works.
Program	The name of the program or department where the respondent works.
E-mail	Full e-mail address
Mail Street1	Street address (line 1) of mailing address.
Mail Street2	Street address (line 2) of mailing address.
Mail City	City of mailing address.
Mail State	State of mailing address.
Mail Zip	Zip of mailing address
Phone1	Primary phone number.
Phone2	Secondary phone number. (if available)

Along with this list, please provide any supportive documentation you may have that will help us understand any of the variables provided. For example, if your campus maintains a variable that identifies the program or department, and the variable is coded numerically, please include the code frame so that we may identify the meaning of the codes.

Please do not e-mail this file. E-mail is not a secure means of communicating confidential records. The SSG team will be in contact shortly with instructions on how to electronically submit the file. If you have the file ready to go before they have made contact, please contact them at fdp@fdpsurvey.org or at 1-800-774-0142, extension 450.

Historical Perspective of the FDP Faculty Burden Survey

Almost 15 years ago, the Federal Demonstration Project (now the Federal Demonstration Partnership, FDP) surveyed faculty of FDP institutions to evaluate the worth of the “expanded authorities” that had recently been negotiated between the FDP universities, participating federal agencies and the Office of Management and Budget (OMB). The principal focus of the survey was to determine whether changes in the regulations affecting prior approvals, pre-award costs, no-cost extensions, and the carryover of unexpended funds had saved faculty time and whether such a time savings had been re-invested in research activities.

Over twenty-five hundred faculty responded to the survey indicating that the new, more flexible policies saved researchers significant time, of which about 90% was refocused at scholarly activity and of that, 73% of the liberated time was spent directly on research. These observations implied that the research productivity of FDP faculty would be increased by such changes in federal grant policies. However, anecdotal comments from some of the surveyed faculty indicated that much of the freed-up time that resulted from the implementation of the “expanded authorities” was likely to be re-allocated to other research administrative tasks, like IRB, IACUC and research safety issues to mention just a few.

This issue has been discussed over the intervening period in several different venues but never quantified by the FDP. Since the first survey, a number of new federal regulations have added to the faculty workload and reduced the amount of time that faculty spend on active research. In addition, changes in cost accounting standards no longer offer most faculty the option of using a portion of their direct costs to shift the ever increasing administrative workload to departmental staff. By way of response, the FDP Faculty Subcommittee on Administrative Burden will undertake a survey of research faculty at FDP member institutions to study this important workload issue.

**Federal Demonstration Partnership
Faculty Workload Study**

CONSENT FORM

The purpose of this research is to find out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend in active research. Participation in the study involves the completion of a web survey sponsored by the Federal Demonstration Partnership, National Academies of Science, Washington D.C. Responses to the survey will greatly inform our effort to examine current research policies. We will survey 10,000-20,000 research faculty working at 80 research institutions throughout the United States.

Your participation in this study is voluntary and there are no penalties for not participating. You are free to skip any survey questions that you feel uncomfortable answering. While your participation in the study will involve no cost to you, you will also not be paid for your participation.

You should recognize that participation in this research may result in a loss of privacy, since persons other than the investigator(s) might view your study records. Unless required by law, only the study investigator, members of the investigator’s staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have authority to review your study records. They are required to maintain confidentiality regarding your identity.

The results of this survey will be collected in a centralized computer at the Survey Science Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. Results of this study may be used for publications or presentations at scientific meetings.

The researchers on this project believe that there are no short- or long-term negative effects associated with your participation. Should you have questions regarding your rights as a research participant, please contact Dennis West, Chair for Administrative Review, IRB for Northwestern, at either 312-503-3571 or dwest@northwestern.edu.

If you have any questions about this study, please contact:
Robert Decker, Ph.D., Principal Investigator

Chair, FDP Faculty Subcommittee on Research Administrative Burden

***Feinberg School of Medicine, Tarry 12-733,756
Northwestern University
303 E. Chicago Ave. 60611
Phone: (312) 908-7946
r-decker@northwestern.edu***

I have read and understand the information presented above. I hereby consent to participate in the study.

Yes No

LOCAL PRENOTE

SUBJECT: Upcoming Important Survey

Dear Colleagues:

As some of you may know, the Federal Demonstration Partnership (FDP) is a cooperative initiative among 10 federal agencies and 98 academic institutions designed with the goal of reducing administrative burdens associated with research grants and contracts. Over the years, the FDP helped bring about no-cost extensions and other related burden reducing policies. Their work can directly improve your experiences with federal research grants and contracts.

In the coming days, federally funded researchers at our campus will be asked to participate in a very important study that will be used to make recommendations to the Office of Management and Budget (OMB) for streamlining research administrative burdens, without reducing research accountability and compliance with federal regulations. The FDP has contracted with Survey Sciences Group LLC (SSG) of Ann Arbor, Michigan to carry out the survey administration.

The upcoming Web-based survey is a chance for your voice to be heard as recommendations are made to the OMB so that they can effectively evaluate the efficiency of their research-related administrative processes. Gaining the knowledge of your experiences through this survey will give the FDP the appropriate tools to make suitable recommendations to OMB.

Please find a few moments to respond to this survey so that our institution can be accurately represented in the results.

More information about the survey can be found on the FDP web site at [http://www.thefdp.org/Fac Workload Survey.html](http://www.thefdp.org/Fac_Workload_Survey.html).

Thank you for your consideration.

[FACULTY REP]

MAILED PRENOTE

September 30, 2005

Dear [FIRST],

You have been selected by your Institution's Federal Demonstration Partnership Administrative Representative to participate in a survey recently developed by the Federal Demonstration Partnership (FDP). We are interested in finding out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend actively conducting research. We are administering this survey to faculty engaged in federally funded research projects across a variety of institutional settings. The data received from this survey will influence recommendations made to the Office of Management and Budget (OMB) for reforming research related burdens without decreasing research accountability and compliance with federal regulations. Your participation is critical in finding the correct balance of research and its related burdens

We have contracted with the Survey Sciences Group, LLC, in Ann Arbor, Michigan to assist us with the conduct of this Web-based survey.

Please participate in the Federal Demonstration Partnership's Faculty Workload Survey by completing the following three steps:

1. Go to <http://www.fdpsurvey.org>
2. Enter the following ID: [INSERT RESPID]
3. Follow the instructions on the screen!

Research faculty working at research institutions across the United States are participating. Depending on your answers, participating should take between 20 and 30 minutes. Though your participation in this study is voluntary and there are no penalties for not participating, we would greatly appreciate your help as we try and understand how to minimize faculty burden in order to make research more efficient.

We appreciate your interest in this important and useful study, and thank you for your participation in advance. If you have questions or comments concerning this study please feel free to contact the research team at FDP@fdpsurvey.org.

Sincerely,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

E-MAIL INVITE

FROM: Robert S. Decker

REPLY TO: FDP@fdpsurvey.org

SUBJECT: FDP Faculty Workload Survey!

An exciting research project is being conducted of federally funded faculty at nearly 100 major research institutions in the United States this fall! You have been selected by your University's Federal Demonstration Partnership Administrative Representative to participate in a survey recently developed by the Federal Demonstration Partnership (FDP). We are interested in finding out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend actively conducting research. We are administering this survey to faculty engaged in federally funded research projects across a variety of institutional settings. Your participating is critical to the success of this survey as your responses will influence recommendations made to the OMB on reducing research-related administrative burdens.

To participate now, please follow these three steps:

1. Go to <http://www.fdpsurvey.org>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey.

When we tested this questionnaire, we found that most were able to complete it within 20 or 30 minutes.

Your participation in this study is voluntary and there are not penalties for not participating. You are free to skip any questions you feel uncomfortable answering. The results of the survey will be collected in a centralized computer at the Survey Sciences Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. Results of this study may be used for publications or presentations at scientific meetings.

Your participation is confidential. Only the study investigator's staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have the authority to review your study records. They are required to maintain confidentiality regarding your identity.

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

E-MAIL REMINDER 1

FROM: Robert S. Decker

REPLY TO: FDP@fdpsurvey.org

SUBJECT: REMINDER: Help Decrease Research Related Burdens

As a federally funded researcher, have you ever felt that too much of your time is taken away from your active research in order to complete administrative tasks? We urge you to take part in this federally-sponsored survey which was created to find out how federal requirements (e.g., granting agency rules, and OMB regulations) affect the amount of time you are able to spend actively conducting research. The results of this survey will be used to make recommendations to the Office of Management and Budget (OMB) for reforming related burdens, without lessening research accountability and compliance with federal regulations. As you can see, your participation is critical to this survey's success!

This survey has been sponsored by the Federal Demonstration Partnership. Though this study is voluntary, your participation will greatly help our effort to examine and improve current research policies.

To participate now, please follow these three steps:

1. Go to <http://www.fdpsurvey.org>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey in the subject line.

Your participation in this study is voluntary and there are not penalties for not participating. You are free to skip any questions you feel uncomfortable answering. Only the study investigator's staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have the authority to review your study records. They are required to maintain confidentiality regarding your identity.

The results of the survey will be collected in a centralized computer at the Survey Sciences Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. Results of this study may be used for publications or presentations at scientific meetings.

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org.

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

E-MAIL REMINDER 2

FROM: Robert S. Decker

REPLY TO: FDP@fdpsurvey.org

SUBJECT: REMINDER: Views on Research Related Burdens

Because of your expertise in professional research, you have been selected to participate in an exciting study. You should have received a letter detailing the Federal Demonstration Partnership Faculty Workload Survey in the mail recently as well as an e-mail reminder. Your experiences are very important to us and will help shape recommendations made to the Office of Management and Budget (OMB) for reforming research related burdens without decreasing research accountability and compliance with federal regulations. It is participants such as you, with professional experience and informed judgments dealing with research related burdens that will make this survey a powerful tool for change.

The main purpose of this research is to find out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend actively conducting research. Participation in the study involves the completion of a web survey sponsored by the Federal Demonstration Partnership. Though this study is voluntary, your participation will greatly help our efforts to examine and improve current research policies.

To participate now, please follow these three steps:

1. Go to <http://www.fdpsurvey.org>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey in the subject line.

Once again, your participation in this study is voluntary and there are no penalties for not participating. You are free to skip any questions you feel uncomfortable answering. Only the study investigator's staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have the authority to review your study records. They are required to maintain confidentiality regarding your identity.

The results of the survey will be collected in a centralized computer at the Survey Sciences Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. Results of this study may be used for publications or presentations at scientific meetings.

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org.

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

MAILED REMINDER

Dear {UserData:FIRST}{UserData:LAST},

As you may already know, you have been selected by your Institution's Federal Demonstration Partnership Administrative Representative to share your views about research related administrative burden. We urge you to take part in this federally-sponsored survey soon because it will be closing in the next few days. The survey was created to find out how federal requirements (e.g., granting agency rules, and OMB regulations) affect the amount of time you are able to spend actively conducting research. The results of this survey will be used to make recommendations to the Office of Management and Budget (OMB) for reforming related burdens, without lessening research accountability and compliance with federal regulations.

This survey has been sponsored by the Federal Demonstration Partnership. Though this study is voluntary, your participation will greatly help our effort to examine and improve current research policies.

To participate now, please follow these three steps:

1. Go to: <http://www.fdpsurvey.org>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey in the subject line.

Your participation in this study is voluntary and there are not penalties for not participating. You are free to skip any questions you feel uncomfortable answering. Only the study investigator's staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have the authority to review your study records. They are required to maintain confidentiality regarding your identity.

The results of the survey will be collected in a centralized computer at the Survey Sciences Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. Results of this study may be used for publications or presentations at scientific meetings.

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org.

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

E-MAIL REMINDER 3

FROM: Robert S. Decker

REPLY TO: FDP@fdpsurvey.org

SUBJECT: TIME IS RUNNING OUT--FDP Faculty Workload Survey!

The FDP Faculty Workload Study has been an overwhelming success! Thousands of researchers have participated across the nation, and we have received critically important information regarding the influence of federal requirements (e.g., granting agency rules, OMB regulations) on the amount of time research faculty can spend actively conducting research. We are only asking for approx. 20-30 minutes of your time.

You have been selected to contribute to this study based on your standing as a federally-funded researcher **because your** input is critical to the success of our project. By responding to the survey, you **will** have a wonderful opportunity to share your views and concerns about research faculty work life **with the FDP**. Your comments will be used to inform recommendations made to the Office of Management and Budget, so don't miss your chance to **participate!** You are still eligible to **contribute**, but time is running out. There is only one week left!

To participate now, please follow these three steps:

1. Go to <http://www.ssgresearch.com/FDP/>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey in the subject line.

The purpose of this research is to find out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend actively conducting research. This study is sponsored by the Federal Demonstration Partnership. Though this study is voluntary, your participation will greatly help our effort to examine current research policies.

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org.

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University

E-MAIL REMINDER 4

FROM: Robert S. Decker
REPLY TO: FDP@fdpsurvey.org
SUBJECT: FDP Faculty Workload Survey Closing Soon!

Don't miss your last opportunity to participate in the Federal Demonstration Partnership Faculty Workload Survey! The study will be coming to a close in the next few days, and though we've already had an overwhelming response, we still need your contribution. The results from this survey will be used to make recommendations to the Office of Management and Budget (OMB) for reforming related burdens while maintaining research accountability and federal standards. Therefore, your participation is extremely important and there are only a few days left to complete the survey.

To participate now, please follow these three steps:

1. Go to <http://www.fdpsurvey.org>
2. Enter the following ID: {UserData:RESPID}
3. Follow the instructions on the screen!

If you have any problems accessing the survey, please e-mail FDP@fdpsurvey.org and reference the Federal Demonstration Partnership Faculty Workload Survey in the subject line.

The purpose of this research is to find out how federal requirements (e.g., granting agency rules and OMB regulations) influence the time you are able to spend actively conducting research. Participation in the study involves the completion of a web survey sponsored by the Federal Demonstration Partnership. Though this study is voluntary, your participation will greatly help our effort to examine current research policies.

Your participation in this study is voluntary and there are not penalties for not participating. You are free to skip any questions you feel uncomfortable answering. Only the study investigator's staff, representatives of the Federal Demonstration Partnership, the Northwestern University Institutional Review Board, and representatives from the Office for Human Research Protections (DHHS) will have the authority to review your study records. They are required to maintain confidentiality regarding your identity.

The results of the survey will be collected in a centralized computer at the Survey Sciences Group, LLC, Ann Arbor, Michigan. Identifying information and survey responses will be kept in two separate databases and strict policies will be enforced to ensure that information is never linked in a single file. Any final reports of study findings will be based on grouped data and will not reveal your identity or your individual records. .

We appreciate your interest in this important and useful study, and thank you in advance for your participation. Please feel free to contact the research team with any questions or concerns at FDP@fdpsurvey.org.

Thank you,

Robert S. Decker
Chairperson, Faculty Subcommittee
On Research Administrative Burden
Northwestern University