Submitted: INSERT DATE

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| ***Submitted to:*** | ***Submitted by:*** |
| INSERT Name  INSERT Department  INSERT Institution | INSERT FDP Admin Rep Name  INSERT Institution Name  INSERT Department |

**The 2018 FDP Faculty Workload Survey Study**

The Federal Demonstration Partnership (FDP) is administering a web-based survey to explore the impact of federal regulations on the time faculty members/researchers spend actively conducting research. This survey is a follow-up to a similar survey conducted in 2011. The data collected from this survey will be used to make recommendations for reforming and reducing research-related burdens without lessening accountability and compliance with federal regulations. FDP has contracted with SoundRocket (SR) of Ann Arbor, Michigan to carry out the survey administration.

**SoundRocket**

The 2018 FDP Faculty Workload Survey is being conducted by SoundRocket, an Ann Arbor, Michigan, based survey research company. SoundRocket is an independent organization with a specialty in conducting large scale, web-based surveys. All respondent participation and data are strictly confidential: Only de-identified data will be provided to FDP researchers.

SoundRocket worked with FDP on the study conducted in 2011; previously, SoundRocket was known as the Survey Sciences Group, LLC.

**Sample Request**

To conduct the survey on behalf of the FDP, it is necessary to receive a file containing the names and contact information for all faculty/researchers that are engaged in federally-funded research at your institution. ***For this study, eligibility is defined as:***

* **All Personnel who were serving as Principal Investigators (PI) on U.S. Federally Funded Research Projects (including both Contracts and Grants) that were active (including projects in no-cost extensions) at any point during the 2016-2017 Academic Year.**

**IRB**

This study has been submitted for review by the University of South Florida’s AAHRPP-accredited Institutional Review Board (IRB; Federal Demonstration Partnership 2018 Faculty Workload Survey), and is currently pending approval. As soon as the approval is received, copies will be provided to all institutions who agree to participate in the study. It should be noted that, in previous approvals, the position of the USF IRB has been that participating universities are asked only to facilitate recruitment, thus, IRB approval from participating institutions is not required to conduct the study.

**Sample File Requirements**

It is requested that the following variables be included in the list of federally funded faculty/researchers provided to SoundRocket via the FDP Study website:

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| --- | --- |
| ***VARIABLES TO INCLUDE IN FACULTY/RESEARCHER LIST FILE*** | |
| * **Institution Name\*** * **PI First Name\*** * **PI Last Name\*** * **Email Address\*** * **Secondary Email Address** (if available) * **School/College** * **Department/Unit** * **Program** | * **Salutation (i.e., Dr, Mr, Ms, etc.)** * **Title** * **Rank** * **Gender** * **Race/Ethnicity** |

* Variables marked with an asterisk “\*” are required; communications to potential respondents will not be possible without this information.
* The remaining variables will add significant value to the outcomes of the study, and it is requested that as many of them as possible that are applicable to your institution be included in the list provided.
  + *The FDP strongly encourages providing all variables; however, if that is not possible, it will not impede your institution’s ability to participate, as long as the essential contact information has been provided.*

**Sample File Type & Delivery**

The faculty/researcher information should be consolidated into one file. This file may be organized in one of the following file formats: Excel, Tab delimited text, CSV, Access, or SPSS. If your institution would like to present the data in a different format, please contact Robert Young at SoundRocket via email at [ryoung@soundrocket.com](mailto:ryoung@soundrocket.com)) or phone 734-213-4600 regarding the format.

Along with the faculty/researcher data file, please provide information regarding any variables that may be institution-specific. For example, if your institution maintains a numerically coded variable that identifies a program or department, please include the code frame so that this information can be incorporated into the file.

Faculty/Researcher information files should be directly uploaded via the secure on-line portal from the FDP study website: <http://sites.nationalacademies.org/PGA/fdp/PGA_181909>. **Please do not transmit your file in any other way.** Along with the main faculty/researcher file, you may also submit any additional files containing supporting documentation.

If you experience any difficulty uploading your file(s), please contact SoundRocket at [FDP@ssgresearch.com](mailto:FDP@ssgresearch.com).

**The faculty/researcher information file must be uploaded to the FDP website**

**on or before Friday, November 17, 2017.**